

Policy and Procedure Committee Meeting Minutes
March 13, 2019

The Committee Meeting was called to order at 7:00 PM by Sharon Denson. Those Trustees and Committee Members in attendance included Sharon Denson, Dan Rawlinson, Barbara Susdorf, Bell Baxter, Steve Watkins, and Gwen Norris. Guests included Don Gassie, Allan Riga and Barbara Greenberg

Item 1. Swimming pool pay scale 1010PS. – Sharon said that we are adding a pay scale and job description for a Pool Attendant for something for Jodie to work with for filling positions. The bottom of the pay scale of a Pool Attendant is a good swimmer with no certifications. They have to work with a certified lifeguard who would be in charge. This arrangement will allow us to spread out our lifeguards so we can cover more time. Sharon said \$8.46 is minimum wage in Florida. Sharon presented a proposed pay scale for Pool Attendants and Lifeguards. The proposed pay scale from \$8.50 to \$9.25 is those who can swim and no certifications. \$9.25 to \$10.25 is for swimmers with First Aid and CPR in the past but their certification expired. The top pay for Pool Attendant would be for a strong swimmer and current in CPR and First Aid certifications - from \$10.26 to \$11.00. She suggests we go to \$11.50 for this level. Dan said the pay scale will give Jodie leeway and something to work with. Sharon said that once this is approved Jodie can hire without coming to the Board to hire each person. There was discussion. Sharon said GT Bray does not have pool attendants and she researched Pool Attendant pay nationwide and found the middle of the road pay was \$14.00/hour. Sharon's research found the normal pay here is \$9 to \$10/hour. She reminded us that it is nonskilled, temporary work. Belle Baxter said that it seems a little close to what the lifeguard pay would be. She suggested considering the lifeguard shortage we should do whatever it takes for more hours for the pool to be open. There was discussion on last year when school started the lifeguards that were students were not available. Sharon stated that she asked the office to contact every college and high school in the area Monday and solicit for kids to take lifeguard training. She said the Board will have to decide if they will pay for certifications. She asked Jodie to ask GT Bray if they were going to offer the \$50 training for classes but they may be \$250 (Red Cross). Sharon stated that we are in an economic boom and unemployment is low so we are probably looking at high school and college kids. She prefers mature Pool Attendants. Dan said that mothers can take the courses and work while the kids are in school. Sharon said that we are not getting responses from the ad in the Banner and she would like the pay scale published in the Banner. Sharon said we need to create pay scales for the maintenance crews and office personnel, also. Sharon asked Dan to submit the pay scale from maintenance and office so it can be put in the Policy Book. Sharon said the minimum age is 16 for Pool Attendant and Lifeguard. After more discussion it was decided to use \$11/hour for the top pay for Pool Attendant. There was discussion on numbering the levels/steps as in Pool Attendant 1, 2 and 3. Sharon will add a column with the steps next to the job qualifications and move the Pool Attendant Title over the steps. Sharon will have this at the BOT Meeting for approval.

Sharon said that the leak at the pool has not been repaired and they are not sure what it will take. They still need to cut through the pool deck.

Item # 2. Swimming pool job description for life guard and pool attendant (1010). Sharon shared the proposed Pool Attendant description which is the same as the current Lifeguard's job description with the added words 'assisting lifeguard'. She said that this job description will allow Jodie to give prospective Pool Attendants a description of the job. Sharon said the proposed Lifeguard's job description revision adds the Pool Attendant. These will be brought forward to the Board Meeting.

Item #3 Swimming Pool Policy (1010P). For the Pool Policy 1010P Sharon had gone through the current Policy (1010P) and added 'and pool attendant' everywhere it mentioned 'lifeguard'. This revision will be brought forward to the Board Meeting.

Item #4. Swim Team Rules (1010R) and Waiver (1010STW). Sharon said she discussed what rules were needed with Jeannette (volunteer Swim Team Coach). Sharon presented a proposed rules to be used for the Swim Team. The rules (1010R) include:

- Participants are between 6 and 17 year old.
- Parents or guardian for each participant will volunteer for at least two Swim Meets.
- Participants must compete in at least 5 Swim Meets to qualify for championship.
- Participants will follow instructions of the coach and those assisting the coach.
- Participants put teammates and coaches at risk when they fail to follow directions and engage in activities other than those directed by the coach and coach assistants. Should infractions occur the following steps will be taken to ensure the safety of all:
 - a. First infraction at any event, activity or practice will result in the participant being removed from the event/practice and be seated on the sideline.
 - b. Second infraction at any event, activities or practice will necessitate the participant to be accompanied by an adult at future events or practices until the behavior is corrected.
 - c. The third infraction at any event, activities or practice will disqualify the participant from competing in the next swim meet.

Sharon said that these steps don't eliminate a kid and does not tell them they can't be part of the Team, and that we will not put up with crap. She continued:

- Participant may be disqualified in a future swim meets if they disrupt practice, activities or events, fail to follow the instructions of the coach or coach assistants or miss three consecutive practices without prior arrangements with the coach.

Sharon noted that they would only be disqualified from the swim meet, not from practicing and being part of the Team. Barbara stated that it is important for the kids to be able to be on the Team. Sharon noted that the Swim Team practice is when the pool is open and they cannot be horsing around and if this does not work they will have to use another time. Sharon continued

- Parent of guardian must complete the Swim Team Waiver before participating in any practice activity.

Gwen asked that a font be corrected on the rules.

The proposed Swim Team Waiver (1010STW) was discussed next. Sharon used the form from Jeannette and included/substituted language from the current pool waiver that our attorney had approved. She wants it approved at the Board Meeting. Gwen noted that the signers did not have a place to print their name. Sharon said that someone should make sure that the name be legible/readable. With nothing else to discuss we moved on.

Item #5. Marina Work Area Policy (1005WAP) Sharon said we ran into a problem when a boat slip renter brought another boat into the work area. She said basically there was not a policy/contract violation by the owner, but we did not have a copy of the insurance, registration, or anything. She presented a proposed revision to add a phrase that the boat would have to be from a rented slip and the slip

number. There was discussion. We would be 'covered' in this situation with the language added. Sharon would like this approved at the next Board Meeting.

Item #6. Pool Hours. Will be discussed later. She said maybe we can start the pool open for laps later so there is no gap between the lap swimmers and the lifeguard hours. i.e. currently lap swimming is 8:00 to 10:00AM (with no one from 10:00AM to 1:00PM). She suggested lap swimming may be 10:00AM to 1:00PM with lifeguard and attendant. Barbara noted that elementary schools extended their day to get out at 3:10PM. Dan said we may get more people at 1:00PM. Sharon said we need to have a survey of use. Sharon wants accommodating hours for more open pool hours (not included the Banner Survey). Gwen stated most lap swimmers are starting their day with pool laps. Sharon said we are not as concerned about their safety. Barbara stated that many residents don't have parties in the hall or use the boat ramp, but do like to use the pool for their exercise. Sharon asked the Members to think about the hours. Sharon asked Steve to put the pay scale for lifeguards and pool attendants (when approved) on the front page of the Banner and some of the job descriptions or state 'available at the office'. It was noted that some residents want the pool open now but we have some maintenance first. Sharon said the Policy states the pool opens May 1st, but if we can get it ready we can open it earlier. Sharon said that the pay scale and job descriptions should be ready by the 20th.

Item #7 Paid Instructors Policy (1028P). Sharon said that the policy has been through committee earlier. Belle asked for clarification on the statement in the first paragraph 'the guest will be included in the count for the class'. Sharon said this was reworded. Belle reported that the Policy has gone through the Recreation Committee and there were no other changes suggested. There are no changes suggested.

Item #8 Board/Office/ Maintenance structure. Sharon said that the office has been confused when the Board has made a decision then a Trustee has given instruction otherwise. The office is reacting to whoever is standing there with instructions, which does not work. Sharon presented a flow chart that addresses the reporting, and who reports to who, and how it works. She said the information comes from our By Laws, Jodie's job description and our attorney. Sharon said the Board Chairman is responsible for day to day operations within the Policy and Trustee cannot make their own rules and can only go under the policy created. She stated the following highlights:

- District Manager reports to the Board Chairman.
- The Board reports anything that happens at the Board to the District Manager, i.e. for anything that they want done.
- The maintenance people work under the District Manager.
- The Board is responsible for the District.

Sharon said that the district had a complaint about access to the ballpark. She said after 30 days the work had not gotten done. She had occasion to discuss it with Randy, and Randy had a solution that he acted on, which was viewed as a problem in the office. She said that when she sees a hazard she would not put a note in the office and wait for a fix. She did let Jodie know. Barbara agreed that when it is important like the law, it needs to be acted on unlike if trees are not trimmed. Dan said 30 days is too long to wait on somethings, too. Sharon said that when someone sues they will sue Trustees and they are ultimately responsible. Dan said in the past there had been overstepping but the work order system was made and worked pretty well. Sharon clarified the flow chart as drawn.

Item #9. Committee Charges. Sharon said we need the 'Committee Charges' specified so we don't get into trouble. She said they are not job descriptions. Sharon shared several proposed 'Committee Charges' (Budget and Finance, House and Grounds, Banner, Marina, and Personnel and Salary. She said we have one for Recreation. She said a new person would need to know what the committee charges

were. She said these are not for a policy. They will be part of our By Laws eventually. She asked everyone to look over them. We briefly reviewed the Budget and Finance Committee Charges which include the things they need done which normally has the Treasurer as Chair for the Committee. Sharon added that the Budget and Finance Committee has to get the Budget and Audit Report as well as Budget Resolutions on the website as per State Law and the dates are in the Charter. Sharon stated the Audit Committee is not part of the Budget Committee and should not have the Treasurer as a member.

Item #10. Surplus Property. Sharon said the forms have been made up correctly but thought a list of items would be easier to discuss. She said the forms would be signed once things are decided. Dan asked about the hotdog cooker. Sharon said it is useless, rusty and nasty. She said there will be at least six card tables and maybe some 8-foot tables. She said that if we get rid of some long tables we need to replace them immediately (probably from Sam's Club). She said the decision needs to be made now if we want to sell them at the Attic Sale as the tables should sell well, except the broken ones.

Sharon asked for ideas on prices for items for sale. Here are the comments on the items:

- Timeclock - is old and does not think it works. Everyone uses digital now.
- Dell Computer – the memory has been wiped. And Dan Smith is adding Windows, he said it would be good for students and is a good computer.
- Podium (brown) – the 'donation plaque' will be removed. It is old and worn out. Sell it.
- Diving board – maybe it could be repurposed. Belle suggested \$5. The mounting bolts were rusted. Call someone to see what it is worth.
- Monitor – did not know if it is a panel or old monitor. If they don't sell they need to go to the county dump e-cycling. Sharon said it is thin. Salvation Army (501C3) may take them if we cannot sell them. Steve will look at it to see if it is the small one he brought in.
- Hot dog cooker – not sanitary. Dispose of as trash.
- Popcorn popper – It was cleaned aggressively and the paint is gone. Needs to be on list. They are not very expensive. Gwen suggested \$5. Steve suggested making popcorn to help sell it at the Attic Sale. Dan said pieces of the cup is coming off and getting in the popcorn. No popcorn will be made. The unit needs to be trashed.
- Epson Scanner – It is a simple scanner. It was used on crime watch desk. Steve said the software is still available. Sell at Attic Sale. Gwen suggested \$3. Steve said \$5.
- Large clock – from the pool. It is big enough to see from the pool or beach. Check to see if it runs and needs to be re-hung.
- Large chalkboard. Sharon is not sure what color it is under all of the stuff on it. Barbara said that chalk boards are not used due to allergies. Sharon suggested \$2 at the sale. If not sold, dispose in trash. Belle wondered if Jeannette would want the chalkboard for the Swim Team. Belle will check. It may be 3' by 4'.

The items for sale may be price-marked when put on the table. There would be a vote to get rid of them.

Other items not discussed:

- Ethernet switch.
- 10 key calculator
- Keyboard mouse

Sharon would like to list surplus property on the website with prices in the future.

Sharon said the District needs a table at the Attic Sale.

Item #11. Committee Charges- Personnel and Salary - Sharon clarified the requirements. The chair of the Committee does not do the work, just makes sure it is done. She suggested that the Employee Handbook review be broken down into sections for review. Sharon said that some of the stuff has bad wording.

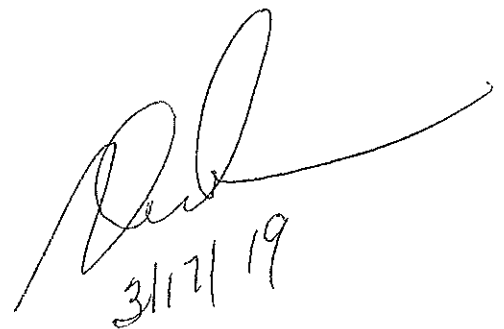
Item #12. District Insurance. Gwen stated that we lost Mr. Lamb but we need to keep looking at improving our insurance coverage. Sharon said we need someone that knows insurance to look at it. Sharon suggested that we ask Andy Harmon to come to a work shop so we can ask all of the insurance questions. Sharon asked Jodie to let her know when there is something firm on where to donate for the Lamb family. Dan suggested a bench be dedicated to Mr. Lamb and send a letter to the family. Barbara said he liked sitting at the marina. Sharon said we could do this when the marina work is done. Steve suggested that we place a bar-b-que with the bench. Sharon said we can put it on the Agenda for next month. Barbara suggested talking with Jodie about his interests, too. Sharon asked Dan to get a price for a plaque that would state 'in honor of'. Dan mentioned the Treasurer that died in the marina (Mr. O'Conner) and the shrine for Mr. McKeever (his wife bought the gates for the marina). There was discussion on where to place the bench at the marina (after rebuilt). Sharon mentioned putting at the fishing pier, when built. Dan suggested naming the fishing pier after Mr. Lamb. Dan said there are names on the wall as you enter the hall. Gwen stated the State had donated bricks for those workers that died during work career.

Sharon said that the contractors are still working on the hall ramp and breezeway floor. She said the hall ramp concrete pour will continue next Friday. She said the back door to the Board Room will be used during the ramp and breezeway flooring work. It was noted that the padlock was still on the door. Gwen asked for signs to direct people to the right door. Steve stated the forming for the ramp blocks the sidewalk that goes around the building. There was discussion on the proposed hall doors.

Sharon said the ADA pool chair will be added at the back corner of the pool because the water is too deep at the front steps.

Item #13. Storage and small bath. Sharon said that storage of the tables is a problem. Sharon suggested that the proposed bathroom be added within the Board Room instead of the storage room because we need the storage area. She said she asked Jim Frost to look at it. She said Board Room could be made smaller.

With no more discussion the meeting adjourned at 8:37 PM.

A handwritten signature in black ink, followed by the date "3/17/19". The signature is stylized and appears to be "Dan".