

**Bayshore Gardens Park & Recreation District
Policy & Procedures Committee Meeting Minutes
June 1, 2021 @ 7:00PM**

In Attending: (Committee Chair) Melanie Woodruff, (Committee Members) Sharon Denson and (absent) Marie Young. (Visitors) Barbara Susdorf, Belle Baxter, Steve Watkins. Quorum established.

The Meeting was called to Order at 7:00 PM by Melanie Woodruff (Committee Chair)

Agenda Items Discussed

- Extensive discussion of policies that are valid and those that are not, and how to proceed with the validation and retention of policies. This also included discussion of how the office should handle these documents. S. Denson introduced a worksheet to help the office with this.
- Marina Work Area Waiting List and the Work Area Request form. The need for each form was discussed and it was decided to submit the forms to the Work Session.
- The need for employees to be informed of the Employee Handbook and their job descriptions needs to be ensured.
- The policy for establishment of clubs was discussed.
- Marina Boat Slip Agreement – Revisions needed to the currently in use non-Board approved contract. Slip transfer policy. Dock Master authority to reassign slips for vessels. Will continue to review this contract for needed revisions.
- A brief discussion about the Lifeguards wearing of uniforms and pool attendant activities.
- The need to bring our implementation of the new state minimum wage rate before the BOT was noted. This should be presented at the Work Session to include the impacted pool employee pay rates.

Meeting adjourned at 8:12 p.m.

Melanie Woodruff