

Minutes Policy and Procedure Committee, May 2, 2018

Meeting called to order at 7:00PM.

Present Barbara Greenberg, Allan Riga, Gwen Norris, Terry Zimmerly, John Woodruff, Melanie Woodruff, Steve Watkins, and Dan Rawlinson.

Minutes from April 4th and 11th 2018 were passed around for additions or corrections. None noted, minutes approved as written.

Announced the attendance at Sunshine Workshop put on by the County Attorney. To be broadcast at a later date, and will let everyone know when it will be shown. Very good workshop and free to elected officials.

Discussed how to organize the Committee meetings that will be held consecutively. Marina committee will need an hour a month, other committees did not feel they needed anytime now . Explained again how the Work Session works and how the flow goes to the Board Cutting, out a lot of the meeting times.

BOT Work session – organizing

- How much time does each committee need?
- Finance Committee: about 5 minutes
- Marina committee: an hour
- House and grounds Committee: maybe 15minutes
- Policy and Procedure Committee: will present at workshop. Would need about 4 hours.

The Trustees are responsible for their own committees, and how to achieve their goals, not dictated by another trustee.

The Committee have to turn in their agenda for a Committee meeting at least 8 days ahead. If they do not have agenda in on time, the Policy and Procedure Committee will take the time spots.

Discussed Auditor selection committee 1016P and D , no changes, will go forward to Work Session. volunteers for the Auditor selection committee (proposed

Discussed the Pool and lack of life guards. Pool Life Guard – Reasons we don't have applicants and what to do. The pay may be the reason we can't get more life guards.

Idea- **Adult swim from 8 am to 12pm** The pool is open from 8 am to 3 pm

Sharon has a proposal for training some young residents (BG cost) but Red Cross will not come here to train. Working on other options.

Fire District – EMS uses our pool for some training and as a favor, may help us get in contact with others. They say that the beach Life Guards don't get many hours so they may be a source for Life Guards.

The WSI certifications requires 25 hours training.

Dan said the initial test for life guard training is ability to swim 3 laps.

Trying to put together the life guard instruction here as well as finding and hiring life guards.

Discussed the pool waiver 1010W sent to us by our attorney. Everyone using the pool will have to sign it. Also Decided to stop charging residents who bring their guests and are with them. If guests will be coming without resident, they will have to get a guest pass for a fee set by the board. Pool Waiver Form to go to BOT Meeting.

Went over attorney items. Attorney does not want not want to write a contract, will review ours. Associate Members not authorized by the Charter. Boat ownership may be in any form approved by the state. The **borrowing money for the marina is unlawful**. Holding a referendum was not necessary according to Bayshore Gardens attorney. Jim Dye told me he sent a letter to Joanne Manse regarding borrowing money. I will get a copy from attorney.

Will have proposal for Board approval of pool passes, who can get the pass and who does not need one. If Trailer Estates is going to use our pool, we want to know if we can use theirs.

Disposal of property on agenda for Work Session. Discussed, was not on agenda and no one had a copy of it. Property disposal- there needs to be a Procedure. Items \$5000 and over are cited in the Statutes. FL 274 05&06. Items under \$5000 needs disposal procedure. Perhaps make different procedures for over or under \$2000.

Discussed 1007R Employee Performance Review (proposed) - changing values for 'exceeds, meets, and need improvement. There will be a performance improvement plan also.

Discussed 1007F Disciplinary action (proposed) some discussion

Gwen Norris took notes and are incorporated in my notes. Thank you Gwen

Respectfully submitted,

Sharon Denson.