



BOARD OF TRUSTEES: SPECIAL MEETING MINUTES

April 28, 2015 at 6:00 PM

1. Call to order

By: Philius "Phil" Matton, Chairman at 6:02 PM

2. Pledge of Allegiance

By: Philius "Phil" Matton, Chairman

3. Roll Call

By Rebecca "Becky" Earnest, Secretary; Philius "Phil" Matton, Chairman; Joanne Gaughan, 2nd Vice Chairman; Marilyn Spall, Assistant Treasurer; Rebecca "Becky" Earnest, Secretary; Marion "Molly" Stone, Assistant Secretary; Rodney "Rod" Lindsay, Trustee; Harald Albinus, Trustee; Treasurer, Vacant all acknowledged their presence. Sharon Johnson, acting District Manager was present with Jessica Saeger recording.

4. Employee Job Descriptions:

The Board discussed individual job descriptions. It was decided all paperwork essential for upcoming meetings should be received by Friday at 5:00 PM. It was agreed that OSHA rules should be posted in each department station.

Harald Albinus suggested "other duties as assigned" should be added on every job descriptions.

Marilyn Spall suggested all Holiday Park employees should be cross-trained. She suggested adding a statement to say "employees should maintain a positive attitude and be respectful" included to all job descriptions.

Joanne Gaughan made a motion to accept Administrative Assistant job description with corrections. Harald Albinus seconded the motion. A vote was called, motion carried.

Becky Earnest made a motion to accept Clerical Assistant job description with corrections. Joanne Gaughan seconded the motion. A vote was called, motion carried.

Joanne Gaughan made a motion to accept Head of Building Maintenance job description with corrections. Harald Albinus seconded the motion. A vote was called, motion carried.

Becky Earnest made a motion to accept Building Maintenance job description with corrections. Harald Albinus seconded the motion. A vote was called, motion carried.

Joanne Gaughan made a motion to accept Gate Access Supervisor description with corrections and amendments. Becky Earnest seconded the motion. A vote was called, motion carried.

Harald Albinus made a motion to accept Gate Access Attendant description with amendments. Becky Earnest seconded the motion. A vote was called, motion carried.

Harald Albinus asked if it is required to obtain a chemical license due to stricter regulations.



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT
215 Holiday Park Boulevard Northeast Palm Bay, Florida 32907-2196

Becky Earnest made a motion to accept Grounds Supervisor as corrected. Harald Albinus seconded the motion. A vote was called, motion carried.

Molly Stone questioned Holiday Park's liability if a ground employee does not have a driver's license.

Harald Albinus mentioned providing OSHA training for any employees unfamiliar with the rules.

Harald Albinus suggested all grounds equipment should be ready the day before. Marilyn Spall agrees.

Harald Albinus made a motion to accept Grounds Maintenance with corrections. Becky Earnest seconded the motion. A vote was called, motion carried.

Patty Peck questioned a job description for gardener.

Phil Matton, Chairman, was asked to discuss hours of ground supervisor with District Manager and report to the Board on the findings. He explained we will discuss at a later time a Gardener job position and include the District Manager job description as well.

5. Adjournment:

There being no further business, a motion to adjourn was made by Harald Albinus and seconded by made by Joanne Gaughan. A vote was called, motion carried. The meeting adjourned at 8:04 PM.

Rebecca Earnest
Rebecca "Becky" Earnest, Secretary

5-12-15
Date