



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

215 Holiday Park Boulevard NE
Palm Bay, Florida 32907-2196

BOARD OF TRUSTEES

SPECIAL MEETING AGENDA

April 10, 2015 - 7:00 PM

Philius "Phil" Matton
Chairperson

Allison Kelly
1st Vice-Chairman

Joanne Gaughan
2nd Vice-Chairman

Rebecca "Becky" Earnest
Secretary

Marion "Molly" Stone
Assistant Secretary

Thomas "Tom" Mahon
Treasurer

Marilyn Spall
Assistant Treasurer

Harald Albinus
Trustee

Rodney "Rod" Lindsay
Trustee

Cheryl Ennis
District Manager

Karl Bohne, Jr.
District's Attorney

* To comment on an item, after you have been recognized by the Chair, please go to the microphone and clearly give your name and address for the record. You may speak for up to three minutes. Note: If formal action is to be taken on an item by the Board, public comment will be requested prior to the vote.

NOTE: MINUTES OF BOARD MEETING ARE PREPARED IN SUMMARY FORM ONLY. PER CHAPTER 286.0105 FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL A DECISION OF THE BOARD HE/SHE SHOULD ARRANGE FOR A VERBATIM RECORD OF THE PROCEEDINGS WHICH INCLUDES THE TESTIMONY IN EVIDENCE ON WHICH THE APPEAL IS MADE.

"A community intended and operated for persons 55 and older"

1. **Call to order**
2. **Invocation**
3. **Roll Call**
4. **Announcements by Chairman**
5. **Employee Vacation & Medical Policy**
Review Vacation, & Medical Policy [tabled from 2-9-15]
Attachment: Vacation & Medical Policy
Motion to Approve
Trustee comment
Call for vote
6. **Employee Job Descriptions**
Review –updated job descriptions, [tabled from 2-9-15]
Attachment: Job Descriptions (previously distributed to the Board)
Motion to Approve
Trustee Comment
Call for Vote
7. **Holiday Park Rules & Regulation**
Review District Rules & Regulation Public
Motion to Approve
Trustee comment
Call for vote
8. **Employee Manual**
“Employee Manual” - Recommendation, Suggestions (Previously distributed to the Board)
9. **Adjournment**



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12/20/12

Updates to the employees Policies & Procedures Manual are in process and will be finalized during the next few months. Those changes and are summarized for you as follows:

- Reference to Health insurance 10% paid by employee
- Vacation:

Vacation is now determined by hours worked (which still works out to be the same as long as the employee has qualified for 40 hours per week). The payment schedule is as follows:

Medical no matter how many years of service -0.01923 hrs.

Vacation:

Less than 2 years .01923 hrs.

2-4 years .03846 hrs.

5-9 years .05769 hrs.

10 years and over .07693 hrs.

Accrued and unused Vacation is paid out upon termination

- Holidays

Currently Christmas Eve is a full day off

- Mileage

Is paid equal to the State Government policy.