



PORT MALABAR HOLIDAY PARK  
MOBILE HOME PARK RECREATION DISTRICT

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

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**BOARD OF TRUSTEE  
REGULAR MEETING MINUTES  
May 12, 2012 - 7:00 PM**

**1. Call to order**

By Joanne Gaughan, Chairman at 7pm

**2. Invocation**

By Becky Earnest, 1<sup>st</sup> Vice Chairman

**3. Pledge of Allegiance**

Led by: Joanne Gaughan, Chairman

**4. Roll Call**

By Marion "Molly" Stone, Secretary; Joanne Gaughan, Chairman; Rebecca "Becky" Earnest, 1<sup>st</sup> Vice Chairman; Harald Albinus, 2<sup>nd</sup> Vice Chairman; Marion "Molly" Stone, Secretary; Allison Kelly, Assistant Secretary; Philas "Phil" Matton, Treasurer; Marilyn Spall, Assistant Treasurer; Rodney "Rod" Lindsay; Trustee; Daniel "Dan" O'Connell, Trustee. All acknowledged their presence. Cheryl Ennis, District Manager was present along with Sharon Johnson recording

**5. Announcements by Chairman - None**

**6. Board Meeting Minutes – Approval of the April 17, DOR Board Meeting minutes**

A motion to approve the April 17 Board Meeting Minutes was made by Becky Earnest. Molly Stone seconded the motion. With no questions by the Board or residents, a vote was called. Motion carried. Becky Earnest requested that the office make sure the attachments noted in the minutes are included with the records.

**7. Treasurer's Report – Presentation of the financial reports for the month of March 2014**

Phil Matton reviewed the expenses and income for year to date saying that we are half way through the year with just 44.92% of the budget spent. Marilyn Spall made a motion to "to accept the Treasurer's report for audit". Allison Kelly seconded the motion. With no questions from the Board or residents, a vote was called. Motion carried. The report will be filed for audit.

**8. Emergency Management - Storm Debris Resolutions 2014-02, 2014-03, and 2014-04, – authorizing utilization of City of Palm Bay contracts for management, removal and disposal of storm debris and related services if/when needed basis were presented to the Board for approval. Dan O'Connell made a motion to approve Resolutions 2014-02, 2014-03, and 2014-04. Becky Earnest seconded the motion. With no questions from the Board or residents, a vote was called. Motion carried.**

**9. Employee Health Insurance – Plan Options, Affordable Health Care Plans – Discussion: Nungesser Insurance Agency Inc. Q&A**

A chart reviewing the current plan and costs to renew along with options from the Affordable Health Care Plans were provided to the Board and posted on the District's website and bulletin board for review. Rene Nungesser, from Nungesser Insurance Agency Inc. who manages the health care program for the employees, was on hand to answer questions. The Board asked Rene Nungesser to review the plans and costs. Ms. Nungesser did state that once you opt to go into the Affordable Care Act, you are locked into it unless something happens to the Affordable Care Act and then that would all change.

Becky Earnest asked Ms. Nungesser if the District could drop the health insurance and have the employees get individual coverage and have the District pay for it. Ms. Nungesser said that the District could not pay for it under the employers account and that you need to have a group plan if it is employer paid. She said that you could stop the group health plan and have the employees get their own coverage and give them some type of credit, pay wise, but the District would have to make sure that they actually did go out and get health insurance.

Rene Nungesser explained that the current plan HFHP HF24 they have a \$20.00 co-pay for their primary care physician, if you pick the Gold Plan their will be a \$25.00 co-pay and anything over and above their co-pay will go toward their deductible and co-insurance. At this time they do not have a deductible but with the gold plan they will have a \$500.00 deductible and the max out of pocket now is \$3000.00 for HF24 but with HFHP Gold Value Plan it will be \$6,000.00.

Joanne Gaughan explained that if we go with the HFHP Gold Plan (Affordable Care) the premiums for the employees reduce and the cost for the employees going on the health care plan will be considerably less than if we renew the current private health care plan.

Rod Lindsay asked if employees are added on the plan and then drop out if they can pick up individual health insurance. Ms. Nungesser explained that if an employee decides to terminate, they would have to wait until enrollment in October. Rod Lindsay asked again about the statement made regarding the Affordable Care Plan and if the District discontinues the private insurance and went on an Affordable Health Care plan that you are not allowed to go back. Ms. Nungesser explained that all individual plans are now through the Affordable Care Act, the private plans are being phased out as employers go to the Affordable Care Act, unless something happens to the Affordable Care Act.

Joanne Gaughan asked the Treasurer which health plan was included in the budget for 2014-2015. Phil Matton explained that \$1600.00 per month more would have to be included for monthly expenses to cover and keep the same private health plan. Again it was asked how was it budgeted and what plan was put in. It was said that the HF Affordable Care Act plan was budgeted.

Allison Kelly stated that we currently pay \$4,170.76 and are adding three employees and if we go with the Affordable Care plan, we will pay \$5,719.57, a difference of around \$1,600.00 per month.

Marilyn Spall asked where in the budget is the figure for health care. Joanne Gaughan explained that it is various areas in the budget and is split up by department.

Cheryl Ennis explained that the health care plan has always been funded with the 2 employees who were eligible for health insurance but choose to opt out of it, but the way the budget year falls the

plan has always included those amounts except for the one new employee that we will be putting in.

Joanne Gaughan stated that at the last meeting the Treasurer stated that there would be no allotment for any pay increase stating that it was due to paying more in health insurance. Cheryl did explain that there is money available for 2% increases for everyone.

Allison Kelly stated that there is no line item in the budget for raises for employees. Cheryl explained again that there is money in the employee payroll funds as all line items are overfunded but there is no line item available in the budget that says, "Raises".

Harald Albinus asked how much it would hurt us to stay with the same plan.

Joanne Gaughan wanted clarification as to how it was going to affect the budget since it is a considerable increase.

Becky Earnest asked if a decision had to be made tonight regarding what plan we are deciding to go with, with the answer being yes as it has to be made by the 15<sup>th</sup> of the month for a June 1<sup>st</sup> renewal.

Jean Beach, 1090 Moonlight CT., asked about page 3 of the proposed budget saying that there is a \$14,000 difference under Custodial Health Insurance. Cheryl explained that there will be two employees added to the plan who will have Health Insurance. Cheryl stated that she will go back and review the line item and will adjust the figure if needed.

David Peck, 1014 Willow CT, asked how many employees are on health care now and how many are going on in October. He said that there were so many figures thrown out during the meeting it was very hard to follow.

Marilyn Spall wanted to make sure that the renewal with the present plan would be \$7,459.32 per month with the 3 additional employees, but the government affordable plan of \$5,719.57 which is about \$1,800.00 less per month which also includes the 3 employees.

Harald Albinus made a motion to continue with and renew the current private health care plan (HF24). Phil Matton seconded the motion.

Becky Earnest wanted people to realize that the budget will go up. We will all end up paying more. Joanne Gaughan stated that the entire budget will have to be redone.

Cheryl Ennis did say that there are some funds in the budget to help pay for that increase, there is money in the contingency fund that has not been allocated yet for projects that were proposed.

Allison Kelly is opposed to using the contingency fund, either we do the budget all over or pull back some of the projects, so we have that money in case we need it.

Marilyn Spall agreed with Allison, we need an emergency fund for emergencies. We need to be able to run the park without increasing the fees for owners in the park and maintain our employees. Maybe we should step back and rethink some of our projects.

David Peck, 1014 Willow CT, questioned whether the employees were asked their opinion as to what they think about changing to the Affordable Care Plan?

Howard Sprague, 126 Holiday Park Blvd, asked about the number of people and how much are we paying?

Joanne Gaughan explained that to renew the plan that our cost will be \$7,459.32, to take the government plan with 10 employees, will cost \$5,729.57. Phil Matton explained that the employee's pay 10% of that.

Joanne Gaughan explained that we have a motion and a second to accept the same plan on a renewal basis for \$7,459.32 per month.

Rod Lindsay stated with the employee paying 10% that we are actually paying \$6,714 a month.

A vote was called. Joanne Gaughan asked for a show of hands when voting on the Health Care. Motion carried with a show of hand being 5 affirmative and 4 negative.

**10. Budget – 2014/2015 - Proposed 2014-2015 Fiscal Year Budget**

With the changes to the Employees Insurance Plan and cost increases, it was requested that the budget be adjusted before it is approved. The adjusted proposed budget will be reviewed at the May 27<sup>th</sup> Meeting where it will again be brought before the Board for a vote.

**11. Consideration of approving painting of the recreation hall walls and stucco pillars**

Joanne Gaughan reviewed all the additional information regarding the three quotes that were discussed at the last meeting.

Becky Earnest asked about the kind of paint that will be used. She asked if the walls were going to be primed before painting and also questioned what kind of paint would be better between the flat and satin finish.

Cheryl Ennis explained all walls would be primed before painting and that the satin finish is more durable and is a matted finish which is washable as well.

Rod Lindsey stated that the only difference with the three bidders is the price. A motion was made by Rod Lindsay to approve Jeff Wilson for a price of \$3,500.00 for painting the Rec Hall interior, Phil Matton seconded the motion. A vote was called. Motion carried.

**12. Review of Grounds Crew and Grounds Supervisor Job Description**

Allison Kelly read from a handout she had prepared before the meeting and which she distributed to the Board prior to the start of the evenings meeting. See Attached.

After reviewing the issues, it was decided that the District Manager will have a conversation with the Grounds Supervisor regarding the items discussed.

**13. Discussion of "Suggestions-Problems-Complaints-Comments" form**

It was recommended that the form be clarified for residents so that there is consistency when filling out the form.

**14. Public Comment**

Howard Sprague 126 Holiday Park, asked about time clocks and breaks for the grounds crew. He stated that they drive back to the barn to have their breaks and then take their break and then drive back to wherever they were working.

Joanne Gaughan explained that they work from 7am - 4pm with a lunch from 11:30am - 12:30pm, having 2 breaks at 15 min each usually from 9:15 – 9:30am and 2:15pm – 2:30pm.

Harald Albinus asked if we fall under the Federal Heat Standards, which states that after a period outside in the heat employees have to be given a break to get water and get in the shade to prevent heat exhaustion.

Mary Evans, 134 Holiday Park Blvd, said that she has been sitting and listening to the same things that we have gone thru several times before regarding the lawn crew. The Supervisor is not doing his job. The other day I observed 4 workers putting in one bench, one was working with a shovel and the other 3 were standing around talking.

**15. Trustees remarks**

Becky Earnest reminded everyone about the Fundraiser at Rooney’s from 11 – 9pm.

Dan O’Connell said he thinks that we have plenty of supervisors.


Marilyn Spall thanked everyone for coming.

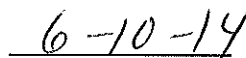
Phil Matton said ditto regarding everyone for coming.

There were no other remarks.

**16. Adjournment**

Becky Earnest made a motion to adjourn. Dan O’Connell seconded the motion. A vote was called. Motion carried. The meeting was adjourned at 8:40PM.

  
Rebecca Earnest – 1<sup>st</sup> Vice Chairman  
Board of Trustees

  
Date

Addendum to job descriptions as specified below:

(Each employee will sign and date addendum and the signed document will be added to the employee's file )

**Grounds Supervisor:**

- \*Must set a dress code example for all maintenance employees by wearing a Holiday Park maintenance shirt at all times during working hours.
- Hair length must be at ear lobe length or shorter. If longer, then it must be pulled back into a ponytail during working hours.
- / Each permanent and permanent-temp should be trained to do all three jobs so that in case of illness or absence, another employee can rotate into any position/
- Must have a clean/organized office area. Equipment maintenance books must be kept in the office and up to date. Pictures in the office must be professional not pin ups. This is a supervisors office, lets make it one.
- Tools must be stored properly and all equipment must be properly stored and ready for the next day's use.  
?????Why do we have 7 trimmers-do they all work? If not why are they hanging around. If they are for parts, lets disassemble them and store the parts.

**Add to all Grounds Crew. Gate Crew and Recreation Hall Crew employees job descriptions:**

- All team employees(grounds crew, gate crew and recreation crew) MUST wear their appropriate district shirt that has been provided during scheduled working hours.  
-or if we want to consider this...  
wear a bright yellow safety vest for the grounds crew (see sample)that is provided by the district. For Day help there will be extra vests for them in the compound area.
- No smoking of any-kind is allowed while on/using district equipment(lawn mower, gator, trimmer, edger or blower). Employees who smoke can smoke either in a designated smoking area on the property(compound, recreation center or while all equipment is turned off and there is a safe distance from any flammable material. There are ashtrays on the gators for disposal of any smoking materials.
- Hair length must be at ear lobe length or shorter. If longer, then it must be pulled back into a ponytail during working hours.

\*\*\*\*Failure to adhere to any work regulations will result in the activation of the disciplinary policy in effect.\*\*\*\*

\*\*\*\*Suggestion for Grounds Supervisor\*\*\*\*\*

Schedule groups of three when mowing-one on a mower, one follows to trim and third to use a blower. Residents lawns should be mowed before green spaces and both sides of each street should be mowed the same day, then trimmed and then the blower used.

Example: Team 1

Team2

Continual Maintenance

Mower	xxxxx	xxxxx
Trimmer	xxxxx	xxxxx
Blower	xxxxx	xxxxx

ie: repair speed bump reflectors  
repair road holes  
repair cement cracks...etc.  
Pick up branches, rake common  
areas-Green spaces!

-2-

\*\*There should never be two mowers mowing the same lawns. We could have two teams or three mowing 2-3 areas at a time and complete this task more quickly and be able to address more projects on a weekly basis. Efficiency is what we need to accomplish; be proactive when something needs to be addressed, report it to supervisor, who then reports it to Cheryl as to when it is scheduled to be addressed/completed..

??? Do we feel it is necessary to wear eye protection(glasses or safety glasses) for trimmers????