



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 – WORKSHOP MEETING  
JANUARY 8, 2013 - 7:00 PM

**1. Call to order**

By: Joanne Gaughan, Chairman, at 7:25 P.M.

**2. Roll Call**

By: Mary Anne Palmer, Secretary, Joanne Gaughan, Chairman, Rebecca “Becky” Earnest, 1<sup>st</sup> Vice Chairman, Mary Anne Palmer, Secretary, Philias “Phil” Matton, 2<sup>nd</sup> Vice Chairman, Allison Kelly, Assistant Secretary, Richard Kissinger Treasurer, Donald Wink, Assistant Treasurer, Rodney “Rod” Lindsay, Trustee, and Harald Albinus, Trustee, all acknowledged their presence. Richard Anderson, District Manager was present with Cheryl Ennis recording.

**3. Announcements by Chairman**

No announcements at this time.

**4. Board Meeting Minutes**

Presentation of minutes for the December 10, 2012 Board meeting was made to the Board. The minutes were posted on the bulletin board, District website and distributed to the Board for review. Becky Earnest made a “motion to approve the minutes”. The motion was seconded by Mary Anne Palmer. A vote was called. Motion carried.

**5. Treasurer’s Report**

Presentation of the financial report for the month of November 2012 was made to the Board by Richard Kissinger. The Treasurer’s Report was posted on the bulletin board and distributed to the Board for review. Rod Lindsay made a “motion that we accept the November 2012 Treasure’s Report”. The motion was seconded by Allison Kelly. A vote was called. Motion carried.

**6. District Manager’s Report**

Presentation of December 2012 District Manager’s monthly report was made to the Board by Richard Anderson. The report was posted on the bulletin board and the District website for review. Richard Kissinger made “a motion to approve the District Manager’s report”. The motion was seconded by Allison Kelly. A vote was called. Motion carried.

**OLD BUSINESS**

**7. District Manager – Recruitment**

Determination of the applicant evaluation procedure for District Manager: Joanne Gaughan asked Richard Anderson to review his recommendation on the procedure. Richard Anderson suggested that several Trustees review the applications each selecting a predetermined number. Those candidates would be sent an application package to fill out and return to the District office. Copies of their application would then be distributed to the Board of Trustees along with their resume to be reviewed

and rated. The top 5, or determined number, candidates would then go through background checks and be invited to the District where formal interviews will be conducted by each Board member individually and again rated. At that point, the top 3, or determined number, candidates would be invited to a Board of Trustee meeting where they would be available for a second interview by the Board and residents of the Park.

Joanne Gaughan asked Allison Kelly to explain her business background saying that she has more expertise in the area than most of the Board. Allison Kelly explained that she was an executive recruiter for 12 years and a manager of an "Information Systems Group" as well as having her own business recruiting high level individuals, doing reference and background checks and reading resumes. Allison Kelly said she would like to use her expertise and be part of the process. It was decided by the Board that 4 Trustees, Joanne Gaughan, Allison Kelly, Harald Albinus and Phil Matton, would go through the resumes with each choosing their top candidates. The list would then be compiled and the selected candidates would then be mailed employment applications.

#### **8. Pay Plan – proposed amendment**

Consideration of establishing Pay Range for Deputy District Clerk at \$12.00 - \$16.50 per hour, Richard Anderson explained that he looked to the City for comparable positions of Receptionist and Customer Service saying their rates are \$14.97 to \$22.64 per hour and the Administrative Assistant rate is \$17.00 to \$24.00 per hour and recommends a similar pay structure. Phil Matton suggested an increase to \$14.00. Richard Kissinger said an increase should be done in increments and suggested a \$3.00 per hour raise. Joanne Gaughan asked for a motion with a dollar figure. Becky Earnest made "a motion to give both girls in the office a \$1.00 per hour raise until we see where we are going with a District Manager". The motion was seconded by Harald Albinus. Allison Kelly asked what the average of other positions in the area and what the low pay range was. Richard Anderson said there are not any of the same positions but similar the City Customer Service range is \$14.97 to \$22.64 per hour and the Administrative Assistant rate is \$17.00 to \$24.00 per hour, and he recommends a similar pay structure.

Connie Christley, 155 Holiday Park, asked who was going to pay for this and asked if the park fees would be raised.

Marsha Pierce, 1150 Center, asked what was meant by "a dollar per hour until things are settled". Becky Earnest said that until the District Manager is hired and the salary determined a \$1.00 per hour raise is all that the District would give and anything further would have to be determined at that time. Marsha Pierce also asked if there were benefits. She was told health insurance which the employees pay 10%.

A vote was called on Becky Earnest's Motion. Motion carried.

### **NEW BUSINESS**

#### **9. Record Storage**

Renewal of Document Mall contract expiring Jan 30, 2013 for electronic off-site archive storage with an estimated monthly cost \$140.00 (Budgeted in Office Expense #0513510) was submitted to the Board. Rod Lindsay suggested backing up the documents on a \$150.00 external hard-drive. Donald Wink said someone could look into purchasing a program where we could index it ourselves. Joanne Gaughan recommended that it be looked into and placed back on the next agenda.

## **10. Fire Extinguisher – Kitchen Hood System**

Consideration of replacing (expired) chemical cartridge tanks. Estimated cost \$600.00. Becky Earnest made a motion “to replace the chemical cartridge tanks at an estimated cost of \$600.00” Mary Anne Palmer seconded the motion. Rod Lindsay asked if the tanks were expired. Richard Anderson said yes and explained that they are 10yrs old. A vote was called on the motion. Motion carried.

## **11. Public Comment**

Howard Sprague, 126 Holiday Park, asked if both girls in the office get the same amount of money and thought the raise was a little bit more than the cost of living.

Henry Gardner, 1183 Center, said he had his golf cart stolen by a 12 year old girl which was found 7 miles down the road. He said they stole a car and burned it and asked when we were going to put something on the fences where we can keep these kids out. He said we got to do something before they start shooting.

Barbara Hoffman, 1021 Little, said she has a lot of contact with the girls in the office and said they are amazingly proficient at what they do and that we need to take better care of them because they do a great job.

John Heaslip, 240 Fantasy, said he has a problem with the feral cats that are living in the park. He mentioned an article in the Florida Today proposing a ban on feral cat colonies. He said he has spent hundreds of dollars cat proofing his home. He said he called animal control and was told that those who feed them are responsible for tagging them. He said the situation is creating a hardship for the neighbors and asked the Board to take some kind of action.

Mary Evens, 130 Holiday Park, said the feral cat problem is due to the residents feeding them. She said the situation needs to be controlled. Joanne Gaughan suggested putting an article in the happenings regarding the problem.

John Heaslip, 240 Fantasy, said there are policies regarding dogs and they should have the same policy applied to cats.

## **12. Trustees remarks and announcements**

Harald Albinus discussed the security and said the cameras are not expensive and they can be wireless with night vision and it should be something that’s looked into.

Rod Lindsay said he needs help with the traffic control for the parks flea market and that his phone number listed in the happenings is incorrect and said to look it up in the Holiday Park phone book. Rod Lindsay also asked for an agenda item regarding the legal age to operate a golf cart be on the next meetings agenda.

Allison Kelly said she believes that residents should stand up and voice their opinion and ideas and said she is willing to listen and talk to anyone as long as they are civil. She said the members of the Board do care. They do have to work within the "Sunshine Laws", not all that they agree with, but that's what they have to do and said if you have questions or things that are not understood ask so the Board can help you understand.

Phil Matton talked about the carts stolen and said they tried to get out through the back fence and couldn't so they drove out the front. He mentioned someone with out a tag getting waved through the front gate and said he spoke with Mr. Anderson and the situation is being looked into. He also congratulated the new members of the Board and said he agreed with what Allison said about being civil.

Mary Anne Palmer said the feral cats have been a problem for years and years and residents have to stop feeding them.

Donald Wink said he would like to help get things resolved and get old issues straightened out and resolved.

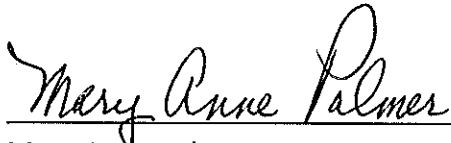
Richard Kissinger said that when people come to the microphone he listens, he doesn't laugh or boo at them. He said he was trying to go down a list and give some information and couldn't and said he would like the same respect he gives residents.

Becky Earnest wanted to remind everyone about the AARP Safe Drivers Course coming up. She said the information is in the happenings and to call her to sign up. She also agreed with Richard Kissinger's comments about respecting the Board.

Joanne Gaughan asked the Trustees to be prepared when they come to the meeting. She thanked Rod Lindsay for putting something on the next agenda and asked for the Board to make recommendations. She said at the next meeting she is going to start committees and will need volunteers. She said she wants input from everyone. She told Russ that she will never fill his shoes and thanked him as well as Barbara Dufault and John Corton for their service.

### 13. Adjournment

Becky Earnest made a "motion to adjourn the meeting". A vote was called. Motion carried. The meeting was adjourned at 8:20.

  
Mary Anne Palmer, Secretary      1-30-13  
Board of Trustees      Date