



PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT

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

BOARD OF TRUSTEES: SPECIAL MEETING MINUTES

April 10, 2015 at 1:00 PM

1. Call to order

By: Philias "Phil" Matton, Chairman at 1:00 PM

2. Invocation

By: Rebecca "Becky" Earnest, Secretary

3. Pledge

By: Philias "Phil" Matton, Chairman

4. Roll Call

By Rebecca "Becky" Earnest, Secretary: Philias "Phil" Matton, Chairman; Joanne Gaughan, 2nd Vice Chairman; Marilyn Spall, Assistant Treasurer; Rebecca "Becky" Earnest, Secretary; Marion "Molly" Stone, Assistant Secretary; Harald Albinus, Trustee, all acknowledged their presence. Absent: Allison Kelly, 1st Vice Chairman; Rodney "Rod" Lindsay, Trustee; Treasurer, Vacant. Cheryl Ennis, District Manager, was present with Jessica Saeger recording.

5. Announcements by Chairman:

Philias "Phil" Matton stated a property owner wanted information about employees. He asked all trustees to think about whether a home owner has the right to know financial information of employees (ie., salary, vacation). Phil Matton asked Cheryl Ennis to put it on the next agenda.

Marilyn Spall stated the public does receive this information. The budget shows employee's information but as a total, not per person.

The Chairman, Phil Matton, did not want to discuss it today because it is not on the agenda. He asked the trustees to think about if a property owner has the right to know financial information of employees and it will be up for discussion at the next meeting.

6. Employee Vacation & Medical Policy:

The Board of Trustees reviewed the vacation and medical policy.

Harald Albinus made a motion to leave vacation time as the same calculations (.01923 hours). Becky Earnest seconded the motion.

Joanne Gaughan state the information shows a maximum approval for both medical and vacation will be twice the annual award. This information is incorrect, it should be one. Joanne asked Cheryl Ennis, District Manager, if the information given for the manual is brand new. Cheryl explained the information came from an online source. She did take out information that did not apply to employees.



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Becky Earnest stated the employee manual has not been approved, but we are voting on the calculations of .01923 hours for vacation time.

Cheryl Ennis explained that she was asked to put it on the agenda for discussion, the way the District office calculates vacation time and medical for employees. It was said the calculations (.01923 hours) should not be done that way. We should be discussing if we should keep the calculations the same or not.

Bruce Crabb, 442 Neighborly Court, asked if there will be public comments. Joanne stated it is not on the agenda. Cheryl Ennis explained public comments are only if the District is making financial changes.

Molly Stone asked if we will be addressing every aspect of the policy manual.

Becky Earnest made a motion to leave the medical calculations the same. Harald Albinus seconded the motion.

Bruce Crabb, 442 Neighborly Court, he is upset with incorrect information coming from the District office.

A vote was called on the motion to leave the vacation time the same calculations, motion carried, one opposed.

A vote was called on the motion to leave medical calculations the same, motion carried, two opposed.

7. Employee Job Descriptions:

The Board considered the updated job descriptions previously distributed to the Board (tabled from 2-9-15). The Board requested a separate date to meet specifically for job descriptions so the descriptions can be looked at line by line.

Harald Albinus made a motion to table this topic. Molly Stone seconded the motion.

Marilyn Spall asked to set a date to discuss.

Molly Stone asked if the Board could receive all information for meetings in a timely manner.

Marilyn Spall made a motion for a Special Meeting on Tuesday, April 28, 2015 at 6:00 PM to discuss only job descriptions. Joanne Gaughan seconded the motion.

Patty Peck, 1014 Willow Court, asked if the projector could be used to show the job descriptions to the public.

A vote was called to table employee job descriptions, motion carried.

A vote was called to set a Special Meeting to discuss only job descriptions, motion carried.

8. Holiday Park Rules & Regulations:

The Board of Trustees recommends the District Rules & Regulations to be separated from the policies. The Board requested a separate meeting for Holiday Park rules and regulations and policies.



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Joanne Gaughan made a motion for this packet to be separated into two (2) separate packets, rules and regulations and policy as it is written. Then address it as two (2) separate issues and discuss each individually. Becky Earnest seconded the motion.

A meeting was set for Wednesday May 6, 2015 at 6:00 PM, to discuss Holiday Park rules and regulations.


A vote was called to address and separate rules and regulations and policies, motion carried.

9. Employee Manual:


The Board of Trustees recommendations and suggestions on the "Employee Manual" (previously distributed to the Board). The Board requested a separate meeting to discuss the employee manual. A meeting was set for Tuesday May 12, 2015 at 1:00 PM, to discuss employee manual.

10. Adjournment:

There being no further business, a motion to adjourn was made by Becky Earnest and seconded by Marilyn Spall. A vote was called and motion carried. The meeting adjourned at 2:20 PM.



Rebecca "Becky" Earnest, Secretary



Date