



**PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATION DISTRICT**

215 Holiday Park Blvd. NE
Palm Bay, Florida 32907-2196
Office: 321-724-2240

BOARD OF TRUSTEES

SPECIAL MEETING MINUTES

May 23, 2018 – 6:00PM

Keith Rittscher
Chairman

Bob Shortlidge
1st Vice-Chairman

Ellouise Raffo
2nd Vice-Chairman

Joanne Gaughan
Secretary

Assistant Secretary

Kendra Bender
Treasurer

Barbara Whitneck
Assistant Treasurer

Helen Ferguson
Trustee

Trustee

District Manager

Ryan Poliakoff
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.

*Silence ALL cellphones during public meetings

NOTE: MINUTES OF BOARD MEETINGS 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"



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1. Meeting call to order by Keith Rittscher

2. Invocation

3. Pledge of Allegiance

4. Roll Call by Joanne Gaughan

Present were Keith Rittscher, Chairman; Bob Shortlidge, 1st Vice-Chairman; Ellouise Raffo, 2nd Vice-Chairman; Joanne Gaughan, Secretary; Kendra Bender, Treasurer; Barbara Whitneck, Assistant Treasurer; Helen Ferguson, Trustee.

5. District Manager candidates will each be interviewed by the Board for approximately 20 minutes.

The Board will have approximately 15 minutes to discuss each candidate after the interview

Bob Shortlidge; thanks the other committee members, Becky Earnest and Jack Emerich. States they took 57 resumes and narrowed it down to 3. Talks about the process they went through to find the candidates.

Candidate #1, Sheree Morris is called in. Sheree Morris; gives a verbal history of her experience and resume. She does have a CAM license. **Joanne Gaughan;** asks how many employees she supervised at Arrow Wood. **Sheree Morris;** she had subcontractors. She also had 15 employees she managed and shared payroll responsibilities with another employee. **Kendra Bender;** Asks what the revenue was at Arrow Wood and Outdoor Resorts. **Sheree Morris;** Outdoor Resorts was over \$300,000 a year. There were also reserves they had to contribute to for infrastructure. **Kendra;** asks about salary expectations. **Sheree Morris;** Between \$60,000 and \$63,000. **Keith Rittscher;** asks about her computer skills. **Sheree Morris;** says she has some and it's not the strongest. She is willing to learn and isn't concerned. **Helen Ferguson;** asks is she can use Excel and PowerPoint. **Sheree Morris;** says she needs to get her feet wet again but she can. **Helen Ferguson;** asks if she could expand her role in creating a total budget number. **Sheree Morris;** says that it really depends on the park. **Joanne Gaughan;** asks about her college education. **Sheree Morris;** says not much and would not bring that up. **Keith Rittscher;** asks if she's worked with lawyers. **Sheree Morris;** has worked with many. **Helen Ferguson;** asks if she has experience creating a 1, 5 and 10 year operation plan. **Sheree Morris;** believes that goes along with your reserves. **Keith;** Thank you. There are no other questions from Board members. **Candidate #1, Sheree Morris leaves. Barbara Whitneck;** likes that she worked at 2 jobs managing over 100 properties for a span of several months. **Kendra Bender;** says that she has all the qualifications we need. **Keith Rittscher;** has concerns over the length of her stay. **Bob Shortlidge;** is not concerned. She expressed she has 10 to 15 more years left in her. **Joanne Gaughan;** unsure about that but would like to have someone good to help us even if it's just for 5 or 6 years. **Keith Rittscher;** likes that she has experience inside and outside of the office. We will open it up for comments from the public. **Patti Peck, 1014 Willow;** asks if she is aware of the Sunshine law. **Bob Shortlidge;** No, she is willing to learn and do homework. **Allison Kelly, 1054 Sunflower;** is concerned she doesn't seem to be willing to work with 9 Board members. **Joanne Gaughan;** feels that she was trying to say taking direction from 9 different people is difficult. **Keith Rittscher;** it seems like she can work with everyone. **Bruce Crabb, 442 Neighborly;** impressed with her knowledge. Doesn't think the office should be micromanaged by the Trustees. **Joanne Gaughan;** the only Trustee that should be in that office is the Chairman. **Dave Peck, 1014 Willow;** wonders how much of the District Manager's job should be computer skills. **Joanne Gaughan, Kendra Bender and Keith Rittscher** discussed that and determined lack of computer



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skill is not detrimental and easy to learn. **Bob Shortlidge, Joanne Gaughan and Keith Rittscher** have a conversation about Chairman's duties. **No other questions or discussion on Candidate #1, Sheree Morris.**

Candidate #2, Adam Bonnet is called in. Adam Bonnet; goes over his resume and experience. Has made capital improvements in excess of 1.8 million dollars per year. **Joanne Gaughan;** asks if he is familiar with Special Districts and the Sunshine Law. **Adam Bonnet;** says yes, he has done research. **Keith;** asks the amount of budgets he has worked with. **Adam Bonnet;** he has operated a 23 million dollar budget as well as created budgets. **Kendra Bender;** asks how he feels about the change to a smaller community. **Adam Bonnet;** states he has to be close to his father and Brevard County is where he needs to be. **Kendra;** asks about his salary expectations. **Adam Bonnet;** between \$60,000 to \$75,000. **Joanne;** asks how he feels about working with older people. **Adam Bonnet;** says he is diverse in his abilities. **Barbara Whitneck;** asks if something happens to his dad, is he going to leave? **Adam Bonnet;** says he bought a house and he is here to stay. **Joanne;** asks how his computer skills are. **Adam Bonnet;** says that he could do it in his sleep. **Helen Ferguson** asks about his knowledge on Special Districts. **Adam Bonnet;** has read the last 8 months of minutes and he gives a brief description of a Special District. **Helen;** asks how many employees he's managed. **Adam Bonnet;** 16 salaried employees that reported to him. **Bob Shortlidge;** asks if he's ever written a grant. **Adam Bonnet;** Yes, several. **Ellouise Raffo;** gives Adam Bonnet a hypothetical scenario about an elderly disabled woman that needs a service animal. **Adam Bonnet;** would ask for verification that it is a service animal, make sure it was up to date on its shots, encourage training, and possibly meet the service animal. Then he would make a presentation for the Board to review. **Bob Shortlidge;** asks if he would get bored given his background. **Adam Bonnet;** says he is not one to sit around and most of his time would be spent outside the office. **No further questions from the Board. Candidate #2, Adam Bonnet leaves the room. Kendra;** impressed with his experience but worries if he got another offer with more money he'd leave. Discussion on Adam Bonnet potentially seeking bigger opportunities elsewhere. Many concerns about longevity in the District Manager position. **Patti Peck, Bruce Crabb and Allison Kelly** voice concerns about Adam Bonnet being overqualified. No further questions for the Board.

Candidate #3, Kevin Boudreau A phone call was placed to the candidate as he is currently located in Chicago, Illinois. **Kevin Boudreau;** goes over his background and resume. Oversees 12 communities around Illinois. **Barbara Whitneck;** asks if he knows what a Special District is and if he's familiar with the Sunshine Law. **Kevin Boudreau;** has done some research but feels there is more to learn. **Kendra;** asks why he wants to leave Illinois. **Kevin Boudreau;** wants to relocate to Florida because his daughter is here. **Kendra;** asks what kind of salary expectations he has. **Kevin Boudreau;** \$65,000. **Bob Shortlidge;** asks how long he's been in the workforce. **Kevin Boudreau;** says he is 29 and has been in the property management business since he was 18. **Keith;** asks about his computer experience. **Kevin Boudreau;** says he is between proficient and advanced. **Bob Shortlidge;** asks how he is with older people. **Kevin Boudreau;** says he's never been challenged getting along with people 20-25 years older than him. **Kendra;** asks what he thinks about the Holiday Park website. **Kevin Boudreau;** thinks it needs to be updated. **Kendra;** asks if he looked at the minutes. **Kevin Boudreau;** doesn't recall reading meeting minutes. **Bob Shortlidge;** asks if he manages any employees. **Kevin Boudreau;** Yes, mostly maintenance staff but also some office staff. **Helen Ferguson;** asks if he can create a 1, 5 and 10 year operational plan. **Kevin Boudreau;** has done budget preparation and has done capitalized 3 year plans. **Barbara Whitneck;** asks if he's been at his current job for 3 years. **Kevin Boudreau;** I've actually been at my current job for 2 years. **Barbara Whitneck** goes over his resume. **Kevin Boudreau** explains each job he has been at. No further questions from the Board. **The phone call with Candidate #3, Kevin**



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Boudreua ends. **Barbara Whitneck** and **Kendra Bender** feels he's had too many jobs for a short period of time. **Joanne Gaughan;** feels anyone would take better opportunity elsewhere if offered. **Kendra;** states the quality of his resume is not the same as the others. **Keith;** feels he's trying to climb the ladder and improve his skill. **Helen Ferguson;** worries he would leave if he was offered more money somewhere else. **Bob Shortlidge;** feels his youth is a good thing if he stayed. **Bruce Crabb, 442 Neighborly;** wants to clarify the District Manager is an at will employee, asks that in the future all candidates be present and asks that the Board makes a motion to offer Sheree Morris the District Managers position at \$60,000. **Patti Peck, 1014 Willow;** isn't sure he would be willing to work with the Board and wonders when he would be able to start. **Bob Shortlidge** says he asked Kevin that and he said less than 30 days. **Ellouise Raffo** voices concerns Kevin Boudreua doesn't have the experience. **Keith;** asks Bob Shortlidge if he asked everyone how long it would be before they were able to start. **Bob Shortlidge;** Asked Sheree and she said she was ready to start now and Adam Bonnet is ready to start as soon as possible.

6. Board Decision on the candidates

The Board asks the audience for a show of hands for the candidate they'd like an offer made to.

Action: Motion to make Sheree Morris an offer with a starting salary of \$60,000 made by Kendra Bender, Helen Ferguson seconds.

Trustee Comment; **Keith;** asks how much her health insurance would be.

Kendra; states her insurance would be \$13,000 a year with 60% paid by Holiday Park and 40% paid by her. **Bob Shortlidge;** asks how we would do her evaluation. **Ellouise Raffo;** suggests they do a 6 month review. **Keith;** says we will do a 6 month review with a possible increase but no guarantee.

Public Comment; **Patti Peck, 1014 Willow;** asks if she really has what the Park needs or should they continue looking. **Keith Rittscher** and **Kendra Bender** feel that she is. **Bob Shortlidge** reminds everyone that the next option would be a head hunter. **Becky Earnest, 205 Borel;** cautions the Board of giving someone a \$5,000 raise. The Board clarifies that it is just going to be a 6 month review.

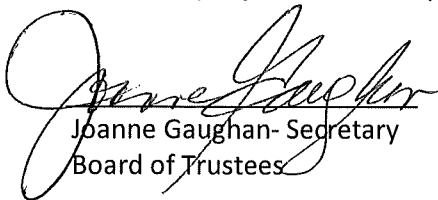
Call for vote; motion passed, 1 nay from **Joanne Gaughan.**

Kendra Bender makes a motion to have **Sheree Morris** start June 1st, **Helen Ferguson** seconds. Call for vote; motion passed

7. Trustee Comments

Kendra; thanks the committee for finding the candidates. **Ellouise Raffo;** no comment at this time. **Barbara Whitneck** thanks everyone for coming. **Bob Shortlidge;** asks when he should contact Sherre. The Board agrees he should call her tonight.

8. Adjournment; motion to adjourn made by **Bob Shortlidge, Kendra Bender** seconds. Meeting adjourned at 8:00pm


Joanne Gaughan- Secretary
Board of Trustees


Date