SPECIAL MEETING MINUTES

January 18, 2017-CANDIDATES INTERVIEW

Meeting called to Order by Chairman Bud Getz at 3:30 p.m. January 18, 2017

In attendance were: Chairman William "Bud" Getz; 1st Vice Chairman Allison Kelly; 2nd Vice Chairman, Marilyn Spall; Secretary, Carol Helton; Assistant Secretary Marion "Molly Stone; Treasurer Cathleen "Cathi" Brennan; Assistant Treasurer Kendra Bender; Trustee Keith Rittscher. Absent Rod Lindsay.

After the Invocation, Pledge to the Flag and roll call, the Chairman pointed out the postponement of Item #12 (Offer Letter and benefit package) for discussion and vote.

Allison Kelly (1st Vice Chairman) reported on the "job search" for acceptable candidates for the position of District Manager. Of three job search sites, we received applications from 154 individuals, after preliminary review of business backgrounds and experience the "pool" was reduced to 34 potential candidates; of these the Board was provided copies of 2 best possible candidates.

The first Candidate Mike Lawler, was introduced and the Chairman reminded all in attendance that this was a "Group Review" to be determined by Trustee vote only.

Allison Kelly introduced Mike Lawler and asked him to introduce himself to the Board and attending residents. Mike gave a brief background of his residence locations, job experiences, including 4 years in the Army and recent experience with Excel, Sprint and Ford/Percepta. He noted his supervisory experience managing telemarketers and Ford customer service personnel (70 technical/team including those related to customer service for Ford). He noted he had done research on the Park, its rules and regulations and the details of the job description.

Mike read from his notes explaining "management ideology" based on communication being the key to solving problems, his concept of legal knowledge relating understanding and enforcing conditions of production warranties to understanding and enforcement of Deed Restrictions; these policies and procedures are relatable to Holiday Park rules and regulations; also stages of growing into performance versus leadership; and management "by walking around"; he has no "hands on" experience with mechanical issues, but will secure outside skills.

Some of observations made by the Trustees and his responses (in brief):

No government audit experience, but has had in-house performance reviews Feels he will be able to transition from large corporate climate to smaller entity;

Motivation of employees is based on communication and acknowledgement of performance. He has had budget management in prior positions;

He will use electronic status reports to keep open avenues of communication with trustees;

While he had no experience managing a maintenance/lawn crew, he feels he is capable of acquiring the necessary skills;

Mike was thanked by the Board for his presentation and then excused from the meeting.

At 4:10 the Chairman "polled" the Board as to their "thoughts and opinions" regarding the applicant Mike Lawler. The comments "in brief" follow:

Allison: not 100% on board, but if impressed by his experience;

Keith: concerned with candidates lack of governmental experiences (workings of a Government Agency, Florida Statutes, required procedures;

Molly: rigid was a word used in his recommendations, difficulty in transitioning from corporate environment to governmental agency;

Carol: lack of physical, mechanical, “hands on experience” thus relying on third parties; Cathi: admires his depth of research, but agreed with Carol's observations;

Kendra: well spoken but questions transitional ability, notes no "hands on" experience, asked why did he leave former job and will he stay in position or is to be a "stepping stone".;

Marilyn: she worked with Mike at Percepta and he was highly respected. Yes, he needs more "field" experience, but believes he will try to learn;

Bud: After researching, he understands Mike's conflict with former management and his experiences should prove applicable. Suggests we give him a chance to mingle with the residents of the Park and get "hands on" experience.

After a short break, the meeting reconvened at 4:35 with the appearance and introduction by Allison, of the second Candidate Kate Masi.

Ms. Masi currently manages a local mobile home park owned by a third party and operating on leased ground. It is her belief the park land will soon be sold and within a year, her job will be eliminated. She wants to stay in Florida and put her experiences to good use.

She has been in Florida for three years and most of her experiences have been up North. She too, researched Holiday Park: land owned not leased, deed restrictions and rules and regulations (which she determined were typical to other Parks she has managed) She currently works under the supervision of the CFO of the Melbourne airport which owns the Park she manages thus making her familiar with governmental procedures and regulations; as well as outsourcing bidding for work to be done e.g. tree trimming, Has significant computer skills: "power point", Microsoft, budgetary, newsletters, etc. Completed CAM training includes training on dealing with staff and residents of Park. Her management style is an "open door" policy and understands that a portion of our residents are "snow birds" and it is essential to have communication with everyone. She believes in procedure manuals for personnel to offset any miscommunication. She will be on call 24/7 and will use the most effective methods to communicate everyone, from face-to-face, e-mail, telephone, etc. She has not had experience managing a grounds crew, but has had experience with dealing with outside vendors. She highlighted her skills in communication with residents, Trustees; interaction with employees to raise their skill levels, development of a budget and attendant office needs.

Kate was then thanked by the Board for her presentation and excused from the meeting. The "polling" of the Board resulted in the following:

Keith: her knowledge of State Law as it relates to mobile home parks is a plus;

Molly: she did not read her resume, acknowledged her research into the Park and agreed with her on issues and cited her experience;

Carol: liked the fact that she had age-related mobile home park experience, her comfort with talking 'to" the Board as opposed to "at" the Board; didn't provide a "presentation";

Cathi: liked her approachability, knowledge of budgetary requirements, qualified experience;

Kendra: hands on, change in management may prove unsettling for her, not formally educated, but willing to learn, not "polished" like Mike (who received "glowing" references);

Marilyn: visited Park managed by Kate, noted the differences in features; but felt both candidates were qualified;

Allison: pleasant personality, experience with maintenance projects, mediation experience, "open door" policy commended, CAM knowledge;

Bud: was concerned about limited experience with responsibility as decisions made primarily after reporting to Airport Authority.

Discussion and voting ensued:

Discussion as to salary: Mike (currently unemployed) would accept $50-SSK without benefits, (relying on his Army benefits.) Kate needed $6SK plus benefits. And it was pointed out by Cathi that her job would be gone in a year. Keith asked about decision to hire, what do we offer in the form of salary?

Voting followed with results in a tie. On a second vote, Chairman did not participate

Ultimately, Kate Masi received the majority vote; on the 2nd vote taken without the chairman voting.

[Subsequently when an offer of $50,000 was made to her, she declined the job offer.]

[The selection and job, subsequently then went to Mike Lawler at $50,000 per year exclusive of benefits and was accepted by Mr. Lawler.]

Motion made by Molly Stone and seconded by Carol Helton that meeting to be adjourned. Carried. Respectfully submitted:

Carol Helton, Secretary