

**Herron Island
Policy Review Committee
Minutes – July 19, 2018**

Present: Mike Gage, Judy Gage, Jane Morgan, Merry Kogut

Absent: Roger Smith, Jane Wooster, Frank VanRavensway

- Jane M and Mike have interviewed Carolyn about her Office Manager job description (j.d.). Updated draft was presented to the group and some changes were made. Jane M will send (almost) final draft to group and to Carolyn for another review.
- Reviewed formats of j.d.s for Office Manager (o.m.) and Receptionist. Discussed need for consistent j.d.s for all jobs. Merry will research some formats and send to committee for review.
- Mike spoke with Charles Smith about the water management j.d. He found four different j.d.s. They need to be consolidated and updated. Jane M and Merry will follow up with Charles about which one to use as a final.
- Mike questioned the need to create a j.d. for Roads position. One part is chair of the Roads Committee, the other is a paid position to do the work. Mike will talk with outgoing Roads Chair Jack Wells about the paid position and need for j.d.
- Mike and Judy agreed to interview Jim Davies about his job on the Parks Committee.
- Mike and Jane M will interview Gary Wonzong about his paid position as maintenance
- Merry presented her work on the policies review. Currently there are two policy lists on the HI website that do not match. The members present approved Merry's recommendation to make changes on the HMC website to correct the policies on the website. Merry had reviewed the policies and made edits for review by other committee members later. Mike suggested that Frank review Merry's work. Merry will also review proposed changes with Charles on the water policy.
- Merry found charters for all committees in the notebook, except for the Policy Review Committee and the Small Boat Dock committee. It was agreed to put those aside for now.
- Reviewed the Policy Index. Found missing policies, outdated policies, that need to be edited and then decide to keep or discard. Will seek Jane W input then submit one or two policies at a time to the board for their approval.

Next Meeting – July 26
Then Aug 9, Aug 23.

Submitted by Jane Morgan, 7/22/2018