

**Herron Island
Policy Review Committee
Minutes – May 31, 2018**

Present: Mike Gage - Chair, Judy Gage, Jane Morgan - Secretary, Jane Wooster – Island Manager, Roger Smith, Frank VanRavensway.

Absent: Merry Kogut

Jane W presented goals for the committee:

1. Job descriptions for non-contract employees i.e. office staff. Must meet state and federal regulations; Board approval, legal approval
2. Review ferry access policy including emergency runs

Discussion

- Mike brought the Herron Island Policy and Procedure Manual for later review.
- Jane W has a current Island Manager job description that can be reviewed. She suggested that we interview each employee to understand the scope of their work, then, using templates, create a comprehensive job description that can be used for hiring, evaluations, pay bands, and job clarification.
- The ferry access policy needs to be reviewed for accuracies and inconsistencies as well as how often it needs to be updated.
- It was decided to meet every other Thursday at 10am for the first few months. Next meeting is June 21.
- Jane M will type minutes, submit to Mike for review, then post on the HI website within a timely manner.
- All agreed to maintaining transparency of committee activities for all island members through timely posting of committee minutes

Action

1. Will review office staff job descriptions, interview current staff.
2. Will begin review of ferry access policy
3. Will research job description templates and work to create updated job descriptions.

Next Meeting: June 21, 10am, Community Center.

Subsequent meetings scheduled as below:

July 12

July 26

August 9

August 23