

**Herron Island
Policy Review Committee
Minutes – August 9, 2018**

Present: Mike Gage, Jane Morgan, Merry Kogut, Frank VanRavenswaay
Absent: Roger Smith, Jane Wooster, Judy Gage

1. Reviewed minutes from last meeting. Approved with changes. Merry will post on HI website.

2. Mike announced that Roger Smith has resigned from the committee. We need to recruit new members. Must be limited to island members. Merry will create announcement seeking new members, send to Mike for an e-mail posting.

3. Job Descriptions:

- Jane M and Merry met with Charles Smith to review his water management position. All agreed that a fourth final version is current and correct. All others will be eliminated. This will be added to the other j.d.s to be formatted.

- Mike spoke with Mike Graham and Jack Wells about Roads j.d. They discussed payment for doing island work. Apparently if there are no volunteers contractors need to be hired. Mike will ask them to develop a policy regarding this issue, including a way to post jobs from this committee that are paid by the island.

4. Jim Davies has submitted a j.d. to Jane W but we have not yet seen it. Mike will follow up with Jane W.

5. Policy Review:

- Merry and Frank reviewed policies and made some edit changes.
- There is a need for consistent format such as consistent headings, who signs the policies, effective dates, and sunset review dates.

- Merry will convert policies to Word documents, make edits, send to Policy Committee for discussion and approval, then send to Jane W to take to the Board.

- Merry discussed current water policy with Charles. He was going to present the edits to the water committee for approval.

6. There is already a policy about deposits for digging trenches across roads that can be applied to Dana Gruber's question about this issue.

7. Merry and Jane M will look at j.d. formats and develop a common format to use.

8. Merry will do more work on policies and create a recruitment announcement for committee membership.

Next Meetings

Aug 9, Aug 23, Sept 6, Sept 26, Oct 11