

**Herron Island
Policy Review Committee
Minutes – February 5, 2019**

1. Minutes from Jan 24 approved and will be posted.
2. Reviewed all job descriptions (j.d.) with the following actions:
 - a. Parks Manager vs. Parks Chairperson. Long discussion about need for job description or not. Will get Jane W. input and table for now. Is there a position of “Groundskeeper” for one who mows lawns etc?
 - b. Roads Manager/Chairperson will also be tabled for now for the same reasons.
 - c. All j.d.s should be dated, pages numbered, fonts standardized.
 - d. Water Manager, Maintenance Manager, Island Manager, Office Manager, and Receptionist all reviewed, changes suggested. Considered done.
 - e. Jane M will make clean copies, send to Janet P, and Jane W for review and then on to the Board for final approval. Yea.
3. Policies:
 - Reviewed the Collection of Delinquent Accts policy and Voting Policy. Minor corrections suggested. Considered done. Merry will send clean copies to Janet P and Jane W for review and then on to the Board. Yea
 - Roads Policy will be tabled indefinitely.
4. Next meeting: deep dive into the Ferry Access Policy

Next meetings:

Feb 19 1pm
March 5 1pm
March 19 1pm

