



Business Administration & Operations Activities

Update April 24, 2019

Administration

- **Attended Design meeting on new building**
- **Attended building meetings on architectural plans**
- **Met with Paul Hederman on Employee Handbook detail**
- **Wrote updates to Employee Handbook for new Vision, Mission and Core Values; pending Executive Director approval, then addendum will be issued to all staff**
- **Catching up on events occurred while on maternity leave**
 - **Read past Financials, Financial Comm. meeting minutes, BOD meeting minutes**
 - **Met with Leadership team**
 - **Met with my staff**
- **Communicated with CEO of Elliott Museum on parking during construction**
- **Picked up on continued issue of water usage with Principal Engineer at Martin County Utilities**
- **Scheduled Electrician to complete work for Seagrass Nursery Expansion**
- **Prepared for EPA site visit**
- **Coordinated and Scheduled updates to staff First Aid, CPR and AED certification and training**
- **Communicated scheduled work to be done on pumps on back of property with Mosquito Control Manager**
- **Scheduled Insurance renewal meeting with Senior Vice President of Brown and Brown Insurance Company**
- **Currently screening applicants for open position of Operations Technician**
- **Ran background checks for potential new hire candidate**
- **Completed and submitted paperwork on 401(k) accounts**
- **Held HR meeting with staff member and their Director on disciplinary issue**
- **Documented wear and tear to pickup truck**
- **Communicated with office of Martin County Supervisor of Elections to not renew FOS as a polling location due to upcoming construction**
- **Filed Annual Report with Department of State on sunbiz.org**
- **Sent Contractor Agreement Onsite Policy to Executive Director to send along to Zabik & Associates**

Jo Marie Bruno
Director of Business Administration and Operations

Grounds/Building

- **Oversaw last of South Culvert Installation**
- **Replaced and raised the height of gates along the GFL**
- **Replaced portions of fence along the GFL**
- **Replaced flags for Coastal Center: USA, FL, and "OPEN"**
- **Air Conditioning work on issues on Gift Shop unit**
- **Repairs to office ladies restroom**
- **Installed two units of Electronic Pest Repellers in outdoor restrooms**
- **Trail repairs to boardwalks**
- **Dispersed 60 tons of shell rock along North side of GFL and Seagrass Expansion areas**
- **Ongoing maintenance to behind the scenes area to keep organized and safe**

Shaun Jackson
Operations Manager