



Business Administration & Operations Activities

Update May 22, 2019

Administration

- **Met with Insurance Vice President of Brown & Brown on Annual Insurance and upcoming construction**
- **Design Phone meeting with C7A, Color-Ad and FOS Lead Staff**
- **Held CPR, First Aid & AED Training at FOS for 14 FOS Staff members**
- **Issues Addendums to Employee Handbook**
- **Communicated with Property Owner of Publix on parking during construction**
- **Communicated HR Issues with staff member to Executive Director**
- **Filed Department of Agriculture and Consumer Services updated solicitation registration**
- **Interviewing and checking references of candidates for Operations Technician**
- **Met with representative from Paychex on potentially changing payroll company**
- **HR Onboarding for Summer Interns**
- **Ordering more two-way radios for replacing damaged radios & increased summer staff**

Jo Marie Bruno
Director of Business Administration and Operations

Grounds/Building

- **Repairs to support of North Trail Boardwalks**
- **Cleaning & organizing the workshop**
- **Scheduled Ault Electric to resolve issues in Seagrass Nursery Expansion**
- **Scheduled Ault Electric to move junction box affiliated with Animal Care's filtration system**
- **Repairs to fence line along ramp entrance to Admissions**
- **Landscape work & removal of invasive plants along service road**
- **Building safety handrails along South GFL Culvert discharge**

Shaun Jackson
Operations Manager