



Business Administration & Operations Activities

Update January 2020

Administration

- Coordinate with Shaun/Operations daily on various projects and requested tasks (see Operations report).
- Prepared and submitted the second (and final) invoice to Martin County Board of County Commissioners for the balance of the Office of Tourism & Marketing Grant Purchase Order (\$152,607.79). Received payment for the first invoice and the check was deposited (\$372,392.21).
- Medical benefits are in place. The first employee deduction posted to the pay period ending 1/17/20 and will be deducted from each paycheck. We received reimbursement for FloridaBlue pulling our first premium payment twice (once ACH, once with the paper check).
- Implemented a new PTO policy. Instead of everyone having the calendar year (1/1/2020 to 12/31/2020) to utilize all of their PTO time (otherwise lose it), we are using their anniversary month as the beginning of the year to use their benefit. Not only do other employment changes happen on anniversary dates this system will avoid everyone taking off their remaining time at the same time during the end of their year (when we are very busy), as what happened this past December.
- Onboard new employees: Alex Goldin & Anastasia Keating. Exit interview scheduled for Stacy Montoya 1/24/20.
- Worked with Mark Perry, Paul Hederman, and Lori Glasgill (from Integrated Compensation Solutions, Inc.) on the Compensation Survey. Several meetings on results, salary structuring tools, and fine tuning in preparation for the presentation to the Strategic Planning Committee for ultimately the Board of Directors Meeting.
- Re: temporary restrooms. We found that during one of the busiest times of the year (Christmas/New Year) the Visitor Center restrooms handled probably the largest crowd we will see during construction. Moving forward we will just pay close attention to this and reconsider portable restrooms or utilizing the classroom's restrooms, if need be.
- Fourth quarter payroll tax (form 941) was filed. W2s delivered/mailed to employees on 1/20/20 (before 1/31/20 deadline).
- Connected with Guardian to update security call lists and codes.
- Addressing employees and volunteers concerns regarding landscaping that will be removed during the expansion. The employees have seen the current and future landscape plan and we have explained that we will do our best to relocate the plants/trees. The schedule for the fire line has been pushed back to the end of the project, so we have time to research our options and make plans.
- Creating a test company in Quickbooks to utilize and test the fund accounting feature. Should it provide the fund accounting structure we want, we will implement it in FOS Quickbooks company file.
- Familiarizing with the current Strategic Plan and tracking worksheet. Will be arranging times to be brought up to speed on task details so I can begin to work on them.
- Completed the IT report requested and forwarded to Dan Merritt.

Director of Business and Operations

Operations Report
Updated January 22, 2020

- Coastal Center Air Conditioning duct and pan repair
- Groom and clean out all vegetation in front of parking lot
- Clean up GFL Island
- Replace boat ramp gates at GFL
- Repair observation dock
- Repair cupola on Coastal Center roof
- Repair pump platform south of the turtle pavilion
- Remove various irrigation and water lines that are not used
- Level and raise grade by new research building
- Trim nature trail and general maintenance
- Garbage cleanup along rear coastal area of FOS
- Clean around pump house

Shaun Jackson
Operations Manager