



Business Administration & Operations Activities

Update April 2020

Administration

- Coordinate with Shaun/Operations daily on various projects and requested tasks (see Operations report below).
- In response to the Governor DeSantis 'stay at home' order, critical staff (operations) is scheduled as to have coverage at FOS site seven days per week with extended hours (5:30pm) with the security officer on site from 6pm – 12am, daily as well. FOS entrances to stay locked at all times.
- Staff that can work from home do so under telecommute agreements with work assigned accordingly and oversight from their supervisors. Emailing staff periodically with notifications regarding federal assistance offered for Covid-19 related issues, so far no one has needed to utilize any of these services.
- Worked with Mark Perry and Karl Williams from Seacoast Bank (Vero) providing documentation on payroll and benefits numbers for the SBA Paycheck Protection Program (PPP) loan application offered through the CARES act. The time frame used for the calculations was March 31, 2019 – March 31, 2020. The average monthly cost of payroll and benefits (health care and 401K) was \$94,266. The loan for \$235,600 was approved and then funded on April 24, 2020.

Eligible use of proceeds			
	Annual Basis	Monthly	
Salary, wages, commissions or tips (capped at \$100,000 annualized)	\$ 1,078,171.02	\$ 89,847.59	
Less: Amounts exceeding \$100,000 annualized compensation)	\$ (10,752.34)	\$ (896.03)	
Less: Wages and Salaries paid to non US residence	\$ -	\$ -	
Plus: Employee benefits including vacation; FMLA, health and retirement benefit	\$ 63,777.40	\$ 5,314.78	
Plus: State and local taxes assessed		\$ -	
OR For sole proprietorship or independent contractors: wage, commissions, income (capped at \$100,000) annualized		\$ -	
Total Payroll	\$ 1,131,196.08	\$ 94,266.34	
Maximum Loan - lesser of Eligible Loan or \$10,000,000			
	2.5 Monthly Average	\$235,665.85	

- The PPP loan is forgivable with certain requirements. 75% of the loan must be used for payroll costs including medical and 401k as well as we must have the same FTE (full time equivalent) or 'headcount' based on one of two time frames. The best (lowest) average we have currently is 25.1 full time employees. Part time employees are included based on their full time equivalent on a 30 hour/week

basis. As it stands today, we will need an additional 1.5 "full time" employees to meet the FTE requirement. According to the information I have now, if we do not fulfill the FTE average requirement the amount of the loan forgiven will be reduced. The eight week time frame for compliance began April 24. To discuss with Mark Perry next steps for possibly bringing back some suspended part time staff to meet our FTE requirement.

- Organizing payables directly related to PPP forgiveness to provide proof of payments to SBA at the end of the period. I am continually researching documentation on SBA and Seacoast rules for loan forgiveness as specifics are still vague on many levels, so I'm keeping in touch with our loan officer for updates.
- Worked with Brown & Brown insurance representative to finalize FOS property and liability insurance annual renewal for May 1, 2020. Workers comp renews on May 14. Set up a financing agreement for payment of the insurance premium. The deposit payment was sent last week.
- Coordinated with Cathy to establish Zoom for all meetings. Cathy to be the point person for scheduling all Zoom meetings and webinars.
- Worked with Dr. Loraë' Simpson, providing FOS information and documentation for grant applications and budget questions.
- Payroll and PTO is done remotely. Lead staff is forwarding approved time sheets and approved PTO via email. In consideration to staff being unable to take planned vacations, those who have PTO that will expire during April and May have had that time added to 2021 at their anniversary month.
- Updating the tangible property report for submission to Lynn Fischer at Rehmann Robson.
- We received a spreadsheet and a brochure binder for the furniture selected/under review for the Ocean EcoCenter. Zoom meeting held to discuss and reduce/postpone any items not necessarily needed to be ordered at this time as well as discussed other options as the pricing seems far too high. We are expecting to see an updated spreadsheet with more economical furniture options soon.
- Backflow inspection was completed (irrigation), system failed – repairs completed on April 23.

Operations

- Raise 16' section of bridge 11 on the Nature Trail.
- Repaired (good) golf cart. Repaired broken chain saw.
- Power-washed pavers in Butterfly Garden. Weeded garden beds and trimmed.
- Repaired and cleaned up Coastal Center back doors.
- Removed 8' fence behind realtor building/gas station.
- Cleaned and repainted ray tank exterior
- Weeded GFL and all surrounding pavers. Trimming landscaping and nature trail.
- Power wash Coastal Center ramp and hand rails. Repaired and secured wood on ramp and aluminum hand rails.
- Detail (tune up) Coastal Center back doors
- Replace picture of Stingray "face"/photo board.
- Install towel dispenser in research lab building
- Built PVC organizer/storage
- Repaired projector in Education Building.
- Painted food prep building.
- Cleaned all FOS locks
- Materials take-off for I-SPY trail rebuild. Building raised walkways.

Susan Scheyder
Director of Business and Operations