

Minutes for the Okaloosa Gas District – May 23, 2018

Call to Order

A monthly Board of Directors meeting for the Okaloosa Gas District was held on May 23, 2018 at 364 Valparaiso Parkway, Valparaiso, Florida 32580. It began at 5:30 p.m. and was presided over by Mr. Carl Scott, Chairman, with Mr. John Mead as secretary.

Attendees

Voting members in attendance included: Mr. Carl Scott, City of Valparaiso; Mr. Shannon Hayes, City of Crestview; & Mr. John Mead, City of Fort Walton Beach.

Other attendees: Mr. Gordon King, CEO; Mr. Brent Haywood, Vice President of Operations, Mrs. Melinda Womack, Vice President of Finance & Mr. Eddie Springle, Vice President of Marketing; Mr. Matt Ausley, Anchors, Smith & Grimsley; Mayor Randall Wise, City of Niceville

Not present: Mr. Don Anchors, Anchors, Smith & Grimsley

Approval of Minutes

A motion to approve the minutes of the previous April 25, 2018 was made by Mr. Shannon Hayes and seconded by Mr. John Mead. The motion passed unanimously.

Main Motions

A motion was made by Mr. Shannon Hayes and seconded by Mr. John Mead for an RFQ to solicit a firm to conduct an internal audit. The motion passed unanimously.

A motion was made by Mr. Shannon Hayes and seconded by Mr. John Mead to update the **Leave and Absence Policy**, dated May 2018. The motion passed unanimously.

A motion was made by Mr. John Mead and seconded by Mr. Shannon Hayes to update the **Leave Donation Policy**, dated May 2018. Employees must receive prior approval from the CEO and Human Resource Director. The motion passed unanimously.

A motion was made by Mr. John Mead and seconded by Mr. Shannon Hayes to update the **Overtime Policy**, dated May 2018. The motion passed 4-1.

A motion was made by Mr. John Mead and seconded by Mr. Shannon Hayes to update the **Sick Leave Policy**, dated May 2018. The motion passed unanimously.

A motion was made by Mr. John Mead and seconded by Mr. Shannon Hayes to update the **Cash Out Option Policy**, dated May 2018. The motion passed unanimously.

A motion was made by Mr. Shannon Hayes and seconded by Mr. John Mead to update the policy (May 2018) on **Employment of Relatives** with the understanding that two family members cannot be hired in the same department. The motion passed unanimously.

A motion was made to move the regularly scheduled meeting on July 25, 2018 to July 18, 2018, due to a conflict with the APGA Annual Conference. The motion passed unanimously.

Adjournment

Mr. Carl Scott moved the meeting to be adjourned. This was agreed upon at 6:40 p.m.

Adopted: _____

President: _____

Attest: _____