

## MEMORANDUM

TO: Distribution

FROM: B. Gray

DATE: September 10, 2008

RE: Minutes of September 10, 2008 Captiva Erosion Prevention District (CEPD) Board Meeting after it reconvened at 3:30 pm

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A CEPD Board meeting was held on September 10, 2008. After a recess, the meeting reconvened at 3:30pm. This memorandum contains the minutes of the meeting after it reconvened.

The following decisions were made at the meeting:

- 1) Bob Gray will review Lisa Armbruster's proposal (a hardcopy of which was provided to him during the meeting) against the Coastal Management job description and report back to the Board on the results of this analysis on Thursday, September 11, 2008
- 2) CEPD will acquire an interim resource to perform the functions listed below after Kelsey Angstadt's effective resignation date of September 17, 2008. To identify candidates for the position, Mike Mullins will telephone his business contacts and Bob Gray will telephone local temporary personnel agencies. Candidates will be interviewed at the CEPD offices on Friday, September 12, 2008 from 1:00pm to 5:00 pm.
  - a. Pick up, open and route mail
  - b. Listen to all voice mail and route appropriately
  - c. Open and route e-mail
  - d. Make bank deposits
  - e. Post public notices
  - f. Provide clerical support for Board meetings
    - i. Prepare and distribute materials for meetings
    - ii. Attend meetings and take minutes
    - iii. Publish minutes after meeting within 2 day timeframe
  - g. Maintain inventory of office supplies and re-order supplies as appropriate
  - h. Maintain inventory of parking meter supplies and re-order supplies as appropriate
  - i. Coordinate updates to CEPD website with webmaster
  - j. Perform special projects at the direction of the Board. This may require coordinating with personnel at other government agencies and/or private organizations and will draw on the interim resource's word processing, spreadsheet, presentation development and electronic filing and retrieval skills.
  - k. Clerical support to Commissioners upon request.

It was further decided that this interim position will be filled with a temporary resource, not an employee. Bob Gray, in speaking with the temporary agencies, will discuss with them the mechanics of how they will employ the interim

resource, even if that resource is identified through channels other than the resumes and candidates presented by those agencies.

- 3) Bob Gray will work with Kelsey to fully round out the list detailed in item 2, above and to identify all of her current work in progress. Bob will also obtain from Kelsey a list of passwords and the location (or possessors) of all CEPD keys.
- 4) Bob Gray will verify with Kelsey that all public notices/advertisements have been placed relative to the CEPD budget.
- 5) Bob Gray will ask Lisa Armbruster and Steve Keehn what their availability is, if any, to meet with Doris at the CEPD offices on Friday, September 12, 2008 to discuss Lisa's proposal. Bob Gray will place a public notice for an emergency meeting on Friday September 12, 2008 at 12:15pm (or other appropriate time) for that meeting.
- 6) A motion was made by Mike Mullins, seconded by Doris Holzheimer and approved unanimously, to reschedule the tax roll special meeting previously set up for Friday, September 12, 2008 at 1:00 pm to that same date at 12:15 pm. Bob Gray will place a public notice for that special meeting.