

**TOWN OF REDINGTON BEACH, FLORIDA**  
**SPECIAL WORKSHOP MINUTES**  
**April 17, 2006**

Having been duly advertised as required by law, the **SPECIAL WORKSHOP** of the Board of Commissioners of the Town of Redington Beach, Florida, was held on Monday, April 17, 2006, at 6:30 PM, in the Redington Beach Town Hall at 105 – 164<sup>TH</sup> Avenue, Redington Beach, Florida.

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**Call to Order** – Vice Mayor Leslie Peck-Epstein called the Workshop Meeting to Order at 6:30 p.m.

**Pledge of Allegiance**

**Roll Call:**

Commissioner Yadevia	-	Present
Commissioner Bradbeer	-	Present
Commissioner Maniotes	-	Absent - Excused
Vice Mayor Peck-Epstein	-	Present
Mayor Wilson	-	Absent – Excused

Vice Mayor Peck-Epstein clarified that this was a Special Workshop, not a Special Meeting, and that no decisions would be made or voted upon during this Workshop. The Workshop had been called to allow dedicated time to be spent discussion the topic of the Employee Handbook and possible changes that should be considered.

**1. Introduction Judy Orzech – Vice Mayor Peck-Epstein**

Vice Mayor Peck-Epstein introduced Judy Orzech, who is a former Commissioner of the Town of Redington Beach and has experience in the Human Resources and Personnel fields. Ms. Orzech briefly outlined her experience and background.

**2. Employee Handbook – Vice Mayor Peck-Epstein**

Vice Mayor Peck-Epstein stated she felt the Employee Handbook should be informative and accurate, with a clear chain of command spelled out. She asked if the Commissioners had copies of the North Redington Beach Employee Handbook, the Seminole Personnel Policies and Procedures Table of Contents, and the Redington Beach Employee Handbook. Ms. Orzech asked about the “chain of command” and the Vice Mayor answered. She went on to describe several hypothetical scenarios concerning the handbook, where clarification was needed. Vice Mayor Peck-Epstein described the handouts and asked the Commissioners to review them at their leisure. She gave examples from a list of things. Commissioner Yadevia stated the handbook definitely needed updates and was surprised that Sexual Harassment was not included in it. She also stated that employee job descriptions should be added. Commissioner Bradbeer also agreed.

Vice Mayor Peck-Epstein stated that recruitment was not in the handbook, and should be in the Town Charter or addressed by Referendums. Commissioner Bradbeer felt that both extensive background checks and drug testing should be included in the hiring process and in the handbook. Commissioner Yadevia agreed that they should be added. Ms. Orzech suggested that the Commissioners divide the book into areas that fit the Town and address each area separately.

Vice Mayor Peck Epstein started on Chapter 1, and a detailed discussion followed on internal promotions, policies to include, how to better organize the book, how to research how other municipalities used their handbooks,

and contacting the Florida League of Cities for any suggestions or templates they might have to use for a handbook. Commissioner Yadevia asked if “recruitment” sounded too military, but Ms. Orzech assured her it was a standard term used in both industry and throughout the government.

Vice Mayor Peck-Epstein stated that Chapter Two should be in the handbook, with several updates. Both the Commissioners agreed that this should be included. On Chapter Three, several items were discussed on the benefits, and how to separate them out into separate sections of the book. Commissioner Bradbeer found similar subjects under Personnel and Related Subjects in Seminole’s Personnel Policies and Procedures table of contents. Commissioner Bradbeer asked where these issues were addressed when a new employee was hired. Vice Mayor Peck-Epstein gave several examples of employee insurance issues, including that the Town is currently paying for the COBRA insurance for the Town Clerk from her job with the City of Seminole. Commissioner Yadevia asked why the Town was paying this, and asked if a medical condition was the reason. Ms. Orzech described how these issues are handled by the government and other companies. A discussion followed in Health and retirement benefits. Ms. Orzech asked how new employees were informed of their benefits, and Commissioner Yadevia felt that all insurance benefits should be spelled out. The discussion continued on how to make changes in the future without locking the Town into a policy in the employee handbook.

Ms. Orzech cautioned that if policies were in the handbook the Town would need to follow them, she suggested keeping the handbook general, but providing a link pointing out to employees where the current information was kept concerning benefits, policies, etc. A discussion followed that everything in the employee handbook needed to be updated, and should be gone over one item at a time, with several things added. The discussion continued with each section discussed in detail and possible changes suggested.

Vice Mayor Peck-Epstein asked how often the handbooks should be updated. Ms. Orzech suggested on getting a legal opinion and review of the changes, and stated that a handbook should be more a “Standards of Conduct” book, and not specific to everyday details. The Vice Mayor will check with the Florida League of Cities for a template and guidance on how to format the handbook, and report back in a follow-up session with the Commissioners. She asked the Temporary Deputy Town Clerk to provide a hardcopy of the complete Seminole Personnel Policies and Procedures book. Ms. Orzech suggested that each Commissioner be assigned an area of responsibility to use to review with the template and report back to the Commission. Vice Mayor Peck-Epstein stated that all the Policies and Procedures, Employee Job Descriptions and daily Operating Procedures need to be reviewed and addressed by the Commission.

Commissioner Yadevia volunteered to take the Employee Benefits and Leave section for review. Vice Mayor Peck-Epstein will obtain a template from the Florida League of Cities for the handbook. Commissioner Bradbeer had no preference, and the Vice Mayor suggested she review the “Other Personnel and Related Subjects” section. Ms. Orzech asked if the handbooks should be a general overview or have specific policies included. A detailed discussion followed on how the City of Seminole divided their policies and each area was discussed and compared to the Town of Redington Beaches’ Employee Handbook. It was also discussed that this issue will take several meetings and workshops to complete.

### **3. Follow-up to Deputy Town Clerk Position – Vice Mayor Peck-Epstein**

Vice Mayor Peck-Epstein recapped both the search for a Deputy Town Clerk, both by the consultant Ms. Mahnke, and by the Commission candidate interviews to date. She stated that Ms. Mahnke had provided several new resumes for review and she felt that there were people available that had both the people skills and accounting skills that the Town was looking for in this position. She reported there are several more candidates that the Commission might want to interview before making a hiring decision. She also felt that in the absence of the Financial Commissioner and Mayor that this could be discussed in detail at tomorrow night’s meeting.

She asked if there was anyone who wished to address the Commission.

**Bob Fontaine – 16440 Redington Drive:**

Mr. Fontaine stated he had four issues to address:

- 1.) Historically the Workshops were a place the residents could speak during the meeting to the Commission on the issues under discussion, and he hopes they will not be excluded in future Workshops.
- 2.) The COBRA insurance that the Town is paying for the Town Clerk has nothing to do with any medical insurance, but is in fact to help the Town save money. Her insurance under Seminole only costs around \$350.00, where the Town's current coverage for her would cost the Town over \$1000.00 per month. The Town Clerk is currently investigating other insurance options for the Town.
- 3.) Any changes to the Town's Charter must be made by Referendums, and can not be addressed by Resolutions.
- 4.) He felt the Florida League of Cities might be able to provide the Town with a template with the best fit for our town, since they deal with Town's of all sizes throughout Florida.

There were no other speakers.

**4. Adjournment**

Commissioner Bradbeer motioned to adjourn, and Commissioner Yadevia seconded the motion. The meeting was adjourned at 8:00 p.m.

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Vice Mayor Leslie Peck-Epstein

**ATTEST:**

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Marie L. Hamilton, CMC  
Temporary Assistant Town Clerk