

TOWN OF REDINGTON BEACH, FLORIDA
SPECIAL MEETING MINUTES
May 30, 2006

Having been duly advertised as required by law, the **SPECIAL COMMISSION MEETING** of the Board of Commissioners of the Town of Redington Beach, Florida, was held on Tuesday, May 30, 2006, at 7:00 PM, in the Redington Beach Town Hall at 105 – 164TH Avenue, Redington Beach, Florida.

Call to Order – Mayor Wilson called the Workshop Meeting to Order at 7:00 p.m.

Roll Call:

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

Also present were Town Attorney Dominic Amadio and Acting Town Clerk Marie Hamilton.

1. Beverly Brown – Vacation / Comp. Pay – Mayor Wilson

Mayor Wilson explained that there would be no additions to the Agenda, since this was a Special Meeting called to discuss the Pay due to the former Town Clerk, Beverly Brown; and to discuss IT security for the Town's computer system. She passed out copies of the detailed payroll record for Ms. Brown to the Commissioners. Vice Mayor Peck-Epstein asked for a few minutes to review the document, and asked for clarification of what these payments were for. Mayor Wilson explained that they were payroll details for Beverly Brown.

Attorney Amadio asked if the records reflect that the Town is paying for three full weeks of vacation based on no vacation time being used prior to this. Mayor Wilson expressed that she had difficulty getting a second signature for the vacation checks for Beverly Brown the previous week. Commissioner Yadevia stated she does not have a problem signing payroll checks, but by the time she was asked about signing any checks, the Special Commission Meeting had been scheduled. Mayor Wilson explained she had to call the meeting quickly in order to properly POST the notice of the meeting for the public.

Vice Mayor Peck-Epstein asked why on August 25, 2005, several checks had been issued to Beverly Brown. Ms. Lynn Brower, the attorney for Ms. Beverly Brown indicated the checks in question had been issued due to a penalty to Ms. Brown for leaving the City of Seminole early. The Vice Mayor also requested information on two checks issued on December 08, 2005, since check #6675 did not show an amount that the check was written for. Ms. Brower stated one of the checks was for a Holiday bonus, and the other one was the regular payroll check for that week. A discussion followed on the amount of vacation pay due, and it was determined three weeks minus one day for May 17, 2006 – taken as vacation pay, was due to Beverly Brown. The discussion continued on whether comp time is to be taken as time off or can be paid out as time and a half. The discussion also questioned how much comp time was due to Beverly Brown.

Mayor Wilson pointed out that two checks were ready for signatures to cover two weeks of vacation pay for Ms. Brown. The discussion continued in detail about the checks issued to Ms. Brown during her employment with the Town. Vice Mayor Peck-Epstein referred to the Town's Employee Handbook concerning the Holiday pay received in December. She felt this bonus was paid in error, since Ms. Brown was still in her probationary period of employment. Attorney Amadio stated the check amount should be deducted from the vacation pay still due to Ms. Brown. Attorney Brower clarified the check in question had deductions and these amounts should also be deducted from the gross pay of any checks due back to the Town. Attorney Brower stated she would like verification that the December Holiday Bonus pay had not been approved by the Town Commission or budgeted for all Town employees. Mayor Wilson stated she will research the issue and bring the information to the next meeting.

A discussion continued on the Comp time issue. Mayor Wilson explained that in Beverly Brown's letter of resignation, she had stated her resignation would be effective after her comp time and vacation time was used. The commission asked for a copy of her letter of resignation, and a short recess was called at 7:40 pm while Marie Hamilton, Acting Town Clerk, made copies of the letter for the Commission. The meeting was called back to order at 7:50 pm.

The discussion continued on comp time issues and the amount of hours due to Beverly Brown. Attorney Amadio stated that per her letter she stated the resignation would be effective after her comp time and vacation time was used, and it would be due to her along with her vacation pay. He indicated he would get more information on this issue for the next meeting.

The discussion continued with questions on how the comp time is normally considered a "use it" or "lose it" benefit, and normally is not paid out after employment has ended. Also, the question of how this type of pay is accrued during holidays and periods of sick time was discussed. The Commission went over several time cards and had questions on the amount of comp time due when time was taken off in the same week. Ms. Brown clarified some of the hours in question. Mayor Wilson asked how this would affect a salaried employee, and Attorney Amadio said she would still be entitled to the comp time. Mr. Amadio stated that he will check to be sure of what is considered comp time, how her letter was worded to see if this is due to her, and he will bring back the information at the next meeting.

This will be an Agenda Item for the next meeting.

2. IT Service Provider & Network Security – Mayor Wilson

Mayor Wilson expressed concern over the current security of the Town's computer system. She cited an incident where a computer virus was found and asked if the daily backups were being performed or verified. She also asked Commissioner Maniotes how effective the security is and if the anti-virus software was working correctly. Commissioner Maniotes stated the backups were being performed, and the antivirus software was working correctly and isolating any infected files. He pointed out the virus that she is concerned about came in attached to some junk-email and the software isolated the file, so it could not infect the Town's computer or attach to any outgoing email. Commissioner Maniotes wants to evaluate the entire computer system, and the Town's needs for new equipment and bring back recommendations to the Town for upgrades to improve performance and security. He stated he has checked with the current IT

vendor and wants to automate some of the software updates to cut back on maintenance costs to the Town. He wants to go through the system and ensure proper backups are being done for all systems; currently the only system backed up is the file server system in the Town Clerk's office. Marie Hamilton, the Acting Town Clerk, explained that most of the active Town files are saved onto the Server system (or N: drive) and not to the individual C: drives on each system. Mayor Wilson requested that the computer systems be backed up daily and that these backups be verified weekly by the IT provider. Commissioner Maniotes will contact the vendor to authorize this function. Mayor Wilson also asked about critical software updates and Commissioner Maniotes stated he will hand over the testing and updates to our system as well as the virus protection duties to the Town's IT vendor. He will ask them to furnish a monthly report on the system to the Town.

Mayor Wilson asked about the Infolutions status, and if any offer for settlement had been issued. Commissioner Maniotes referred to several email communications he has made, and is waiting for feedback from Infolutions. Mr. Bob Fountaine of Infolutions stated he has been authorized to accept the offer of \$1,200.00 for full and final settlement. Commissioner Maniotes will authorize a check to be made for this settlement.

ADJOURNMENT

Commissioner Maniotes motioned to Adjourn at 8:25 pm. Meeting was adjourned.

Respectfully Submitted,

Marie Hamilton, CMC
Acting Town Clerk