



## OCEAN HIGHWAY & PORT AUTHORITY

Miriam R. Hill – Secretary/Treasurer - Commissioner, District 1  
Danny Fullwood – Chairman, District 2  
Scott Hanna – District 3  
Carrol Franklin – Commissioner, District 4  
Mike Cole – Vice Chairman, District 5

### Emergency Meeting Minutes

May 28, 2021

The Ocean Highway and Port Authority of Nassau County held its Emergency Meeting on Friday, May 28, 2021 at the John Drew Tax Collector, 86130 License Road #9, Fernandina Beach, Florida 32034.

The meeting was called to order at 1:00 PM by Chairman Fullwood.

The invocation was given and the Pledge of Allegiance was led by Chairman Fullwood. Roll call was conducted by Mrs. Rossana Hebron. All Commissioners were present. Also in attendance was Pierre LaPorte, Port Accountant.

- **Comments** - Audience (Comments submitted prior to the meeting)  
There were no comments submitted by the audience.

- **Discuss Options for Administrative Office Manager Position**

Chairman Fullwood explained the intension for the Emergency meeting. He opened discussions regarding options to retain present or future staff; specifically, the Administrative Office Manager (AOM) position.

Some notable options mentioned are as follow:

- Request Worldwide Terminal to increase its share of revenue to OHPA.
- Pierre LaPorte, Port Accountant, offered to include the AOM as part of his staff member to provide Health coverage.
- Provide pay increase.
- Consider obtaining coverage through Healthcare.gov.
- Explore linking with the District (Mosquito Control) or County (School Board).

Ultimately, the consensus is that the AOM position is a part time position. It is not financially feasible for OHPA to absorb the cost of providing health coverage for its AOM. Nevertheless, the Board will continue to explore possibilities to aid its staff member to procure health coverage. It is an essential element for staff retention, present or future.

The Board continued to examine the process of hiring a replacement for the AOM position. Chairman Fullwood offered the idea of emphasizing to an applicant that the position is part time with no benefits. Perhaps focus on those applicants who will not require health benefits. In addition, the Board will offer \$18.00 per hour compensation with a 90-day probation period.

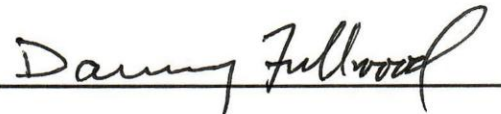
In the interim, Mr. LaPorte and Mr. Krechowski offered to lend their respective staff members to assist with the administrative responsibilities until a candidate is chosen.

The Board considered each application, totaling 17 candidates. Eventually, there were seven top choices; Mindy Ross, Rebecca Cobb, AJ Stephens, Gretchen Williams, Loudy Francois-Joyner, Sandra del Castillo, and Judy Hoskinson. Chairman Fullwood requested Mrs. Hebron to contact the top seven applicants for their interests and availability for the position.

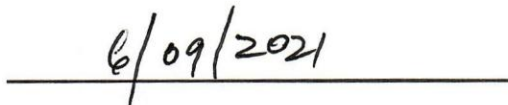
Chairman Fullwood thanked Mrs. Hebron for her services.

#### Adjourn

**With no other questions brought before the Board, the meeting was adjourned at 2:20 PM.**



Danny Fullwood, Chairman



Date