

**POCONO FARMS EAST ASSOCIATION, INC.
BOARD OF DIRECTORS
SPECIAL MEETING
NOVEMBER 5, 2020
MINUTES**

Board Members present:

Debra Youngfelt (P) Susan Anderson-Krieg (VP) Tykieyen Moore (T) Jose Ramos (S) Josefina Garcia, Marion Kelly, Leonard McClain, Michael Schlegel.

Board Members absent:

None

Alternate Members present:

None

Alternate absent:

Janice Smith-Hughes, Paul Dzigas

Members present:

None

The meeting was called to order by President Debra Youngfelt at the PFE Administrative Office at 5:01 PM.

1. Hiring Committee Recommendations

The Hiring Committee presented their recommendation for positions of Office Assistant, Site Coordinator/Manager and Business Manager.

A motion was made by Ms. Garcia, seconded by Mr. Ramos to approve recommendation to hire Michele Damato-Anton for the contracted position of Office Assistant beginning November 10, 2020. All in favor. Motion passed.

A motion was made by Mr. Schlegel, seconded by Ms. Anderson Krieg to approve recommendation to hire Janice Smith-Hughes for the contracted position of Site Coordinator/Manager. Beginning November 10, 2020. All in favor. Motion passed.

A motion was made by Ms. Garcia, seconded by Mr. Ramos to approve recommendation to transition RMZ Management Group to contracted position of Business Manager beginning January 1, 2021 with a 2-year contract with the option for an additional year. All in favor. Motion passed.

2. Oversight and point person for new contracted positions

The Hiring Committee presented their recommendation for oversight and point person for new contracted positions be the Vice President.

A motion was made by Ms. Kelly and Seconded by Ms. Garcia to approve recommendation to have the Board of Directors Vice President be the point person for oversight of the contracted positions. All in favor. Motion passed.

Ms. Anderson Krieg will contact new hires to make offer of employment and arrange for start date and plan for training and transition.

Ms. Youngfelt will contact all applicants and those who were interviewed for open positions with letters of regret.

3. Winter Maintenance proposal

Board reviewed and discussed proposal submitted by Kasey Doleiden for Winter maintenance.

Motion was made by Mr. Schlegel, seconded by Ms. Garcia to accept the winter maintenance proposal submitted by Kasey Doleiden. All in favor. Motion passed.

Ms. Anderson Krieg will contact Mr. Doleiden to let him know we will accept his proposal for winter maintenance.

4. Conflict of Interest Policy

All Board members were asked to sign a conflict of Interest Policy and Statement. Debra Youngfelt, Susan Anderson-Krieg, Tykieyen Moore, Jose Ramos, Josefina Garcia, Marion Kelly, and Michael Schlegel all signed the policy. Leonard McClain asked to take the policy home to review before signing.

There being no further business, a motion was made by Ms. Garcia, seconded by Ms. Kelly to adjourn the meeting. All in favor. Motion passed.

The meeting adjourned at 5:39 PM.

Submitted by: _____
Debra Youngfelt, President

Witnessed by: _____
Jose Ramos, Secretary

Date: _____