

**FMOP Committee
Minutes of September 23, 2015 meeting**

Meeting began at: 3:00 PM

In attendance:

Ed Goodell
Linda Rohleder
Mary Dooman
Susan Gordon
John Leigh
Peter Morris

1. Building & Grounds Coordinator

- Continuing to search for part-time, paid position.
- Mary P. received a resume with potential.
- Staff to continue to fine tune responsibilities and job description.
- John to identify tasks that could be performed by ARC members.

2. FMOP document revisions

- Comments received on headquarters description. Site and building maps to be included for easy reference. Mary D to update.
- Recommendation to move building access section of the FMOP to the headquarters description section. Done by Mary D.
- Recommendation to move the Security - Alarm System section to the Site Operation section. Done by Mary D.
- Review comments were made to the security section. The section has been updated for review by Peter M.
- Building opening & closing procedures were reviewed. Comments were added to the FMOP.
- Gary's "opening and closing procedure issues" document was quickly reviewed. Some comments may have been previously addressed. Some comments will be addressed as the FMOP sections are developed. Will be revisited at a later time.
- Peter D and Sona M to review the kitchen area section. Their comments have been received, entered into the FMOP and are ready for review.

3. FMOP Development Schedule

- Recommendations to amend the schedule to include one name for the assigned author, a separate column for collaborator who will provide assistance to the assigned author. Amendment made by Mary D.
- Ed to meet with Mary and Linda to review the development schedule for author changes, suggested collaborators and priorities.
- Mary P will meet with authors to determine a due date
- FMOP committee to discuss section review dates and suggested reviewers

- Development schedule has been modified to facilitate FMOP creation and includes the following columns:
 - Item #
 - Section #
 - Sub section description
 - Priority code (P1, P2 or P3)
 - Author
 - Collaborator
 - Author due date
 - Section review date
 - Suggested reviewers
 - FMOP edit date
 - Release date
 - Status & Comments

4. Next Steps

- Continue the completion of authors and due dates in the development schedule.
- Close sections for edit and completion.
- While review by the committee of the above sections resulted in rich discussions, we all agreed that the primary reviewers should be the staff, where day-to-day operational decisions can be made to be documented in the FMOP.

Next meeting: Tuesday, October 6, 2015

Meeting adjourned at: 4:45 PM

Open Action Items:

Mtg. Date	Description	Owner	Status
9/3/2015	Ask all authors to respond within a week, with a date for when their respective sections will be available for review.	Mary Perro	9/15: Open; E-mail was sent to authors (employees only) but received no response as employees busy with several events/deadlines the past week. 9/23: Ed will reassess priorities and assignments
9/3/2015	Widen search for the part time B&G employee to include Ramapo College, Bergen Record, Department of Public Works, staff.	Mary Perro	9/15: Open; Shared received resume. Mary needs to have updated list of tasks to review with potential candidates
9/3/2015	Need additional staff assignments for several P1 priority sections of the FMOP document.	Ed Goodell	9/15: Open; Ed to meet with Mary and Linda to evaluate assignments. 9/23: Ed will reassess priorities

Mtg. Date	Description	Owner	Status
			and assignments
9/3/2015	Create a list of tasks that a part-time Building & Grounds employee would be responsible for.	Mary Perro	9/15: Open; Mary Perro to work with Mary D to create a more extensive list
9/23/2015	Update FMOP doc schedule to reflect a single primary author for easier sorting by staff.	Mary D.	
9/23/2015	Reassess FMOP authors and priorities.	Ed Goodell	
9/23/2015	ARC members could take on some building upkeep tasks in coordination with their supervisors. How would this work?	John Leigh	
9/23/2015	Update FMOP document to reflect review comments from 9/23 meeting	Mary D.	

FMOP document location:

<https://docs.google.com/document/d/1Ybm51hvi9KYrwDYMD3koExZhT54vhKVbHRLLMjbrZ0o/edit?usp=sharing>

FMOP document development schedule location:

https://docs.google.com/spreadsheets/d/1sHIfPbjwwFbVr9FtPK7P_q43d5ymtDaEbAJJhXGzCqY/edit?usp=sharing