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## **Agenda**

**Tuesday, July 20, 2021 - 9:30 a.m.**

**Jekyll Island Club Ballroom – Entrance through Parlor  
JIA Committees and Meeting**

If you are unable to attend the meeting, an audio recording will be made available online, following the meeting.

Meeting documents, public comments, and audio recordings are available at:  
<https://www.jekyllisland.com/jekyll-island-authority/board-directors/>

### **Public Comment**

Written public comments can be submitted online until 12:00 noon on Monday, July 19<sup>th</sup> at the [JIA Board of Directors website](https://www.jekyllisland.com/jekyll-island-authority/board-directors/). The name of the person and the topic of the comment will be read into the record. The full public comment will become part of the permanent record. Opportunities for in-person public comment will be offered at the Board meeting.

### **Vice Chairman, Bob Krueger – Call to Order**

#### **I. Historic Preservation/Conservation Committee**

Bob Krueger, Chair

- A. Update on U.S. Army Corps of Engineers Proposed Seasonal Dredging at Brunswick Harbor – Ben Carswell, Director of Conservation

#### **II. Finance Committee**

Bill Gross, Chair

- A. June Financials (Hotel & Traffic Reports Only) – Bill Gross, Chair
- B. Request for Acceptance of the AmeriCorps Grant for the Upcoming Grant Year - Marjorie Johnson, Chief Accounting Officer

#### **III. Human Resources Committee**

Buster Evans, Chair

- A. Request for Approval of Parental Leave Policy – Jenna Johnson, Human Resources Director
- B. Request for Approval of Personal Leave of Absence Policy – Jenna Johnson, Human Resources Director
- C. Request for Approval of Education Incentive Program - Jenna Johnson, Human Resources Director

#### **IV. Marketing Committee**

Joy Burch-Meeks, Chair

- A. Report from Marketing Department – Kevin Udell, Senior Sales Manager

## **V. Legislative Committee**

Trip Tollison, Chair

- A. Report from Chair – Trip Tollison, Chair

## **VI. Committee of the Whole**

Bob Krueger, Vice Chair

- A. Board Request for Executive Director to serve on certain committees pursuant to Governor's Ethics Order – Melissa Cruthirds, General Counsel
- B. Request for Approval of Jekyll Island Club Resort Ownership Transfer and Amendments to The Wharf Lease – Jones Hooks, Executive Director and Melissa Cruthirds, General Counsel
  - a. Introduction of Golden Isles Owner, LLC (Pebblebrook Hotel Trust)
  - b. First Amendment to Restaurant Ground Lease for The Wharf Restaurant
  - c. Assignment and Assumption of Ground Lease with Amendments for The Wharf Restaurant
  - d. Assignment and Assumption of Lease Agreement for Jekyll Island Club Resort
- C. Consideration of Award for RFP 366, Phase I & II Archaeological Investigations of the Jekyll Island Golf Courses – Jones Hooks, Executive Director and Andrea Marroquin, Museum Curator
- D. Beach Crossover Update – Noel Jensen, Deputy Executive Director
- E. Executive Director's Report – Jones Hooks, Executive Director
- F. Chairman's Comments – Bob Krueger, Vice Chairman and Joseph B. Wilkinson, Jr., Chairman

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If Needed - 5 Minute Break

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## **Board Meeting Agenda**

### **Vice Chairman, Bob Krueger – Call to Order**

#### **Action Item**

1. Approve Minutes of the June 15, 2021 Board Meeting
2. Request for Acceptance of the AmeriCorps Grant for the Upcoming Grant Year
3. Request for Approval of Parental Leave Policy
4. Request for Approval of Personal Leave of Absence Policy
5. Request for Approval of Education Incentive Program
6. Board Request for Executive Director to serve on certain committees pursuant to Governor's Ethics Order
7. Request for of Jekyll Island Club Resort Ownership Transfer and Amendments to The Wharf Lease
  - a. First Amendment to Restaurant Ground Lease for The Wharf Restaurant
  - b. Assignment and Assumption of Ground Lease with Amendments for The Wharf Restaurant
  - c. Assignment and Assumption of Lease Agreement for Jekyll Island Club Resort
8. Consideration of Award for RFP 366, Phase I & II Archaeological Investigations of the Jekyll Island Golf Courses – Jones Hooks, Executive Director and Andrea Marroquin, Museum Curator

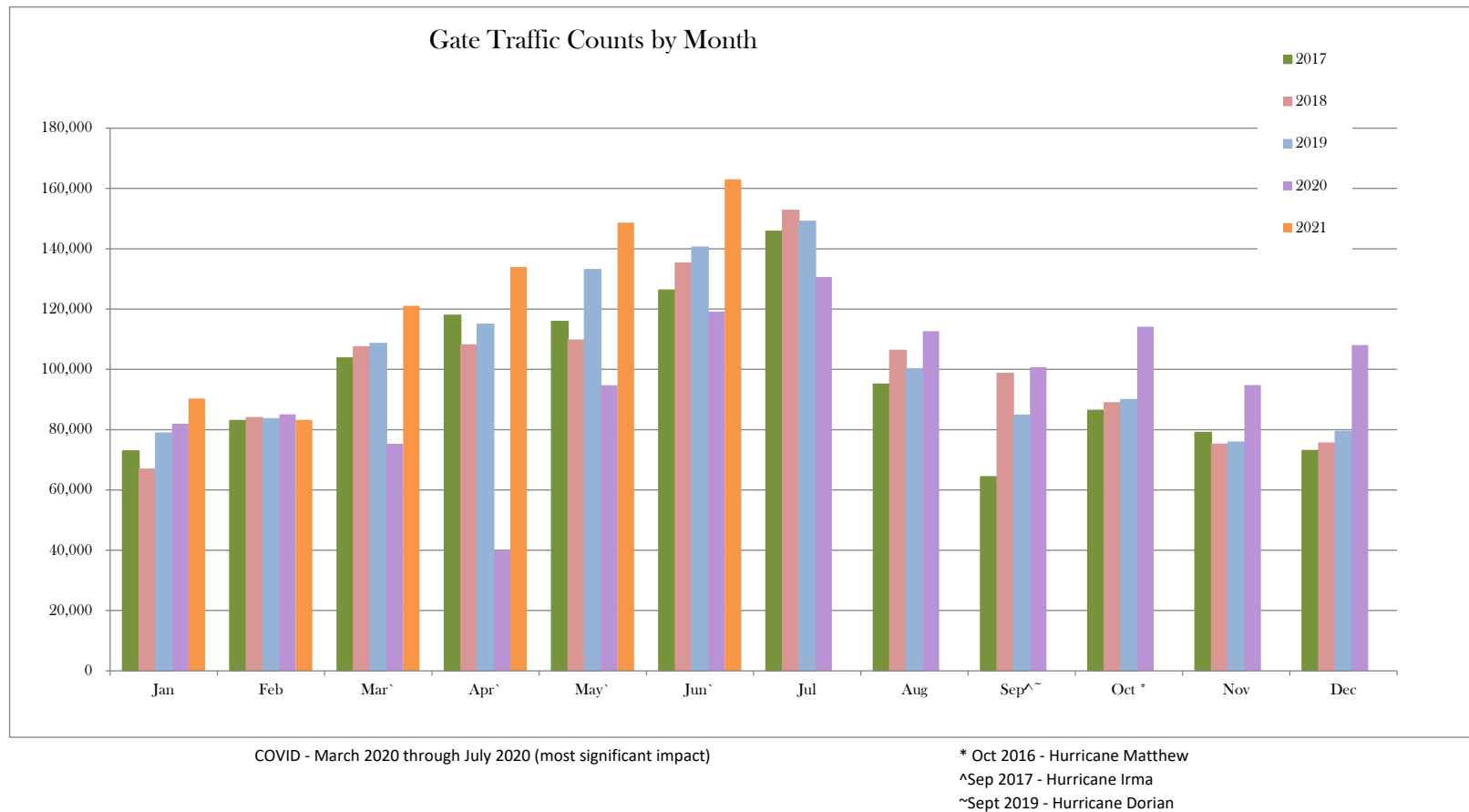
#### **Adjournment**

## June 2021 Traffic Counts

	2017			2018			2019			2020			2021		
	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Daily/Weekly	Annual Passes	Total	Gate Purchase	Pre-purchased	Total	Gate Purchase	Pre-purchased	Total
January	26,372	46,562	72,934	21,065	45,842	66,907	28,874	50,037	78,911	29,773	52,159	81,932	23,462	66,875	90,337
February	35,982	47,081	83,063	34,326	49,664	83,990	35,010	48,619	83,629	32,646	52,457	85,103	22,609	60,616	83,225
March	49,605	54,166	103,771	51,052	56,444	107,496	51,682	56,865	108,547	27,012	48,279	75,291	39,560	81,491	121,051
April	66,259	51,718	117,977	55,620	52,474	108,094	61,404	53,529	114,933	12,082	27,810	39,892	47,198	86,746	133,944
May	62,367	53,558	115,925	54,547	55,167	109,714	74,194	58,894	133,088	44,891	49,825	94,716	58,179	90,491	148,670
June	72,234	54,056	126,290	79,575	55,657	135,232	82,105	58,479	140,584	51,147	68,042	119,189	60,141	102,896	163,037
July	90,765	55,010	145,775	95,960	56,773	152,733	89,499	59,595	149,094	56,441	74,236	130,677	0	0	0
August	44,352	50,732	95,084	53,639	52,681	106,320	47,501	52,687	100,188	39,096	73,585	112,681	0	0	0
September	26,578	37,809	64,387	49,032	49,651	98,683	37,317	47,518	84,835	34,055	66,662	100,717	0	0	0
October	35,871	50,566	86,437	38,539	50,366	88,905	39,100	50,923	90,023	33,851	80,276	114,127	0	0	0
November	32,323	46,777	79,100	29,468	45,737	75,205	30,173	45,699	75,872	22,914	71,876	94,790	0	0	0
December	27,891	45,195	73,086	30,104	45,436	75,540	31,871	47,504	79,375	29,842	78,215	108,057	0	0	0
Totals	570,599	593,230	1,163,829	592,927	615,892	1,208,819	608,730	630,349	1,239,079	413,750	743,422	1,157,172	251,149	489,115	740,264

LPR System began April 2020

Year to Date	2017 YTD			2018 YTD			2019 YTD			2020 YTD			2021 YTD		
Comparison	619,960			611,433			659,692			496,123			740,264		



JUNE 2021

Combined Revenue for JIA Marketing and ASM Global

Jekyll Island Convention Center

July 8, 2021

JUNE	FY2021	FY2020	FY 2019	FY2018	FY2017	FY2016	FY2015	FY2014	FY2013
Events	23	18	25	20	24	29	21	22	17
Event Days	44	32	46	44	49	51	40	40	52
Attendance	11,495	9343	15,224	13008	11954	12,853	15,492	14,162	22,713
Revenue	\$613,287ACT \$637,006BUD	\$420,896	\$595,560	\$576,751	\$461,680	\$437,736	\$357,216	\$410,867	\$371,931
Square FT used	1,011,470	658,110	996,796	N/A	N/A	N/A	N/A	N/A	N/A

We finished out the year with a good June. GA GOP made their first appearance for their state convention. This netted \$156K to start the month. The other success for June was GA Leadership Institute for School Improvement for \$110K. With other smaller meetings and a wedding, we were able to make up some ground on the deficit. We will have final numbers once the year is closed out.

#### **FUTURE CONTRACTS ISSUED - 9- Estimated revenues \$180,000**

Conventions –6- Anticipated rev of	\$140,000
Meetings –0- Anticipated revenue	0
Banquet –2 – Anticipated revenue	20,000
Weddings –1- Anticipated revenue	20,000
Public Event –0 – Anticipated revenue	0

#### **PROPOSALS**

CVB –14

Westin – 0

Cvent- 4

ASM site pass -0

Meeting planner meetings and site tours (all staff) - 21

# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

June 2021

### HOTEL STATISTICS AT-A-GLANCE

#### Jun-21

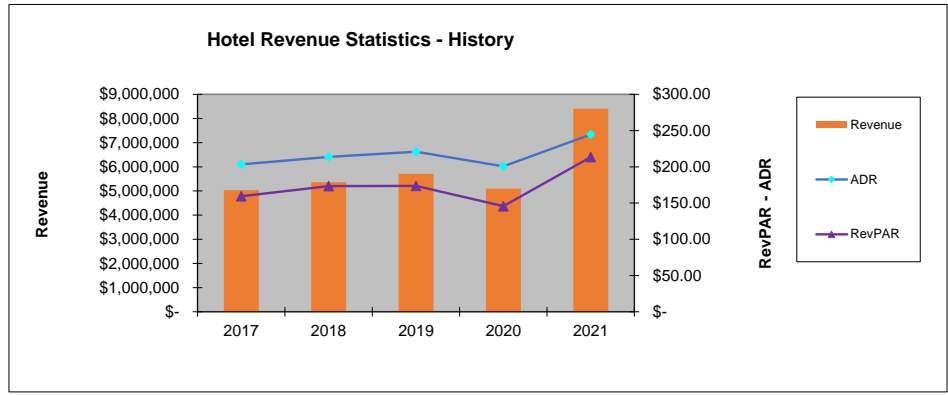
Total Revenue	\$	8,402,823
Occupancy Rate		87.2%
Rev PAR	\$	213.34
ADR	\$	244.58

#### Jun-20

Total Revenue	\$	5,094,757
Occupancy Rate		72.6%
RevPAR	\$	145.70
ADR	\$	200.62

#### Jun-19

Total Revenue	\$	5,710,653
Occupancy Rate		78.7%
RevPAR	\$	173.76
ADR	\$	220.91



### OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2021 Room Revenue	2020 Room Revenue	Revenue Variance	
Beachview Club	38	1,120	948	84.6%	\$ 254.43	\$ 215.35	\$ 241,197.54	\$ 144,785.97	\$ 96,412	67%
Home2Suites	107	3,210	2,779	86.6%	\$ 214.08	\$ 185.34	\$ 594,931.84	\$ 383,723.00	\$ 211,209	55%
Holiday Inn Resort	157	4,645	4,202	90.5%	\$ 259.48	\$ 234.73	\$ 1,090,325.21	\$ 604,021.25	\$ 486,304	81%
Days Inn & Suites	124	3,720	3,472	93.3%	\$ 216.13	\$ 201.72	\$ 750,393.00	\$ 502,867.95	\$ 247,525	49%
Courtyard by Marriott/ Residence Inn	209	4,833	3,673	76.0%	\$ 205.83	\$ 156.43	\$ 756,030.00	\$ -	\$ 756,030	0%
Hampton Inn	138	4,140	3,631	87.7%	\$ 230.89	\$ 202.50	\$ 838,349.00	\$ 528,842.00	\$ 309,507	59%
Jekyll Island Club Resort	200	6,000	5,294	88.2%	\$ 299.21	\$ 264.00	\$ 1,584,018.00	\$ 1,063,063.00	\$ 520,955	49%
Seafarer Inn & Suites	73	2,120	1,756	82.8%	\$ 221.03	\$ 183.08	\$ 388,124.60	\$ 287,167.77	\$ 100,957	35%
Villas by the Sea	129	2,669	2,269	85.0%	\$ 221.79	\$ 188.55	\$ 503,245.54	\$ 452,246.27	\$ 50,999	11%
Villas by the Sea - Jekyll Realty	15	450	378	84.0%	\$ 224.50	\$ 188.58	\$ 84,859.97	\$ 58,784.39	\$ 26,076	44%
Villas by the Sea - Parker Kaufman	20	480	315	65.6%	\$ 137.15	\$ 90.00	\$ 43,201.25	\$ 38,807.50	\$ 4,394	11%
Westin	200	6,000	5639	94.0%	\$ 271.00	\$ 254.69	\$ 1,528,147.00	\$ 1,030,448	\$ 497,699	48%
<b>Jun-21 Total</b>	<b>1,410</b>	<b>39,387</b>	<b>34,356</b>	<b>87.2%</b>	<b>\$ 244.58</b>	<b>\$ 213.34</b>	<b>\$ 8,402,823</b>	<b>\$ 5,094,757</b>	<b>\$ 3,308,066</b>	<b>64.9%</b>

Note: 8 of the 12 properties listed reported their highest revenue month EVER.

# JEKYLL ISLAND AUTHORITY

## HOTEL OCCUPANCY STATISTICS

Calendar Year to Date - June 2021

### HOTEL STATISTICS AT-A-GLANCE

#### 2021

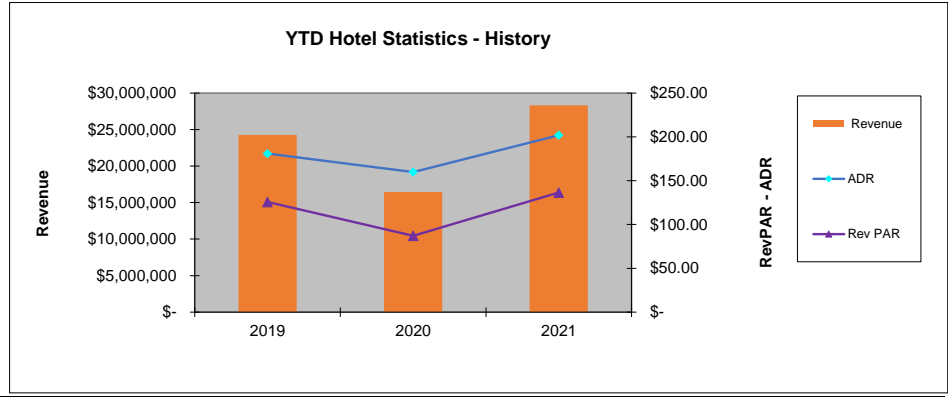
Total Revenue	\$	28,313,868
Occupancy Rate		67.6%
Rev PAR	\$	136.48
ADR	\$	201.89

#### 2020

Total Revenue	\$	16,451,858
Occupancy Rate		54.5%
RevPAR	\$	87.11
ADR	\$	159.86

#### 2019

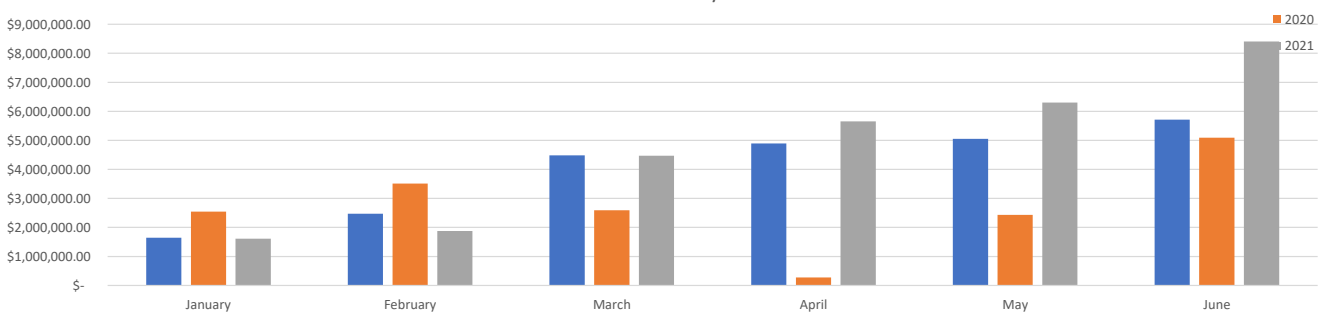
Total Revenue	\$	24,254,117
Occupancy Rate		69.5%
RevPAR	\$	125.77
ADR	\$	180.96



### OCCUPANCY REPORT DETAIL

Hotel	# of Rms	Units Availbl	Units Occpd	Percent Occpd	Average Daily Rate	RevPAR	2021 Room Revenue	2020 Room Revenue	Revenue Variance	
Beachview Club	38	6,378	3,966	62.2%	\$ 199.00	\$ 123.74	789,217	442,172	\$ 347,046	78%
Home2Suites	107	18,697	12,859	68.8%	\$ 174.99	\$ 120.35	2,250,249	1,344,632	\$ 905,617	67%
Holiday Inn Resort	157	25,409	17,724	69.8%	\$ 195.01	\$ 136.03	3,456,324	1,986,361	\$ 1,469,963	74%
Days Inn & Suites	124	22,444	16,574	73.8%	\$ 156.11	\$ 115.28	2,587,356	1,485,581	\$ 1,101,775	74%
Courtyard by Marriott/ Residence Inn	209	4,833	3,673	76.0%	\$ 205.83	\$ 156.43	756,030	0	\$ 756,030	0%
Hampton Inn	138	24,978	17,205	68.9%	\$ 168.46	\$ 116.04	2,898,413	1,864,657	\$ 1,033,756	55%
Jekyll Island Club Resort	200	36,400	23,335	64.1%	\$ 275.91	\$ 176.88	6,438,285	3,364,246	\$ 3,074,039	91%
Seafarer Inn & Suites	73	13,143	7,477	56.9%	\$ 170.90	\$ 97.22	1,277,823	1,046,126	\$ 231,696	22%
Villas by the Sea	129	14,353	9,512	66.3%	\$ 183.59	\$ 121.67	1,746,312	1,509,443	\$ 236,869	16%
Villas by the Sea - Jekyll Realty	15	2,154	1,169	54.3%	\$ 174.67	\$ 94.80	204,192	179,506	\$ 24,686	14%
Villas by the Sea - Parker Kaufman	20	2,463	1,522	61.8%	\$ 99.50	\$ 61.48	151,433	139,138	\$ 12,295	9%
Westin	200	36,200	25,231	69.7%	\$ 228.22	\$ 159.07	5,758,233	3,089,996	\$ 2,668,237	86%
<b>2021 Total</b>		<b>207,452</b>	<b>140,247</b>	<b>67.6%</b>	<b>\$ 201.89</b>	<b>\$ 136.48</b>	<b>\$ 28,313,868</b>	<b>\$ 16,451,858</b>	<b>\$ 11,862,010</b>	<b>72.1%</b>
<b>2020 Total</b>		<b>188,872</b>	<b>102,917</b>	<b>54.5%</b>	<b>\$ 159.86</b>	<b>\$ 87.11</b>	<b>\$ 16,451,858</b>			
<b>2019 Total</b>		<b>192,849</b>	<b>134,029</b>	<b>69.5%</b>	<b>\$ 180.96</b>	<b>\$ 125.77</b>	<b>\$ 24,254,117</b>			

### Revenues by Month



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**MEMORANDUM**

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**TO:** FINANCE COMMITTEE  
**FROM:** MARJORIE JOHNSON, CHIEF ACCOUNTING OFFICER  
**SUBJECT:** AMERICORPS GRANT 2021-2022  
**DATE:** 7/13/2021

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We were recently notified by The Georgia Department of Community Affairs that we have been awarded the 2021-2022 Americorps grant for the Georgia Sea Turtle Center (GSTC).

- The Grant Year is September 1, 2021 through August 31, 2022.
- This will be our 13<sup>th</sup> year participating in this grant program.
- The amount of the award is \$358,433.00.
- The grant requires a 50% match from JIA in the form of staff salaries, benefits and program supplies for the GSTC program. This match is covered by normal GSTC operating expenses.
- Funding for this grant year includes 28 members.
- These funds and expenses were included in the GSTC budget for FY22, which was approved by the Board on 6/15/2021.



# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.26
	Effective Date:
Subject: Parental Leave	Original Date:
	Revision Dates:

### **STANDARD**

The Jekyll Island Authority (JIA) will provide eligible employees up to 120 hours of paid parental leave in a 12-month period for a qualifying reason. Paid parental leave is not charged against an employee's accrued leave.

### **PRACTICE GUIDELINES**

#### **1. *Eligibility:***

- a. Paid parental leave is based on one of the following qualifying life events:
  - i. birth of the employee's child;
  - ii. placement of a minor child for adoption with the employee; or
  - iii. placement of a minor child for foster care with the employee.
- b. To be eligible to use paid parental leave for a qualifying life event, an employee must meet the following criteria:
  - i. employee must be a full-time employee; and
  - ii. has been continuously employed by JIA for six (6) months.

#### **2. *Conditions of Use:***

- a. An eligible employee may take a maximum of 120 hours of paid parental leave in a rolling 12-month period. The rolling period will be measured backward from the first day of leave taken. The amount of leave in a rolling 12-month period cannot exceed 120 hours, regardless of the number of qualifying events that occur during that period and regardless of transfers between other state employing entities.
- b. Leave may be taken in one block of time or intermittently.
- c. If the employee taking paid parental leave is also eligible for leave under Family and Medical Leave Act (FMLA) the paid parental leave will run concurrently with FMLA leave.
- d. Any paid parental leave remaining 12-months after the initial qualifying event shall not carry over for future use. Unused paid parental leave shall have no cash value and shall not be paid out at the time of the employee's separation from employment.
- e. Parental leave may not be used for prenatal care appointments and/or absences due to medical conditions during pregnancy.
- f. Employees cannot be paid for short-term disability and paid parental leave at the same time.

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.26
	Effective Date:
Subject: Parental Leave	Original Date:
	Revision Dates:

### 3. ***Requesting Leave.***

- a. Employees must complete a Request for Parental Leave form and submit to Human Resources when they learn of the need for the absence. The request should be completed and submitted at least thirty (30) days prior when the leave is foreseeable and as soon as practicable when it is not.
- b. Employees must also notify their supervisor and request leave in accordance with department leave request practice.

### 4. ***Documentation.***

- a. Once notified, Human Resources will determine if the employee is eligible for Parental Leave and/or leave protected by FMLA.
- b. Human Resources will notify the employee of their eligibility for Parental Leave and/or Family Medical Leave and will provide direction regarding required medical certification and/or documentation.
- c. Supporting documentation for use of Paid Parental Leave will be retained for three (3) years.

### 5. ***Time Reporting.***

- a. After an employee returns the medical certification and/or documentation and is approved for Parental Leave, Human Resources will enroll the employee in the parental leave program.
- b. The employee will be given a Parental Leave balance of 120 hours. Time used for this purpose must be coded as such in the employee timecard.
- c. Human Resources will clear any parental leave balances that remain after 12 months if unused.

For additional information or assistance, please contact the JIA Human Resources office.

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# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.6
	Effective Date:
Subject: Leave of Absence	Original Date: 4/1/00
	Revision Dates:

### **STANDARD**

Employees may be granted a leave of absence when determined appropriate. Leaves of absence should be approved only for short periods of time, unless there are extraordinary circumstances that support an extended period of time. Decisions will be based on operational and staffing needs.

### **PRACTICE GUIDELINES**

#### **1. *Eligibility:***

- a. Regular full and part-time employees who have successfully completed their introductory period are eligible for leave of absence.
- b. Leaves of absence, regular or contingent, will not exceed twelve (12) months.
- c. Leave without pay may be used when:
  - i. a full-time employee is authorized for absence but does not have available paid leave to cover the absence;
  - ii. when an employee is authorized for absence but forgoes the use of available paid leave for a Worker's Compensation-related absence;
  - iii. when an employee's absence is not approved.
  - iv. when there is insufficient funding (i.e. furlough); or
  - v. when there is insufficient work available.
- d. Authorized leave without pay may be granted as one of the following:
  - i.* Family and Medical Leave. *See Policy 2.5 FMLA*
  - ii.* Military Leave. *See Policy 4.5 Military Leave*
  - iii.* Regular Leave of Absence
  - iv.* Contingent Leave of Absence
- e. Leave without pay is not included as service time for purposes of computing retirement or pension benefits.

- #### **2. *Requesting Leave of Absence:***
- All requests for leave of absence must be submitted to the Human Resources department, in writing, at least 30 calendar days before the date the leave begins (when possible). Written request for personal leave of absence must include:
- a. The reason for the leave of absence;
  - b. The start date;
  - c. The return date; and
  - d. Any other information relevant to the request (e.g., statement from attending health care provider)

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.6
	Effective Date:
Subject: Leave of Absence	Original Date: 4/1/00
	Revision Dates:

3. ***Short-Term Authorized Leave Without Pay:*** An employee who does not have accrued leave to cover a period of absence for ten (10) or less days, may be granted leave without pay. At the expiration of the approved leave, the employee shall be returned to the same position.
  
4. ***Regular Leave of Absence:***
  - a. If approved, regular leave of absence may be with or without pay. The position which the employee is occupied, or a position of equal grade and pay is held for the employee's return.
  - b. At the expiration of an authorized leave, the employee will be returned to work without loss of any rights if the employee has complied with the terms and conditions outlined in the notice of approval.
  - c. Requests for authorized leaves of absence should be closely reviewed with departmental needs, the position of an employee on authorized leave is considered a filled position, not a vacancy. Employees who have already used twelve (12) work weeks of job protected family and medical leave, are generally not granted an additional authorized (regular) leave of absence.
  - d. Regular leave of absence may change to contingent leave of absence if operational needs change. In such circumstances, the employee will be notified with the option to return within 30 days. If the employee does not return, leave may be converted to contingent leave for the remainder of the leave period.
  
5. ***Contingent Leave of Absence:***
  - a. If approved, a contingent leave of absence is without pay. A request for regular leave of absence may be denied and approved as contingent leave without pay. If a contingent leave of absence without pay is approved, the position which the employee occupied is not held.
  - b. The position of an employee on contingent leave without pay is not considered filled, the department head may fill the position as a vacancy.
  - c. The employee is entitled to return to work only if a "suitable vacancy" as defined in the notice of approval, is available at the expiration of the leave.
  
6. ***Family and Medical Leave:*** When absence from work is due to a family and medical leave qualifying reason, if the employee is eligible, family and medical leave (with or without pay) will be designated for use before approval of leaves of absence without pay. If additional leave is granted after family and medical leave is exhausted, the employee must receive prior notice that FMLA reinstatement rights terminated at the end of the FMLA period.

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 4.6
	Effective Date:
Subject: Leave of Absence	Original Date: 4/1/00
	Revision Dates:

**7. *Benefits During Leave:***

- a. During leave without pay, other paid time off and length of service do not accrue.
- b. Full-time employees enrolled in health insurance must continue to pay the employee portion of the insurance premiums in order to maintain insurance coverage. If the employee's premium payment is more than 30 days late, the employee's coverage may be dropped.

**8. *Returning from Authorized Leave:***

- a. The employee is expected to provide their supervisor with advance notice of their return-to-work date. If it appears that an employee may not be able to return to work as scheduled, the employee must notify their supervisor as soon as possible.
- b. An employee absent due to his/her own serious health condition(s) must provide a medical release, with or without accommodations, before returning. The release must be reviewed and approved by the Department Manager and Human Resources prior to returning to work. If it is determined that the employee is unable to perform assigned duties, a return to work may be denied.
- c. An employee seeking to return from a contingent leave must contact the Department manager and/or Human Resources to determine if a position in the former job is available. The employee's return to work is contingent upon a suitable vacancy being available at the time. If an appropriate position is not available at the time the employee intends to return to work, the employee will be dismissed from employment.

- 9. *Failure to Return to Work:*** An employee who fails to return to work on the next regularly scheduled workday following the expiration of a personal leave will be considered to have voluntarily resigned employment.

- 10. *Unauthorized Leave Without Pay:*** An employee who is absent without approval may be placed in non-pay status and may be subject to disciplinary action, up to and including termination of employment. An employee who is absent for three (3) consecutive workdays or equivalent without proper authorization may be considered to have voluntarily resigned. *See Policy 4.1 Attendance and Hours Worked.*

For additional information or assistance, please contact the JIA Human Resources office.

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# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 5.9
	Effective Date:
Subject: Education Reimbursement Program	Original Date: 8/5/91
	Revision Dates: 4/1/00, 4/20/15

### **STANDARD**

The Authority recognizes the importance of continued learning. The Authority provides encouragement and financial assistance to employees who wish to continue their education. The Authority values college education, as well as technical training and certification programs.

### **PRACTICE GUIDELINES**

1. ***Eligibility:*** Regular full-time employees who have completed the Introductory Period with the Authority are eligible to apply for educational assistance. Exceptions to the eligibility rule must be requested in writing and approved by the Executive Director.
2. ***Program Provisions:***
  - a. An employee may be reimbursed for the cost of tuition and books upon completion of any job-related course or other course which is required while advancing toward a degree, diploma, or certification which is related to the employee's current position or related to an approved career plan.
  - b. An approved career plan is a plan of educational achievement that is expected to prepare the employee for a position within the Authority. Such career plans must be discussed with and approved by the Director of Human Resources.
3. ***How to apply:***
  - a. Employees must complete application for educational reimbursement and submit the application to the supervisor and Manager for approval prior to submission to the Director of Human Resources.
  - b. Application shall be made prior to the employee enrolling in the college course to ensure reimbursement. The Director of Human Resources will furnish the applicant with a decision prior to the beginning of class.
4. ***Reimbursement:***
  - a. Employees may request reimbursement for the cost of tuition and books. Reimbursement is limited to a maximum of ten (10) quarter hours or six (6) semester hours per quarter/semester.
  - b. Registration fees, lab fees, late fees, deposits, computer related fees, meals, transportation, lodging, tools, materials, and other supplies are not eligible for reimbursement.
  - c. Reimbursement rates will not exceed current in-state tuition rates adopted by the University System of Georgia and will be determined by Human Resources for each

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 5.9
	Effective Date:
Subject: Education Reimbursement Program	Original Date: 8/5/91
	Revision Dates: 4/1/00, 4/20/15

fiscal year. Programs that are not on a quarter or semester schedule will be reimbursed at an equivalent rate.

- d. Reimbursement of 100% of covered expenses may be requested upon completion of the course with a grade of B or better. A grade of C will enable the employee to receive reimbursement of 50% of covered expenses. Any grade lower than a C will not be eligible for reimbursement.
  - e. Documentation of grades and expenses must be presented for reimbursement. Requests for reimbursement must be approved by the Department Manager prior to submission to the Human Resources Department for payment.
  - f. Employees in this program who receive scholarships, grants, fellowships, public or private funding will have their reimbursements reduced to reimburse only those covered costs not already funded. In no case will an employee receive over 100% of covered costs from this program and all other funding sources.
  - g. Reimbursement may be limited to coursework towards one degree and/or diploma program.
5. **Authority Limitations:** This program will not reimburse more than the budgeted amount to all employees in the program during any fiscal year. Requests for participation may be denied because of the funding limit of the plan. The Director of Human Resources will notify all eligible participating employees if the funding level is going to be met. Requests denied for this reason will be based on time and date the approved request was received by the Human Resources department.
6. **Class Scheduling:** Classes should generally be scheduled during off-duty hours. If an employee is required to take a course which is only offered during business hours, consideration will be given, and every effort will be made to accommodate the request. Such a request must be presented to the immediate supervisor in writing, shall be approved by the Manager, and shall be forwarded to the Director of Human Resources. Documentation of the altered work schedule will be included in the employee file.
7. **Employment Separation / Status Change:** Employees who voluntarily separate their employment will be required to repay any reimbursement that occurred within the previous 12 months. The reimbursement amount is calculated on a pro-rated monthly basis. Employees who voluntarily change employment status to part time or temporary/seasonal will be required to repay any reimbursement that occurred within the previous 6 months. Reimbursement may be held from the last paycheck or from annual leave payout.

# JEKYLL ISLAND-STATE PARK AUTHORITY

## POLICY MANUAL

Section: Human Resources Standards of Practice	Section: 5.9
	Effective Date:
Subject: Education Reimbursement Program	Original Date: 8/5/91
	Revision Dates: 4/1/00, 4/20/15

8. ***Career Counseling:*** Employees who would like to discuss career goals/opportunities should contact the immediate supervisor, Manager, and Human Resources Department.

**DISCLAIMER:** Employment with the Jekyll Island Authority is at-will, the provisions of this program may not be considered a contract or constitute a contract between the participating employee and the Authority, or to be consideration or inducement for the employment or continued employment of a participating employee. The Authority may, with or without notice, change, amend or discontinue this program.





July 20, 2021

**MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL

RE: STATE CODE OF ETHICS EXECUTIVE ORDER 04.01.21.57

REQUEST FOR EXECUTIVE DIRECTOR TO SERVE ON NON-PROFIT CORPORATIONS

**BACKGROUND**

On April 1, 2021, Governor Brian Kemp issued a new Ethics Order, Executive Order 04.01.21.57, which expanded his previous Ethics Order issued in 2019. The Governor's Office recommended that the Authority's attorney be appointed as the Ethics Officer for the Authority, and on May 4, 2021, the Governor's Office was notified that the Authority's General Counsel would be the Authority's Ethics Officer.

Part of this new Ethics Order requires all employees to submit an attestation that the employee has read and understands the Ethics Order. Submission of this attestation is mandatory and a condition of employment. The JIA Human Resources Department has been instrumental in obtaining these attestations for current employees and has incorporated the attestation into its new-hire paperwork.

Furthermore, the Ethics Order prohibits an employee from serving as an officer or director of any non-profit corporation unless:

(a) the non-profit does not seek funding from the state and the employer approves the employee's service or

(b) subject to approval from the Governor's Executive Counsel, if the non-profit does seek funding from the State,

(i) the employee's service is directly related to the employee's employment, and

(ii) the employee has been requested to serve by the Office of the Governor, the employer, or is required to serve in that capacity



Several employees serve on the boards of various non-profit corporations, and Jones Hooks, as Executive Director of the Authority, has requested these employees to continue to serve on these Boards.

Mr. Hooks, in his position as Executive Director of the Authority, serves on the Board of Directors of the following: Golden Isles Development Authority, Jekyll Island Foundation, and Golden Isles Convention & Visitors Bureau. His service is directly related to his employment as Executive Director. Thus, this request is for the Authority to formally request his service on these various entities. This request, along with the other employee requests referenced above, will be submitted to the Governor's Executive Counsel for approval.

#### **POSSIBLE BOARD ACTIONS**

1. Do not request that Mr. Hooks serve on these non-profit corporations.
2. Request that Mr. Hooks serve on these non-profit corporations and approve sending the attached letter to the Governor's Executive Counsel.
3. Suggest other alternatives.

#### **RECOMMENDATION**

Action Number Two is recommended if the Board wishes for Jones Hooks to continue to serve on these non-profit corporations.



July 20, 2021

C. Jones Hooks  
Executive Director  
Jekyll Island-State Park Authority  
100 James Road  
Jekyll Island, GA 31527

**RE: Golden Isles Development Authority  
Jekyll Island Foundation  
Golden Isles Convention & Visitors Bureau**

Dear Jones,

The Jekyll Island-State Park Authority requests that you serve on the Board of Directors of the above entities. Your service on these boards is directly related to your position as Executive Director of the Authority in that these boards benefit Jekyll Island through fundraising for, or marketing of, the Island.

Because the Development Authority and the Convention & Visitors Bureau may seek funding from the State of Georgia, your continued service is subject to approval by the Governor's Executive Counsel.

Thank you,

Robert W. Kreuger,  
Vice Chairperson, with authority as Acting Chairperson

cc: Executive Counsel, Office of the Governor  
Ethics Officer, Jekyll Island Authority



# THE STATE OF GEORGIA

## EXECUTIVE ORDER

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BY THE GOVERNOR:

**ORDERED:** That a new Code of Ethics, attached hereto, be established for the Executive Branch of state government effective upon execution of this Order.

This 1<sup>st</sup> day of April 2021.

A handwritten signature in black ink, appearing to read "B. Harris", is written over a horizontal line.

GOVERNOR

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**CODE OF ETHICS**  
**EFFECTIVE APRIL 1, 2021**

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- I. Employees shall use their positions to further the public interest and not for any financial or personal benefit other than salaried compensation and employer-provided benefits as provided herein.
- II. Employees shall avoid conflicts of interest and shall make every effort to avoid the appearance of a conflict of interest. An appearance of conflict exists when a reasonable person would conclude from the totality of the circumstance that the employee's ability to protect the public interest, or perform public duties, is compromised by personal interests.
- III. No employee shall take any action in his or her official capacity which he or she knows or should know could result in a financial benefit to themselves or a relative at any present or future time.
- IV. All oral and written statements made by employees in their official capacity as a state employee shall be made in what the employee believes to be an honest and truthful manner.
- V. Employees who witness or have evidence of misconduct shall report it immediately to the ethics officer of their agency.
- VI. Ethics officers shall report any conduct that violates this Code of Ethics to the Governor's Executive Counsel or the Office of the Inspector General.
- VII. Employees whose relatives are employed as lobbyists shall disclose such information to their agency's ethics officer as provided herein and shall recuse themselves from all matters related to the lobbyist-relative's clients.
- VIII. Employees whose relatives are not registered lobbyists, but who nonetheless have direct business dealings with, proposals to do business dealings with, or other ongoing matters in front of the employee's agency shall disclose such information to their agency's ethics officer as provided herein and shall recuse themselves from all matters related to the relative's direct business dealings or pending matters.
- IX. No employee shall use information garnered from their employment with an agency to violate any provision of this Code of Ethics.
- X. Employees shall abide by the Code of Ethics for Government Service in Code Section 45-10-1 *et seq.*
- XI. Employees are required to afford all constituents fair and equal opportunity to express their concerns and ideas regarding the State without regard to their political affiliation or personal attributes. Decisions made by employees in the performance of their duties shall be made without bias.
- XII. Absent a specific exemption below, no employee, nor any person on behalf of an employee, shall accept a gift from a lobbyist, vendor, or any other person with whom the employee has a business relationship or interacts in the course of their employment with the State.
- XIII. No employee may accept any honoraria.
- XIV. An employee shall not advocate for or cause the advancement, appointment, employment, promotion, or transfer of a relative to an office or position within his or her agency.

## **Section 1: Purpose**

On January 14, 2019, Governor Brian P. Kemp signed Executive Order 01.14.19.03 "Establishing a Code of Ethics for Executive Branch Officers and Employees." That Executive Order renewed the Code of Ethics originally issued by Governor Nathan Deal on March 30, 2017, as Executive Order 03.30.17.02. Throughout the last two years, it has become evident that certain portions of those Executive Orders establishing the Code of Ethics need to be clarified. To that end, this extension of those previous Codes of Ethics seeks to provide clarity by grouping rules for employee conduct into a single list while defining additional terms to assist in the understanding of their meaning.

This Code of Ethics is therefore an extension and a guide to the ethical standards applicable to government employees set forth in Code Section 45-10-1 *et seq.* but does not describe all possible ethics regulations or situations that may arise. This Code of Ethics is intended to provide a basic framework to assist employees with common questions and should be used in conjunction with guidance from agency ethics officers and the Office of the Inspector General.

## **Section 2: Definitions**

For the purposes of this Code of Ethics, the following terms shall be assigned the following meanings:

1. "Agency" shall mean any agency, authority, department, board, bureau, commission, committee, office, or instrumentality of the State of Georgia that reports to the Governor, including the Office of the Governor.
2. "Business Entity" shall mean any for-profit corporation, sole proprietorship, partnership, limited partnership, limited liability company, limited liability partnership, professional corporation, enterprise, franchise, association, trust, or joint venture.
3. "Business Relationship" shall mean a relationship that exists between an agency employee and a non-government business entity or person because the employee directly engages or supervises the work of the person or entity.
4. "Bribe" and "Bribery" shall have the same meaning as Code Section 16-10-2.
5. "Campaign Committee" shall have the same meaning as Code Section 21-5-3(2).
6. "Contribution" shall have the same meaning as Code Section 21-5-3(7).
7. "Direct Ownership Interest" shall have the same meaning as Code Section 21-5-3(8).
8. "Employee" shall mean any person who is employed by an agency.
9. "Fiduciary Position" shall have the same meaning as Code Section 21-5-3(13).
10. "Gift" shall mean any object or sum that retains value of more than \$75.00 including intangible property, currency, gift cards, travel expenses, gratuities, subscriptions, memberships, loans, extensions of credit, forgiveness of debts, investment, or advances or deposits of money, but shall not include contributions to campaign committees, leadership committees, or anything given that accrues to the benefit of the State.
11. "Honoraria" shall mean a payment given for professional services that are rendered nominally without charge.
12. "Intangible Property" shall mean property which is not real property and which is held for profit and includes stocks, bonds, interest in partnerships, choses in action, and other investments but

shall not include any ownership interest in any public or private retirement or pension fund, account, or system; a license of any type; or any ownership interest in any public or private life insurance contract or any benefit, value, or proceeds of such life insurance contract.

13. "Investment" shall mean the investment of money or capital to gain interest or income.
14. "Lobbyist" shall have the same meaning as Code Section 21-5-70(6).
15. "Non-Profit Corporation" shall mean any corporation organized pursuant to 26 U.S.C.S. § 501 or § 527 but shall not include business entities.
16. "Officer" shall mean the Governor and the heads of all agencies who are appointed by the Governor. For purposes of this Code, all "Officers" are also "Employees" as that term is defined herein.
17. "Participant" shall mean a person, business entity, an owner, shareholder, partner, employee, or agent of a business entity involved in the proceeding.
18. "Person" shall mean an individual, partnership, committee, association, business entity, labor organization, or any other organization or group of individuals.
19. "Relative" shall mean a spouse, parent, grandparent, child, brother, sister, uncle, aunt, nephew, niece, first cousin, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother, or half-sister.
20. "Travel" shall mean any trip, lodging, or transportation that is not otherwise within the scope of an employee's performance of a state duty.
21. "Value" shall mean the cost attributable to a gift, less applicable taxes and gratuities, or a reasonable estimate based upon customary charges for like goods or services in the locality.
22. "Vendor" shall mean a person or business entity that has a business relationship with an employee or an employee's agency or is actively engaged in the procurement of a contract with an employee's agency. This definition shall extend to third parties and subcontractors of other vendors.

### **Section 3:     Ethics Officer**

Each agency shall designate an Ethics Officer who shall be charged with enforcement of this Code of Ethics in his or her agency.

- a. The ethics officer shall take appropriate measures to ensure that the agency's employees become familiar with applicable ethics law and policies, including the policies set forth in this Code of Ethics. Each agency's ethics officer shall be an attorney or a senior official within such agency that reports to an officer. Each ethics officer is empowered to issue letters and opinions related to the application of this Code of Ethics to specific actions taken by agencies and employees.
- b. Ethics officers shall report directly to the Governor's Executive Counsel on all matters related to this Code of Ethics.
- c. Each officer shall make a copy of this Code of Ethics available to all employees and shall institute procedures for its enforcement consistent with all applicable Georgia laws.
- d. Completion of the attestation shall be a condition of employment for all employees. All current employees shall complete the attached attestation by June 30, 2021, and all newly hired employees shall complete the attached attestation at the time of their onboarding.

- e. Employees who violate this Code are subject to disciplinary action, including termination of employment, subject to review by the Executive Counsel.
- f. The Executive Counsel is hereby designated the ethics officer of the Office of the Governor and shall assist agency ethics officers with the implementation of this Code of Ethics. The Executive Counsel shall report directly to the Governor.
- g. The Inspector General of the State of Georgia is hereby empowered to investigate violations of this Order. The Inspector General shall report the findings of any investigation of violations of this Code of Ethics pursuant to its authority.
- h. There may be unique or compelling circumstances in certain individual cases that warrant exceptions to, or waivers from, the requirements outlined in this Code of Ethics. In those instances, prior written approval by the Ethics Officer is required, subject to review by the Executive Counsel.

#### **Section 4: Recusal & Disclosure of Conflicts**

- a. Employees of agencies shall recuse themselves from any situation in which the employee has a conflict of interest or where an employee's impartiality might reasonably be questioned due to the employee's personal or financial relationship with a participant in the proceeding. Such recusal shall apply to, among other circumstances, situations where the employee has a financial interest in a business entity that is engaging as a vendor with the employee's agency; where an employee's relative has a financial interest as a lobbyist or vendor on an issue pending before the agency; or where the employee has a business relationship with an agency.
- b. If an employee is uncertain whether a situation requires recusal, the employee shall disclose the relationship and the facts of the underlying situation to the ethics officer of his or her agency. The ethics officer shall determine the extent to which, if any, a conflict of interest exists and whether the employee should otherwise recuse himself or herself.
- c. Employees whose relatives are lobbyists or vendors shall disclose, in writing:
  - 1. the name of their relative;
  - 2. the name of their relative's employer;
  - 3. the name of their relative's client (if applicable);
  - 4. the issue for which the relative or the relative's employer has been retained;
  - 5. the contract or other business relationship the relative or the relative's employer or client is seeking to engage with an agency or the State;
  - 6. a thorough description of all relevant underlying facts; and
  - 7. an affidavit that the employee has not disclosed any information learned through his or her employment to the relative that would financially benefit the employee, the relative, the relative's employer, or the relative's client (if any) prior to disclosure of the relationship.
- d. Such disclosures shall be made in writing for each and every client, vendor, business relationship, or issue as the ethics officer deems appropriate so as to exhaust the information available from the employee of the scope of a potential conflict of interest. For existing state employees, this requirement shall not be effective until July 1, 2021, although such statements should be made as soon as practicable.
- e. Employees shall be responsible for updating and supplementing, if necessary, the information contained within the disclosures and informing the agency ethics officer of any changed or new circumstances or potential conflicts *at the time they arise*.
- f. An employee shall never engage in communication with any lobbyist-relative or vendor-relative on any issue for which the relative is actively engaging an agency or the State to act.



- g. The ethics officer shall reassign any matter for which an employee has recused himself or herself to another employee who is not under the supervision of the recused employee. If there is no employee to which the matter can be reassigned, the ethics officer shall oversee the matter.
- h. Ethics officers shall meet regularly with employees that have filed disclosure statements to ensure no further disclosures are necessary.
- i. Ethics officers shall disseminate to appropriate parties within an agency when an employee recuses from a matter. The dissemination of such information should be as broad and as detailed as necessary to ensure that the conflict is known by those employees engaging in the business relationship with the recused-employee's relative or business entity.
- j. Ethics officers shall maintain a listing available to all agency employees of recused employees and the issues from which they have recused.
- k. The use of lobbyists will not be required or preferred as a way to obtain access to employees.
- l. Former employees should not use their former positions for financial or other personal gain or to influence legislation or procurement decisions. Employees shall decline to communicate on official matters with any lobbyist or vendor who was an officer within the preceding one-year period.
- m. No agency shall be permitted to contract with any business entity to provide lobbying services on behalf of that agency.
- n. Employees of any agency who in their official capacities promote or oppose the passage of any legislation by the General Assembly, or any committee thereof, shall coordinate all such activities with the Office of the Governor.
- o. The Governor's Executive Counsel is hereby authorized to develop forms to be used for the purpose of disclosures of conflicts of interests.

## **Section 5:     Gifts**

- a. If a gift has been accepted in violation of this Code of Ethics, it may be returned to the donor, transferred to a charitable organization, or transferred to the State. Nothing shall be considered a gift for which valuable monetary consideration has been paid by the recipient.
- b. Where appropriate for purposes of tradition, ceremony, or inter-governmental relations, or when acting as a representative of an agency or to promote economic development, an employee may accept a gift on behalf of an agency. Contributions to campaign committees shall not be considered gifts unless such contribution is not disclosed pursuant to Code Section 21-5-1 *et seq.*
- c. Any gift or expenditure that could not be received directly may not be received indirectly. A gift to, or expenditure on behalf of, an employee's relative is considered a gift or expenditure to the employee if this Code of Ethics would otherwise prohibit the employee from receiving the gift.
- d. The offering, paying, solicitation, or acceptance of bribes shall be strictly prohibited by this Code of Ethics as it is by state criminal law. Any employee who is approached with or offered a bribe shall report such occurrence immediately to the Ethics Officer or law enforcement as appropriate.
- e. An employee on whose behalf actual and reasonable expenses for travel, transportation, or lodging in excess of \$75.00 are paid to permit the employee's participation in a meeting related to official or professional duties of the employee shall file a report no later than the 30 days after such expenses are paid. The report shall be filed with the designated ethics officer. The report must contain a description of each expense and the purpose, date, and location of the meeting. In-kind

donations of travel may be accepted: by a campaign committee pursuant to the appropriate disclosure requirements and contribution limits of the Ethics in Government Act, Code Section 21-5-1 *et seq.*; if such donation accrues to the benefit of the State, is disclosed prior to use, where any perceived conflict (if any) is outweighed by the State purpose, and is approved in writing by the agency ethics officer after he or she balances the savings to the State and the state purpose of the travel; or if such donation of travel is *de minimis*. Notwithstanding this provision, the preferred practice is for agencies to pay such expenses.

#### **Section 6:     Judicial Appointments**

The following persons shall not be eligible for appointment by the Governor to fill a vacancy on the Supreme Court, the Court of Appeals, the superior courts, or the state courts:

- a. Any person who has made a contribution to, or expenditure on behalf of, the Governor or the Governor's campaign committee at any time after the vacancy occurs; or
- b. Any person who has made a contribution to, or expenditure on behalf of, the Governor or the Governor's campaign committee within the 30 days preceding the vacancy, unless such person requests and is granted a refund of such contribution or reimbursement of such expenditure.

#### **Section 7:     Political Activities**

- a. Employees wishing to take part in political activities are responsible for complying with applicable federal and state law.
- b. Employees are prohibited from soliciting or knowingly accepting any campaign contribution in a governmental building or office. For the purposes of this section, "accept" means to receive a contribution by personal hand-delivery from a contributor or his or her agent. This does not apply when a government-owned building or any portion thereof is rented for the specific purpose of holding a campaign fundraiser.
- c. Employees are permitted to express their opinions on political subjects and candidates and to take an active part in political campaigns outside of working hours, including the wearing of badges or buttons and displaying of bumper stickers and posters.
- d. Employees are encouraged to vote.
- e. Employees who wish to seek office must comply with applicable federal and state laws. Employees must notify the designated ethics officer prior to announcing or qualifying for any elected position or office.

#### **Section 8:     Personal Use of Telephone and Internet Access**

State-provided telephone and internet access is intended for public business. Employee use of the internet on any state-provided device may be recorded and monitored. No employee is permitted to use or access the internet for pornographic, obscene, or other improper purposes.

#### **Section 9:     Outside Employment**

- a. Pursuant to the provisions and limitations of state law and rules, employees may serve on the boards or commissions of governmental entities subject to agency approval.

- b. Except as provided below, no employee shall serve as an officer or director of any nongovernmental business entity or non-profit corporation. The following are exceptions to this restriction:
  - 1. Subject to approval by the employee's agency, an employee may serve as an officer or director of a non-governmental business entity or non-profit corporation that does not seek funding from the State; and
  - 2. Subject to approval by the Governor's Executive Counsel, an employee may serve as an officer or director of a non-governmental business entity or non-profit corporation that seeks funding from the State if:
    - i. serving in that capacity is directly related to the employee's employment; and
    - ii. the employee has been requested to do so by the Office of the Governor, by his or her agency, or is required to serve in that capacity by statute, rule, executive order, or other applicable law.
- c. Voluntary, pro bono services on behalf of non-profit corporations shall be permitted, so long as services to such corporations would not have the potential to create a conflict of interest and do not impair the employee's ability to discharge his or her public duties fully and faithfully. The prohibition relating to soliciting gifts does not restrict employees from soliciting charitable contributions from lobbyists or principals, so long as the employee or any relative does not control or work for the non-profit corporation.
- d. Employees shall strictly adhere to State Personnel Board Rule, GA. COMP. R. & REGS. 478-1-.07.

### **Attestation**

1. I have been provided with a copy of the Governor's Code of Ethics.
2. I have fully read and understand the Governor's Code of Ethics.
3. I affirm that I will strictly adhere to the Governor's Code of Ethics, and am committed to maintaining an honest, ethical, and open system of government for the people of Georgia.
4. I understand that failure to adhere to the Governor's Code of Ethics, whether intentional or not, may be cause for discipline, termination, or even criminal prosecution.

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Signature

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Printed Name

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Employee ID Number

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Date



July 20, 2021

**MEMORANDUM**

TO: BOARD OF DIRECTORS

FROM: MELISSA CRUTHIRDS, GENERAL COUNSEL

RE: JEKYLL ISLAND CLUB RESORT AND THE WHARF RESTAURANT

A. FIRST AMENDMENT TO WHARF RESTAURANT LEASE

B. ASSIGNMENT AND ASSUMPTION OF WHARF RESTAURANT LEASE

C. ASSIGNMENT AND ASSUMPTION OF JEKYLL ISLAND CLUB RESORT LEASE

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The Jekyll Island Club Resort (“JICR”) and the Wharf Restaurant in the historic district of Jekyll Island is currently owned and operated by NV LNWA JIC HOTEL, LLC a/k/a Northview Hotel Group (“LNWA”). The JICR property consists of the historic Jekyll Island Club Hotel (and ancillary amenities) and the Jekyll Ocean Club. The JICR and the Wharf Restaurant fall under two separate leases.

LNWA has received an offer to purchase its interests in these leases from Golden Isles Owners, LLC (“GIO”), a wholly owned subsidiary of Pebblebrook Hotel Trust. For tax purposes, GICO will sublease the properties to Golden Isles Lessee, LLC, a wholly-owned taxable subsidiary of Pebblebrook. Noble House Hotels & Resorts will be the operator of the properties.

Pebblebrook is a publicly traded real estate investment trust headquartered in Bethesda, Maryland and owns 51 hotels across the United States. Pebblebrook owns several hotels subject to a ground lease, including San Diego Mission Bay Resort. Noble House is an independent resort operator and currently operates five of Pebblebrook’s hotels. Noble House also operates other hotels and resorts, restaurants and bars, and spas, including the Napa Valley Wine Train.

As part of this transfer, the parties reviewed the Wharf Restaurant lease and determined there were discrepancies in the lease with how the property is currently being used. As a result, the parties have drafted a First Amendment to the Wharf Restaurant lease, which amends the lease as follows:

- Correcting the deed book and page number for the referenced Hotel Ground Lease
- Correcting the “Premises” description: The original Wharf lease included in the Premises legal descriptions of the leased premises that are now out of date, such as a parcel of land adjacent to the seawall building and south of the current pathway



leading to the pier that Lessee no longer maintains; a building on that parcel that no longer exists (“old building”); and an easement over a parking area that has since been reconfigured. The old building was replaced by the current building, which is located at the corner of Riverview Drive and the pathway. The Wharf leases approximately 568 sq. ft. of the current building for office and storage purposes. The First Amendment corrects these issues by leasing to Lessee its portion of the current building and the land used by the Wharf for its compactor, although no changes to the actual restaurant portion of the Premises.

- Base Monthly Rent is increased to account for the square footage of the portion of the new building and the land for the location of the restaurant’s compactor.
- Utilities provision is revised to account for the payment by Lessee of the pro-rata portion of utilities it uses in the new building.
- Taxes provision is revised to remove the requirement that the Lessee pay property taxes on the new building, since the JIA owns the new building.
- Repair and maintenance provisions revised to reflect the amended premises.
- Damages and Destruction provisions revised to reflect the amended premises.
- Insurance provision revised to remove the requirement that Lessee maintain property insurance on the new building, as JIA owns the building.
- Legal descriptions revised to reflect the amended premises and ensure compliance with technical standards for property surveys.

There are no changes to the JICR lease. However, as part of the Assignment and Assumption of the Hotel Ground Lease, the parties agree to work cooperatively to consolidate the Hotel Ground Lease and its eight amendments into a revised and restated lease within 180 days of the assignment.

The principals of Pebblebrook Hotel Trust have submitted all required documentation and passed the Authority’s background checks.

Pursuant to the current leases, the Authority must approve the assignment of the leases.

LESSEE	Golden Isles Owner, LLC
LOCATION	No changes to the Premises of JICR. See above for description of changes to the Wharf premises.
LEASE TERM	Both leases expire on January 7, 2089.
USE OF PREMISES	No change to permitted use of premises, except an addition to the Wharf lease to limit the office/storage space to be used for those particular purposes.
RENT	No change to the rent for the JICR lease.



	Increase in base rent in the Wharf lease to account for increased square footage due to the amended Premises.
INSURANCE	Both leases require Lessee to maintain insurance.
UTILITIES	Both leases require Lessee to be responsible for its own utilities.

There are three items to be considered by this board to effectuate this sale:

- 1) The First Amendment to the Restaurant Ground Lease.
- 2) The Assignment and Assumption from NV LNWA JIC HOTEL, LLC to Golden Isles Owner, LLC of the Restaurant Ground Lease and approval of sublease from Golden Isles Owner, LLC to Golden Isles Lessee, LLC; and
- 3) The Assignment and Assumption from NV LNWA JIC HOTEL, LLC to Golden Isles Owner, LLC of the Hotel Ground Lease and approval of sublease from Golden Isles Owner, LLC to Golden Isles Lessee, LLC.

#### **POSSIBLE BOARD ACTIONS**

1. Deny the First Amendment to the Restaurant Ground Lease, Assignment and Assumption of the Restaurant Ground Lease, and Assignment and Assumption of Hotel Ground Lease.
2. Approve the Assignment by:
  - a. Approving the First Amendment to the Restaurant Ground Lease;
  - b. Consenting to the Assignment and Assumption from NV LNWA JIC HOTEL, LLC to Golden Isles Owner, LLC of the Restaurant Ground Lease, as amended, and approval of sublease from Golden Isles Owner, LLC to Golden Isles Lessee, LLC; and
  - c. Consenting to the Assignment and Assumption from NV LNWA JIC HOTEL, LLC to Golden Isles Owner, LLC of the Hotel Ground Lease and approval of sublease from Golden Isles Owner, LLC to Golden Isles Lessee, LLC.
3. Suggest other alternatives.

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## MEMORANDUM

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**TO:** JEKYLL ISLAND AUTHORITY BOARD  
**FROM:** ANDREA MARROQUIN, CURATOR  
**SUBJECT:** RFP # 366 – PHASE I & II ARCHAEOLOGICAL INVESTIGATIONS OF THE JEKYLL ISLAND GOLF COURSES  
**DATE:** 7/13/2021

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On Friday 06/11/2021, JIA staff received 8 bids for RFP #366, to conduct Phase I & II Archaeological Investigations of the Jekyll Island Golf Courses. The eight bidders were: Brockington and Associates, Inc, Commonwealth Heritage Group, LG2 Environmental Solutions, Inc., New South Associates, Inc., PaleoWest, S&ME, Inc., Southern Research, and Terracon.

The selection committee reviewed and ranked each of the proposals. The top three candidates were invited to give a presentation to the selection committee.

Through the presentation and interview process, Terracon emerged as the apparent finalist. This project is for the selected firm to perform Phase I and II Archaeological Investigations within the Area of Potential Effect of the proposed Jekyll Island Golf Course Master Plan. The project entails background research, identification and testing of archaeological sites, evaluation of significance, an assessment of effect, and management recommendations, culminating in a final report.

Fieldwork is anticipated to take approximately 30 days to complete, with the first draft of the archaeological report to be completed within 2 months for JIA review and consultation with the State Historic Preservation Office, followed by completion of a final report. The estimated cost for Phase I is \$17,500, with an additional \$10,000 per site requiring Phase II testing, and \$9,000 for completion of the final report.

Based on the selection committee's findings, staff recommends awarding RFP 366 to Terracon, pending contract completion and legal review.



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The Jekyll Island State Park Authority (JIA) and Committees met in Public Session on Tuesday, June 15, 2021 at the Jekyll Island Club Resort Ballroom and via teleconference.

Members Present: Mr. Joseph B. Wilkinson Jr., Chairman via Teleconference  
Mr. Bob Krueger, Vice Chairman  
Mr. Bill Gross, Secretary/Treasurer  
Commissioner Mark Williams via Teleconference  
Dr. Buster Evans  
Ms. Joy Burch-Meeks via Teleconference  
Mr. Trip Tollison  
Mr. Dale Atkins

Members Absent: Mr. Glen Willard

Key Staff Present: Jones Hooks, Executive Director  
Melissa Cruthirds, General Counsel  
Michelle Webb, Executive Assistant  
Anna Trapp, Executive Assistant  
Taylor Davis, Historic Preservationist  
Ben Carswell, Director of Conservation  
Alexa Hawkins, Director of Marketing and Communications  
Kevin Udell, Sales Manager  
Jenna Johnson, Director of Human Resources  
Noel Jensen, Chief Operations Officer

Various members of the public, JIA staff, and press were also present.

Vice Chairman Krueger called the committee session to order at 9:30 a.m., and the roll was called for members attending in person and those attending via teleconference.

Commissioner Mark Williams joined the meeting via teleconference at 9:46 a.m. and Mr. Trip Tollison arrived in person at 9:50 a.m. Mr. Glen Willard was absent.

There was one public comment received online for this meeting. The name of the commenter and the subject of the public comment was read into the record as shown below. A copy of the full comment was given to each Board member and becomes part of the permanent record.

- John Stevenson – Overdevelopment

## **I. Historic Preservation/Conservation Committee**

A. Taylor Davis, Historic Preservationist presented information on Mid-Century Architecture on Jekyll Island. Davis presented photos of five homes that were constructed between 1955-1972, chronologically in line with the national Mid-Century movement in residential areas. Some recognizable architectural features include centrally located chimney stack, breezeblocks, and carports. Davis noted that local architect Cormac McGarvey designed several of the structures on Jekyll Island. Additionally, Jekyll still has the blueprints for all the discussed properties. Some are completely unaltered exteriorly. Davis hopes this information will help build awareness and appreciation for the unique collection of Mid-Century structures that help tell Jekyll's unique history. The goal is to eventually document and survey the current collection, and with homeowner involvement,

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work towards getting these properties registered with the National Register of Historic Places.

Hooks commented that Taylor Davis partners with the University of Georgia to allow college students to spend a Maymester working under Davis to learn about historic preservation. These projects help distinguish Jekyll Island from other tourist destinations, as they continue to promote education, preservation, and conservation.

**B.** Ben Carswell, Director of Conservation along with members of the Unified Command provided an update on the Golden Ray. Carswell introduced Lieutenant Commander Pat Frain who was joined by Unified Command members Scott Jackson, John Maddox, Michael Hines. Commander Frain provided the wreck removal progress. He stated they are about halfway through the removal process with four out of eight sections removed, as they are working on removing the fifth section. The Unified Command anticipate several more months of wreck removal. Commander Frain noted that despite their best efforts and planning, there may still be fires, discharges of oil and debris, and noise as they move forward with. He also confirmed that they are prepared for heavy weather as hurricane season approaches.

Scott Jackson provided the environmental update. He explained the environmental protection program which is a multilayer defense system. The environmental protection barrier (EPB) was developed to corral the oil floating near the ship, and there is underwater netting to catch larger debris. Anything that makes it through the EPB layer, is handled by on-water crew which includes skimmers and other boats. Anything that gets past them can end up on the beaches. They have teams that walk the beaches to remove the debris. Jackson noted that oil and debris numbers are decreasing. However, there was some oil impact in a marsh, but they have teams applying a substance to the oil that makes it less sticky and reduces the ability for it to transfer to the wildlife. Some other monitoring they are conducting include air quality monitoring and water bottling sampling that occurs during and after the cuts to the ship.

Lieutenant Commander Frain closed the presentation by sharing their community outreach page [www.stsimonssoundincidentresponse.com](http://www.stsimonssoundincidentresponse.com).

Jones Hooks thanked Lieutenant Commander Frain's team for communicating regularly with the JIA Conservation Department and for actively cleaning up debris.

There were no public comments.

## **II. Finance Committee**

**A.** Mr. Bill Gross, Finance Committee Chair summarized the May financials as presented in the meeting materials. Revenues for May were \$3,267,464, which is \$358,000 more than budgeted for the month. Year to date revenues reflect a favorable \$1.8 million variance from budget and a favorable \$1.7 million variance from prior year to date. The locations with the largest variances from budget were: Parking up \$252,000, Summer Waves down \$164,000, Golf up \$73,000, and Hotel/Motel taxes up \$71,000.

The expenses for May were \$1,969,369, which is \$39,000 or 2% less than budgeted for the month. The year-to-date expenses were \$2.6 million less than budgeted and were \$2.5 million less than prior year to date expenses. The largest expense variances for the month

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were: Human Resources down \$102,000, due to vacant full time and part time position, and Repair & Maintenance up \$116,000, due to project timing differences from earlier in the year.

The net operating cash income for May was \$1,298,095 which is \$398,000 better than the budgeted net operating Income of \$900,582. The year-to-date net operating cash income is \$4.4 million better than budget and \$4.2 million better than Prior year to date Income.

The total traffic count for May was 148,670 vehicles, which was 53,954 more vehicles than May 2020. May 2020 traffic numbers were severely impacted by the COVID-19 pandemic, which explains why this number is so large. As a comparison, May 2021 traffic was 15,582 more vehicles than May 2019. The year-to-date traffic count is 577,227 vehicles, which is 200,293 vehicles more than the prior calendar year-to-date traffic count.

Revenues reported by the hotels are \$6.3 million, which is \$3.9 million more than May 2020. The Occupancy Rate was 81.4%, which was up from 43.2%. Revenue per Available Room was \$177.51, which was up from \$73.48 in May 2020. The average daily rate was \$218.05, which was up from \$170.09. Year-to-date revenues reported by the hotels was \$19.9 million, which was \$8.6 million more than year-to-date 2020 revenues. The Occupancy Rate was 63.0%, which was up from 50.4%. Revenue per Available Room was \$118.47, which was up from \$73.79 for Year-to-date 2020. The average Daily rate was \$188.03, which was up from \$146.50.

**B.** Marjorie Johnson, Chief Accounting Officer presented a request for acceptance of the Georgia Department of Transportation (GDOT) Bike Path Grant, Funding Request for Matching Funds, and Signature Authorization. M. Johnson advised that JIA has been selected to participate in a federal grant program for the Jekyll Island Causeway Bike Path Project. The project would complete the preliminary engineering for approximately 6 miles of bike path from the Jekyll Island Guest Information Center to Highway 17. GDOT would provide \$227,706.17 in funding and the JIA would be responsible for \$45,541.23 in matching funds.

Jones Hooks, Executive Director discussed how this project is a continuance of a project that began with a Federal Transportation Enhancement (TE) grant which aided in the construction of a bike path that falls short of the Jekyll Island Guest Information Center, due to engineering and funding complications. The goal of the proposed project is to complete the path to the Guest Information Center, then continue the bike path from the Guest Information Center to Highway 17 intersection, which would connect Jekyll Island to the Coastal Georgia Greenway and to Brunswick and St. Simons Island by bicycle. Hooks explained that as the proposal currently reads, construction could begin by the end of calendar year 2025. However, because of the elongated schedule, JIA has requested 6.5 feet of additional shoulder, on both sides of the road, rather than an additional path in hopes that the construction time will be expedited. If the design changes, any extra funds that JIA matches or contributes can be transferred over, even with the presented proposal approved as is.

M. Johnson proceeded to explain the three items that require approval:

1. Accept the grant from GDOT in the amount of \$227,706.17.
2. Approval for funding of \$45,541.23 for the matching portion of the grant. If approved, these funds would be set aside as capital funds from FY 2021 income.

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3. Approve the Memorandum of Agreement with GDOT and authorize the Executive Director to sign on behalf of the JIA.

The motion to recommend approval of the request for acceptance of the Georgia Department of Transportation Bike Path Grant, funding request for matching funds, and signature authorization was made by Dr. Evans and seconded by Commissioner Williams. The motion was approved unanimously with no objections.

C. Marjorie Johnson, Chief Accounting Officer presented a request for approval of Campground Grant Funds from the Georgia State Financing & Investment Commission (GSFIC). M. Johnson explained that GSFIC notified staff that an application for funding of four bathrooms in the campground was committed for possible funding in February 2021, and on May 28, 2021, staff received approval to place the projects out for bid from GSFIC. GSFIC will provide project management and oversight of the approved project. The construction bids are currently pending and due June 17, 2021.

M. Johnson additionally noted that this works hand in hand with the State held bonds sold on June 8, 2021, and the bonds for the remainder of the campground expansion was included in that sale. The funding from the bond sale is \$2,950,000.00 and those funds will be available on or about July 1, 2021.

M. Johnson advised that staff recommends accepting the grant award from GSFIC for four identical Campground Bathrooms totally \$999,480.

Jones Hooks, Executive Director clarified that with the \$2.9 Million in conjunction with the \$999,480 grant funds that the Board will vote on is all the money needed for the Campground Expansion Project.

The motion to recommend the approval of the request for approval of the Campground Grant Funds from the Georgia State Financing and Investment Commission as recommended by staff was made by Mr. Tollison and seconded by Mr. Krueger. The motion was approved unanimously with no objections.

There were no public comments.

### **III. Human Resources Committee**

A. Jenna Johnson, Director of Human Resources, highlighted the retirement of Mark Bowen of the Vehicle Maintenance Department. He retired with twenty-five years of service. Ben Rushing, Fleet Manager spoke on Mr. Bowen's dedication to the Jekyll Island Authority.

There were no public comments.

### **IV. Marketing Committee**

A. Kevin Udell, Senior Sales Manager gave an update on the Jekyll Island Motorcoach Market. The Sales and Marketing teams were asked to assist Historic Resources in improving the motorcoach market on Jekyll, which was extremely robust several years prior but for various reasons has declined. The industry experienced an all time low for motorcoach tours due to the COVID-19 Pandemic. The Sales team is looking to change Jekyll Island from its current "spoke" model to a "hub" model to keep people on the Island

overnight and in the hotels. So far, they have increased the active Tour Operations in the sales database from thirty-five to more than two hundred. To increase this number, the team networked and joined several state associations including the Alabama, Georgia, South Carolina, North Carolina, and South-Central Motorcoach Associations and the national American Bus Association (ABA). Jekyll has participated in three virtual meeting planner showcases with over fifty pre-set appointments scheduled in April, May, and June 2021. There are many tour operators who are interested in Jekyll returning to and being active in this market, especially as recreational activities increase within the motorcoach market. The sale goals include a twenty-five percent increase in motorcoach traffic by fiscal year 2023 and a fifty percent increase by fiscal year 2024.

B. Alexa Hawkins, Director of Marketing and Communications gave an update on the 2021 Turtle Crawl Race. Over \$24,000 was raised for the Georgia Sea Turtle Center (GSTC) through the event, which was the largest amount raise to date from the Turtle Crawl Race. A check was presented to the Jekyll Island Foundation.

There were no public comments.

## **VI. Committee of the Whole**

- A. Noel Jensen, Chief Operations Officer gave an update on the Jekyll Island Authority's Hurricane Preparedness Plan. On May 27, 2021, JIA participated in Glynn County's Emergency Management Hurricane Exercise which gathers participants from the City of Brunswick, JIA, Glynn County, Georgia Power, and other private partners together to walkthrough a hurricane scenario, exactly as they would during a real event. The scenario is led by a National Weather Service Meteorologist from Jacksonville, and it runs from outside of six hours to past impact. Talking through these scenarios serve as a great opportunity for JIA to create checklists to ensure there are no gaps in the set processes before an active hurricane hits. Jensen mentioned a few important notes for everyone as they are preparing for potential storms. First, he suggested that everyone proactively pack a hurricane ready kit now and have a plan for lodging should an evacuation be needed. He also discussed re-entry passes for businesses. The State of Georgia controls this process. Businesses will need to visit the Georgia Emergency Management and Homeland Security Agency's website <https://gema.georgia.gov/plan-prepare/re-entry> to apply for a re-entry permit. Businesses need three items for re-entry after an evacuation: a permit, a letter stating the individual has a security obligation to receive that permit, and picture identification. Jensen then explained the five phases for re-entry. Phase one is for initial emergency responders. Phases two and three are critical workforce, which would include JIA employees, hotels, and businesses. Phases four and five are residents and guests. Jensen then discussed the importance of signing up for Nixle, which is JIA's emergency communication system. Registering for Nixle allows residents, business owners, and guests to receive updates during hurricanes as well as other community messages such as road closures. JIA's Emergency Preparedness webpage and Nixle registration can be found at <https://www.jekyllisland.com/livinghere/emergency-preparedness/>. The last item Jensen noted was Glynn County's Emergency Management Dashboard which consolidates emergency information including evacuation information, potential storm surge, Georgia Power outages, and severe weather reports. At the end of his presentation, Jensen showed two pictures of storm debris to reiterate the



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importance of waiting to re-enter during the assigned phases, as critical workforce needs time to clear roads and ensure the area is safe for residents and guests to re-enter.

- B. Melissa Cruthirds, General Counsel discussed R-2021-6 a resolution to adopt amendments to JIA by-laws and policies. The two main reasons for this resolution are to ease administrative burdens and to establish an emergency management policy. The easing of the administrative burdens on the Executive Director is to allow a proposed Deputy Director to take on responsibilities such as signing contracts on behalf of the JIA. This adoption will also amend the definition of quorum in the by-laws. It currently reads that five members present make up a quorum, but it is proposed to change it to “the majority”. This is to cover any transitional periods between board member appointments. The amendments will also provide various clarifications and updates to the by-laws regarding the appointment of the chairperson and technological advancements, such as videoconferencing and teleconferencing. It also amends the policy to timely address litigation issues. Currently, it requires the Executive Director to present litigation documents to the board. Cruthirds advised that waiting every month for board approval could hamper some advantages in litigation. The amendment would allow the Executive Director, with consultation from General Counsel and the assigned Litigation Attorney, to make those decisions. The amendments will also allow the Executive Director to execute contract amendments that do not have much substance to them, such as corrections to Scribner’s errors. This change will improve administration efficiency in the Authority. The last update is to the Emergency Management policy which will provide authority and responsibility to the Chairman of the Board, the Executive Director, and the Deputy Executive Director. Noel Jensen, Chief Operations Officer, spoke on this item. He advised that these changes came after he completed an independent study course through the Federal Emergency Management Agency (FEMA) in which he realized that the Authority did not have high marks in three categories: proclaiming the state of emergency, imposing restrictions such as curfews, and ordering evacuations or restricting reentry. After consulting with General Counsel, it was determined that the JIA did not have clear guidelines on how that should be carried out. Jones Hooks, Executive Director clarified that this is formalizing the process that the Authority typically follows during an emergency, and these by-law changes will ensure compliance with FEMA recommendations.

The motion to recommend adoption of R-2021-6, Resolution to Amend By-Laws and Policy Manual as recommended by staff was made by Mr. Gross and Seconded by Mr. Evans. The motion was approved unanimously with no objections.

- C. Melissa Cruthirds, General Counsel discussed the Third Amendment to Executive Director’s Employment Agreement. Cruthirds advised that the current term of the Executive Director’s Employment Agreement would end on June 30, 2021. The original employment agreement automatically renewed until it was terminated, but the Second Amendment to the employment agreement had a termination date of June 30<sup>th</sup> due to a directive made during the change of governorship, advising that state agency head employments should list an end date. However, since no such directive has been made since then, the JIA would like to return to the original employment contract for Jones Hooks which would be automatically renewed unless terminated.

The motion to recommend the approval of the Third Amendment to Executive Director's Employment Agreement as proposed by staff was made by Mr. Gross and Seconded by Mr. Evans. The motion was approved unanimously with no objections.

- D. Jones Hooks, Executive Director began discussion on the Proposed Fiscal Year 2022 Budget. He noted that all Board Members received a copy of the proposed budget and the Finance Committee Members participated in a public session to discuss the proposed budget on June 2, 2021. Hooks then gave an overview of highlighted budget items. First, the JIA experienced a robust Fiscal Year 2021 due to an increase in leisure travel following the COVID-19 Pandemic, and the JIA is anticipating at the end of the fiscal year to have a projected \$6.339 million for capital projects, equipment, and reserves. The recommended Fiscal Year 2022 Budget totals \$30.401 million. Hooks noted a few of the highlights including: significant cash reserves, a two percent merit raise for employees, the creation of a separate park services departments to enhance janitorial operations for guests, \$100,000 participation in the Golden Isles Convention and Visitors Bureau, \$100,000 for website redesign improvements, \$75,000 for an oceanside bike path engineering, \$130,000 for a golf course archeological study, \$70,000 for additional computer security, \$17,000 for trademark registration fees, increased personnel coverage for the Beach Village for janitorial and landscaping purposes, \$70,000 for painting and pressure washing at the Beach Village, a shift in marketing toward more Public Relation promotion rather than traditional advertising promotion, a \$203,000 water tank maintenance expenditure, \$20,000 for the 20<sup>th</sup> Annual Celebration of Island Treasures, \$50,000 to replace mini-golf carpet, and \$307,000 towards Summer Waves improvements. Also highlighted in the budget presentation were an increase in Tennis Center revenues which increased from \$53,000 to \$132,000 over the past five years. Golf Revenues are also trending upward across the nation.

Hooks continued to note that 44% of all revenues are projected to come from JIA operated amenities and about 16% of revenue is projected to come from parking fees.

Additional highlights include full-time position changes which include an accounting director, a waste-water attendant superintendent, and to promote the Chief Operations Officer, Noel Jensen, to Deputy Executive Director. These changes would also include elevating the JIA firefighter and paramedic positions for full-time coverage on Jekyll Island. Additional proposed positions include: a Marketing Coordinator for Social Media and Public Relations, a Human Resources Recruiter, a Museum Collection Specialist, a Park Services Manager, and a Georgia Sea Turtle Center Hospital Technician. Eliminated positions include a Museum Interpreter/ Tour Guide and the Ambassador position.

Hooks then moved on to discuss proposed Capital Equipment and Project Requests which included: golf course improvements, an airport hangar, new medical equipment at the GSTC, and mini-golf improvements. Additionally, bike path rehabilitation and construction at Section F and Section H would be funded from the Public Improvement Fund, and bike path improvements for Section B2 and Section E would be funded from the Tourism Development Fund.

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From the Water/Wastewater Fund, there will be continued improvements including a sewer vac truck, estimated at \$300,000. From the Fire Equipment Fund, \$199,500 is recommended by staff for additional expenditures.

Hooks also addressed proposed Rate Increases which include: Golf Memberships, Golf Round rates, Bike Rental rates, GSTC Admission rate, Water rates (for commercial and hotel only), Sewer rates, and Trash fees.

The motion to recommend adoption of The Proposed Fiscal Year 2022 Budget and its components as recommended by staff was made by Mr. Gross and Seconded by Mr. Tollison. The motion was approved unanimously with no objections.

- E. Jones Hooks, Executive Director presented the Executive Director's Report. He began by discussing the previous ransomware attack. The total expenditure for the LifeLock security reviews and enrollment for individual persons was \$94,197.60. This did not include IT expenditures, nor the staff time that was spent on this. However, JIA did not pay the ransom request. JIA offered LifeLock support to the seven thousand and forty-six persons who were potentially impacted. Four hundred and six individuals actually participated in the service. JIA is waiting for reimbursement from the State, which will hopefully cover fifty percent of the cost.

Hooks then spoke on the recent GOP Convention, which was organized in about ninety days. A convention of this size would usually require at least eighteen months. Hooks highlighted the work that was put into this event by the Convention Center staff, the JIA sales force, and regular employees. He then shared a note he received from the GOP event planner who complimented the efforts that were put into making the event a success. However, Hooks used two photos he took to help iterate the need to understand capacity on Jekyll Island and how to improve the quality of larger events in the future, through updated policies and procedures, to avoid becoming a Disappointing Destination.

Hooks then discussed an item the JIA donated to the Friends of Historic Jekyll Island (FOHJI) Annual Auction which was a day of shadowing JIA senior staff. The item was won for \$800 by Tim and Christie Kinsey who sent a thank you note afterwards to express how much they enjoyed the experience. The note was included the Board's Blue Folder.

Lastly, Hooks discussed the Master Plan. The highly involved process is underway with the first public input session being held on Wednesday, June 16, 2021 at 5:00 PM. Other components of this process include conversations between the University of Georgia's Carl Vinson Institute of Government and JIA Board Members as well as staff members, meetings with stakeholder groups, a widespread survey, and an overview committee that will include partners from various agencies such as Georgia's Department of Natural Resources.

- F. As the Chairman's Comments, Mr. Krueger thanked all the JIA staff for how they have performed during the pandemic and the recovery. He also thanked the Board Members for their support as the JIA worked to return to normal.



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During Public Comment Ms. Beverly Hopkins encouraged the Board to continue to broadcast Board Meetings past the point of the pandemic to allow those who cannot attend in-person an opportunity to listen in.

Jones Hooks responded to this public comment by advising that audio recordings of each meeting would be uploaded to the website for anyone to review moving forward.

The Board took a 10-minute break before continuing to the JIA Board Meeting.

**The Jekyll Island State Park Authority (JIA) Board Meeting**  
**June 15, 2021**

The roll was called, and all members were present except: Mr. Glen Willard and Commissioner Mark Williams.

1. Mr. Atkins moved to accept the minutes of the May 18, 2021 board meeting as presented. The motion was seconded by Mr. Evans. There was no discussion, and the minutes were approved unanimously.

2. Mr. Gross moved to accept the minutes of the June 2, 2021 Finance Committee Budget Meeting as presented. The motion was seconded by Mr. Tollison. There was no discussion, and the minutes were approved unanimously.

3. Acceptance of the Georgia Department of Transportation Bike Path Grant, Funding Request for Matching Funds, and Signature Authorization, a recommendation of the Finance Committee, was carried by unanimous consent.

4. Approval of Campground Grant Funds from the Georgia State Financing & Investment Commission, a recommendation of the Finance Committee, was carried by unanimous consent.

5. Adoption of R-2021-6, Resolution to Amend By-Laws and Policy Manual, a recommendation of the Committee of the Whole, carried by unanimous consent.

6. Approval of Third Amendment to Executive Director's Employment Agreement, a recommendation of the Committee of the Whole, carried by unanimous consent.

7. Adoption of the Proposed Fiscal Year 2022 Budget and its components, a recommendation of the Committee of the Whole, carried by unanimous consent.

The motion to adjourn was made by Mr. Atkins and was seconded by Mr. Gross. There was no objection to the motion and the meeting adjourned at 11:24 a.m.

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## MEMORANDUM

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** NOEL JENSEN, CHIEF OPERATIONS OFFICER  
**SUBJECT:** OPERATIONS MONTHLY REPORT – JUNE 2021  
**DATE:** 6/13/2021

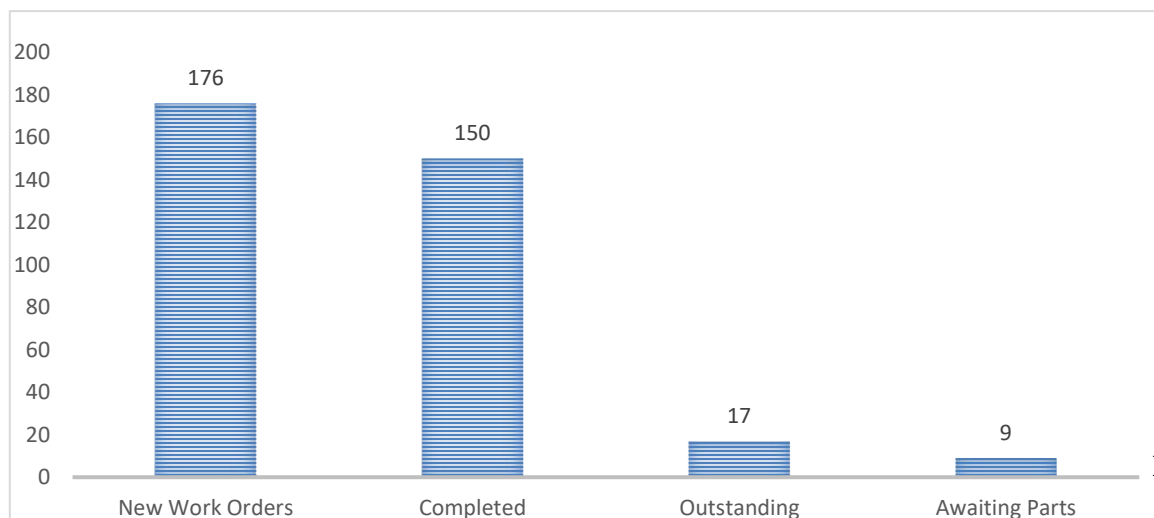
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### **PUBLIC SERVICES**

#### **June Highlights:**

- Jekyll Island Airport (09J) self-serve aviation fuel (100LL) sold 1,676.95 gallons of 100LL aviation fuel totaling \$8,434.54 in sales for the month of June.
- Beach crossover construction continues with the current construction of Nelson Lane. Updates and photos can be found on the Projects page of the Jekyll Island website:  
<https://www.jekyllisland.com/jekyll-island-authority/beach-crossover-construction/>
- Installation of a new waterslide attraction is underway at Summer Waves. Information can be found on the Projects page of the Jekyll Island website:  
<https://www.jekyllisland.com/jekyll-island-authority/summer-waves-attraction>
- The campground reached 77% occupancy in the month of June.
- Operations departments completed a review of hurricane planning in preparation for Tropical Storm Elsa
  - JIA Fire Department participated with Glynn County Emergency Operations Center leading up to and during the storm making local preparations for response.
  - Facilities Department boarded up the stained glass of Faith Chapel, removed the shade sails at Mini-Golf and the solar crosswalk signs at the three (3) Beachview Drive locations. All was returned to their original location once the storm passed.
  - Outdoor facilities that were closed prior to arrival of TS Elsa were the Tennis Center, Golf Course (pro shop remained open), Mosaic Trolley Tours and Historic Cottages (museum remained open), Faith Chapel and Summer Waves Water Park.
  - Post-storm, the Roads & Grounds Department worked vigorously to clear the roads and public areas of fallen trees and branches.

#### **Operations Department Work Orders**

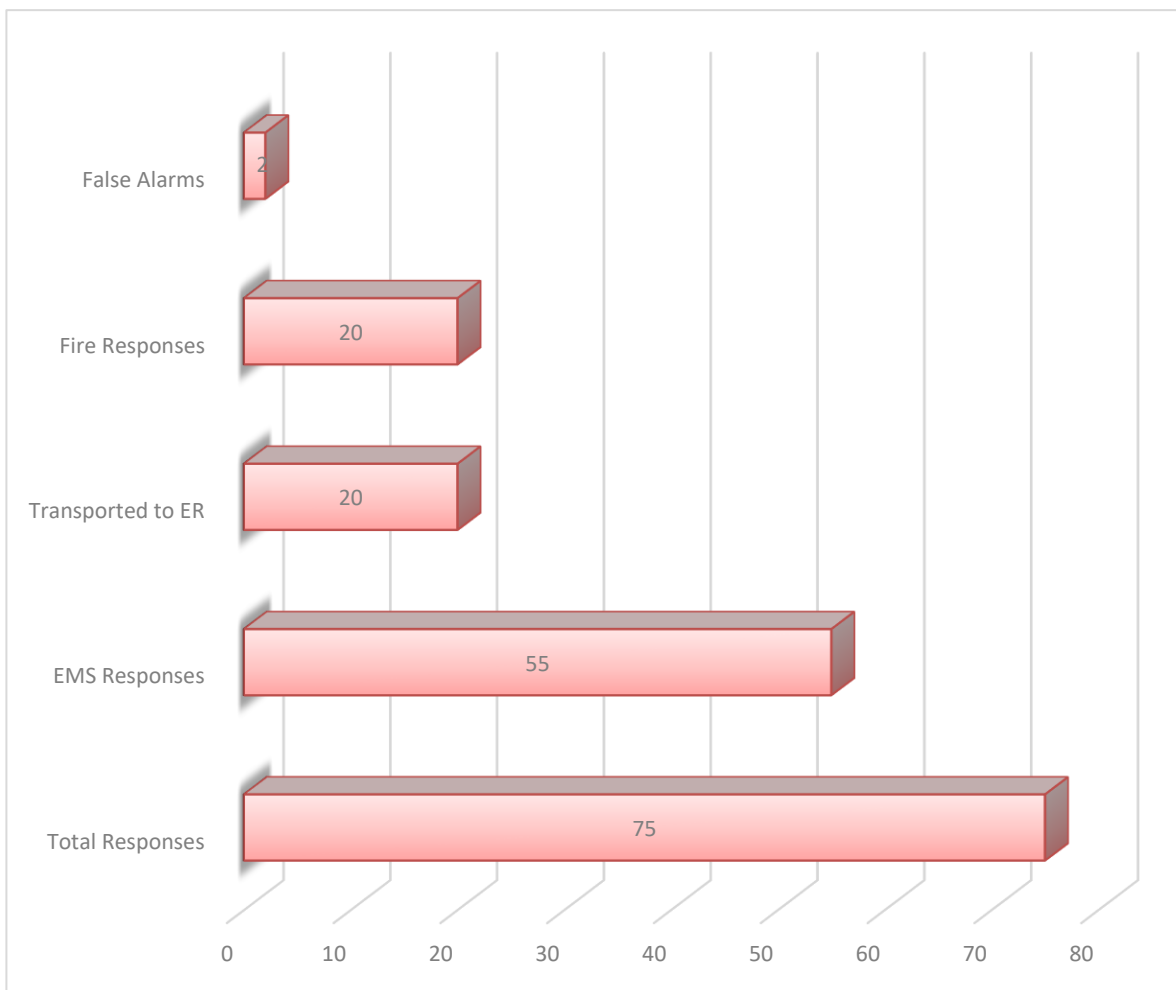


## **PUBLIC SAFETY – Fire & EMS**

### **June Highlights:**

- Completed 320 hours in staff training for the month.
- Three (3) building permits were issued, and there were three (3) complaints investigated by Code Enforcement.
- JIFD hosted an Employee Luncheon.
- AT&T have moved the 911 lines from GSP to GB911.
- Water response training conducted at Great Dunes Beach.
- Met with the Architect regarding the design of the new Public Safety Complex.
- JIA Active Shooter training is being planned for later this year.
- Interviews are underway to fill the approved FY 2022 positions.

### **Jekyll Island Fire & EMS Responses**



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## MEMORANDUM

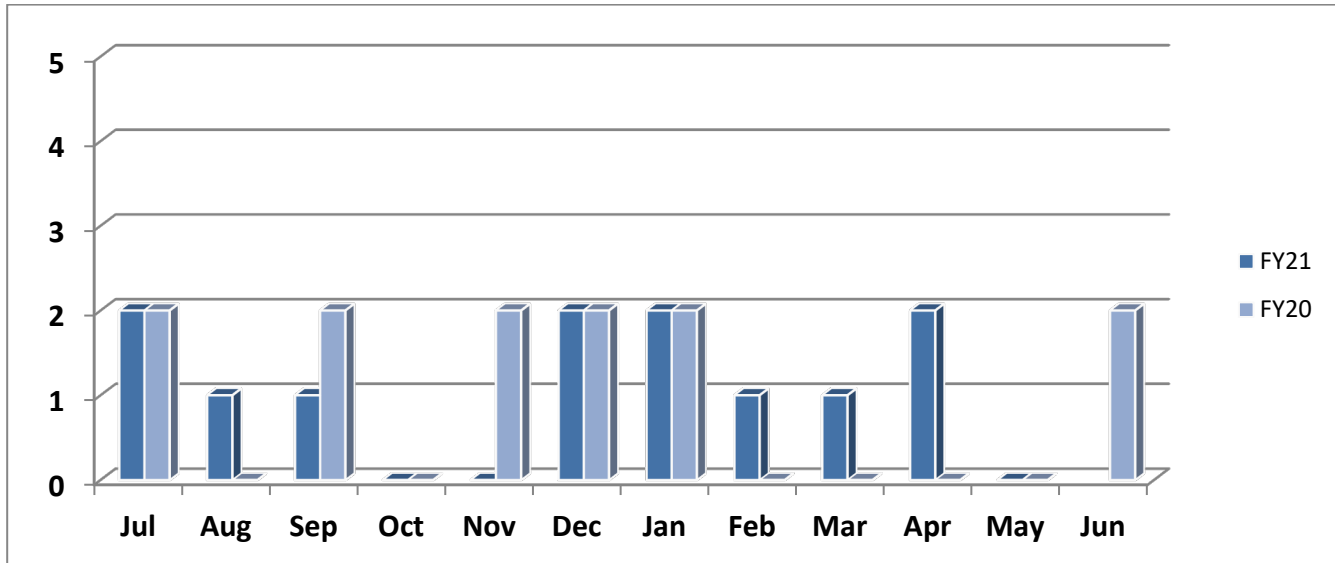
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**TO:** HUMAN RESOURCES COMMITTEE  
**FROM:** JENNA JOHNSON, HR DIRECTOR  
**SUBJECT:** HUMAN RESOURCES COMMITTEE REPORT  
**DATE:** 7/13/2021

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**JIA Workers Compensation Claims:** (Target goal for FY21 = 9).



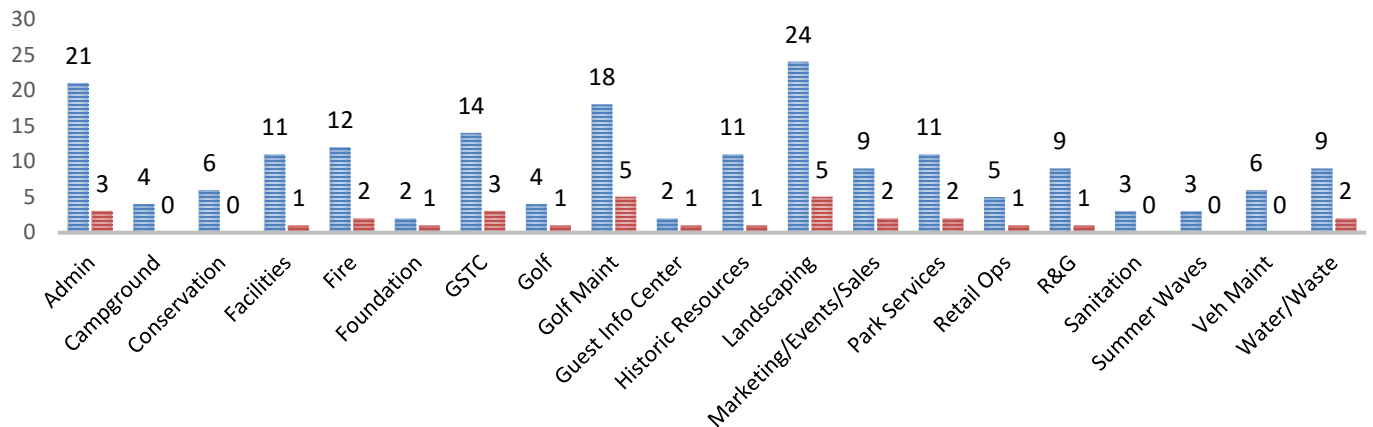
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY21	2	1	1	0	0	2	2	1	1	2	0	0	12
FY20	2	0	2	0	2	2	2	0	0	0	0	2	12

**JIA Employee Census:**

Month	Full time	Part Time	Seasonal	Interns/ Members	Total Employees
Jun	158	104	71	23	356

## FULL TIME STAFFING

■ Positions Funded ■ Positions Vacant



*Full-time Staffing as of 7/9/2021*

### **Retirements:**

- None

### **Recognition:**

- **Meet our July Featured Employee: Chris Brown**



Originally from Kingsland, GA, Chris Brown began his career with the Jekyll Island Authority on October 29, 2004. As the Operations Manager at Summer Waves Water Park, Chris is responsible for park operations which includes hiring and training seasonal staff, medical care for patrons, customer service, maintaining permits, purchasing supplies, park maintenance, off season improvement projects and anything else that comes up!

Chris says his favorite part of the job is “Dreaming up an idea, implementing that idea until we see the finished product and seeing the smiles of guest is always enjoyable”. Chris was asked, if you could improve one thing about Jekyll Island what would it be he said, “consistent communication.”

When Chris is not at Summer Waves on Jekyll Island, he is spending time with family. He is also a musician and currently plays regularly at local churches around town. Chris also has a “HUGE” heart for wildlife and loves to be outdoors. Finding creatures in the wild and doing “Creature Reports” with my kids are some of my favorite moments with my family.

Chris, we appreciate all that you do, thank you for your service!

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**MEMORANDUM**

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**TO:** HISTORIC PRESERVATION/CONSERVATION COMMITTEE  
**FROM:** BEN CARSWELL, DIRECTOR OF CONSERVATION AND SUSTAINABILITY  
**SUBJECT:** CONSERVATION UPDATE  
**DATE:** 7/14/2021

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**Research and Monitoring**

- Beginning this month, the research efforts of the Georgia Sea Turtle Center (GSTC) are under the direction of the Conservation Division.
- Loggerhead sea turtles have deposited 107 nests so far this season on Jekyll's beaches. The GSTC Research Team has documented over 250 individual nesting emergences.

**Management and Planning**

- Ben Carswell participated in the selection process for RFP366 to procure archaeological survey services within the area of effect for the proposed Golf Master Plan.
- The Conservation Division has been providing valuable support to JIAs leasing responsibilities through operation of its high-accuracy GPS surveying equipment and Geographic Information System (GIS) mapping capabilities.
- Conservation staff is contributing information and guidance in support of JIAs comprehensive review and update of its code of ordinances.

**Outreach, Leadership, and Personnel**

- Ben Carswell has been promoted from Director of Conservation to Director of Conservation and Sustainability. This reflects additional responsibilities to evaluate JIAs position and develop a structured approach to tracking and reducing emissions and material waste attributable to the operation of Jekyll Island State Park, and to advance water conservation efforts. In addition, Carswell also now oversees the research efforts of the GSTC.
- Carswell traveled to Atlanta to meet with GA Conservancy President, Katherine Moore and to support the promotion of the Georgia Environmental Conference (GEC) by providing interview content for a promotional piece. The GEC typically brings over 600 environmental professionals to convene at the Jekyll Island Convention Center annually in August. GEC will reconvene in 2022 after a two-year hiatus.
- Yank Moore has been promoted from Conservation Land Manager to Natural Resources Manager, reflecting a broader scope of responsibilities. Oversight and management of the Park Ranger Program, including the ticketed-programs Ranger-Walks and Gatorology, now falls under Moore's supervision.
- Yank Moore hosted a group from Coastal Wildscapes, a local organization that promotes the conservation of native plants and creation of native landscapes, and led a program highlighting JIAs work in invasive plant control and prescribed fire management.
- In collaboration with Georgia Audubon and Glynn Environmental Coalition, the Conservation staff will be welcoming and leading a group on a nature-oriented island tour in recognition of Latino Conservation Week.

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## MEMORANDUM

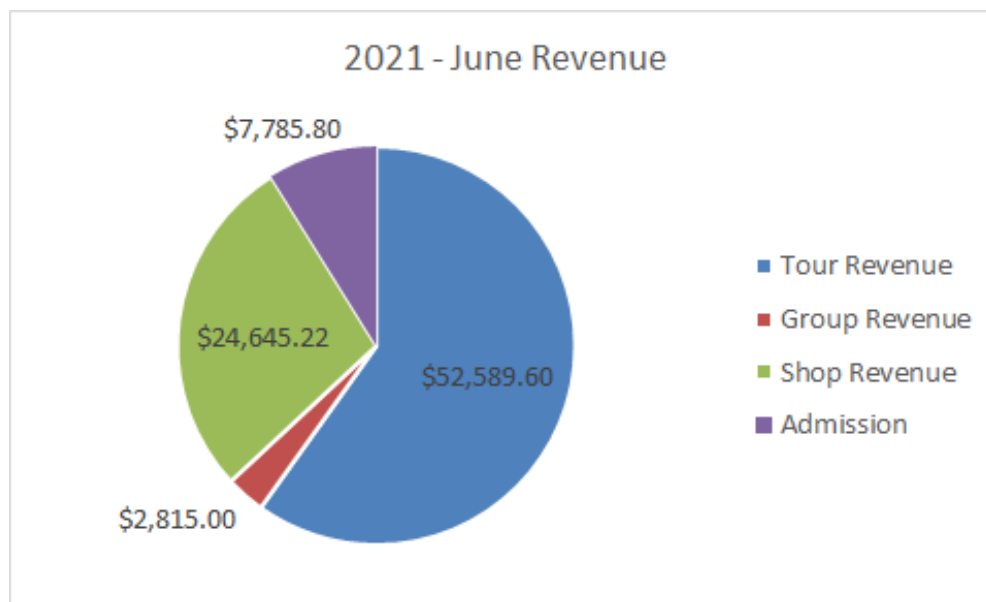
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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** MICHAEL SCOTT, HISTORIC RESOURCES  
**SUBJECT:** HISTORIC RESOURCES MONTHLY UPDATE  
**DATE:** JULY 6, 2021

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Earned revenues are improving as the island's visitation continues to remain high. June showed improved numbers compared to the past month. Visitors continue to react positively to the increased trolley capacities and additional tour offerings. Anticipated return of group tours may make them unsustainable later in the year. Group tour bookings are slow currently and are trailing past years numbers. Property rental information requests are steady as we progress thru the summer months. They are expected to increase as fall events are planned.

<b>Mosaic 2021</b>		<u>Visitors</u>	<u>Revenues</u>
<b>June:</b>	Public Tours:	3,376	\$52,589.60
	Admissions:	1,031	\$7,785.80
	Groups	191	\$2,815.00
	Museum Store	-	\$24,645.22
	<b>Totals</b>	<b>4,598</b>	<b>\$87,835.62</b>



**Google Review, June 2021:** "We took the trolley tour with Tom, and it was amazing. He was very personable and incredibly informative. We learned so much and had a great time. Highly recommend!"

### **Mosaic Museum, Tours, and Historic District**

- **Group Tours** – We are also still seeing increased motorcoach bookings for fall 2021 and spring 2022.
- **Museum Operations** – A nearby lightning strike caused technical issues for some of the museum interactives and equipment. Repairs are underway or already completed.
- Repairs to the electric trolley following a breaking down. It has been returned to working order.
- **Tiffany Exhibit** - The museum hosted a reception for the exhibit. Multiple JIA staff, FOHJI members, and visitors enjoyed the refreshments and speaking with the museum staff.
- Began preparations for Fall and Winter special events and tours.
- **Property Rentals** – Weddings continue to be the main source of success for property rentals in the Historic District. Property rentals brought in a total revenue of \$4,700 in June.

### **Education and Public Programs**

- Program attendance was up in June. Attendees for every session of the "partner program" to the Tiffany exhibit
- Developed and presented programs that looked beyond Club era- Timucua program and African-American Music Appreciation Month program attracting new visitors.
- Working with Barbara Stevenson and Jennifer Thalheimer to set up Tiffany guest speaker programs for later this year
- Starting to plan for 75th anniversary programs including oral history program and star party.

### **Curatorial**

- **Tiffany Exhibit** – Celebrated the opening of a new rotating exhibit at Mosaic, Jekyll Island Museum, entitled *Centennial Celebration: 100 Years of Painting in Glass*. The exhibit tells the story of the 100-year-old art glass masterpiece located in Jekyll Island's Faith Chapel.
- **Hollybourne Exhibits** – Received a Draft Two Concept Plan for exhibits at Hollybourne Cottage and distributed the proposed plans to the exhibit committee. Met with the design team to review presented options. Gathered comments and issued a consolidated response.
- **RFP 366** – Solicited, reviewed, and scored eight proposals, developed a shortlist, and scheduled interviews for potential candidates to conduct Phase I & II Archaeological Investigations of Jekyll Island's Golf Courses.
- **Collections** – During the month of June, 358 items were added or updated in Past Perfect. Responded to 13 research requests, 3 image requests, and met with 1 donor, 1 researcher, and 7 reporters. Accessioned 1 new donation. Provided VIP guests a special behind-the scenes experience of museum collections at Villa Marianna.

### **Preservation**

- Completed the Maymester class
- Met with window glazing/painting contractor for Power Plant
- Met with John and Kay Dykes (donation for Mistletoe)
- Assisted BTS and Coastal Computing with Faith Chapel security project and Hollybourne security project.
- Hollybourne exhibit review
- Chichota thickset poured
- Multiple gate and alarm issues in the Historic District

### **Archives and Records**

- New Archives and Records manager, Faith Plazarin, started June 14th
- Processed approx.. 3 cubic feet of materials
- Created approx. 25 new Past Perfect records
- Decreased backlog processing accessions from as far back as 2016
- Annual records training scheduled for July 15th



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## MEMORANDUM

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** MICHELLE KAYLOR, GSTC DIRECTOR  
**SUBJECT:** GEORGIA SEA TURTLE CENTER UPDATE – JUNE 2021  
**DATE:** 7/13/2021

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“The staff is so knowledgeable about the turtles and very willing to answer any questions you may have. The kids learned a lot and enjoyed seeing all the live turtles in the rehab pools. Great gift shop too with lots of options.” (Trip Advisor Review, June 2021)

### **Admissions Comparison with Prior Year (June 2020 vs. June 2021)**

<u>June 2020</u>	<u>June 2021</u>
10,162	21,066

June 2021 was a record year for June visitation. We saw 5,186 more visitors than the next highest June visitation, which occurred in 2017.

*(Note: There were capacity restrictions in place during the month of June 2020. Capacity restrictions were lifted at the end of May in 2021.)*

### **Revenue Categories\***

- June concessions \$250,365.17 was \$96,972.33 more than budgeted
- June admissions \$174,730.99 was \$42,372.44 more than budgeted
- Adoption (Sea Turtle) 89 | \$4,310 | Donations (General) 55 | \$800.00
- Memberships 20 | \$2,411.50
- Daily Programs 171  
Sub-Total Education Reservations: \$8,668 (Evening Turtle Walks and VIP Sea Turtle Release)

### **Marketing/PR/Events/Grants/Pubs**

**Social Media, Website, and Communications Updates:** Trip Advisor: 2,239 reviews, ranking GSTC #4 out of #17 Jekyll attractions.

- 52.5K Facebook Page Likes
  - Impressions: 364K
  - Number of Posts: 19
  - The top post for Facebook was the GSTC birthday and World Sea Turtle Day combo post on June 16. It reached 15,619 people.
- 23.2K Instagram Followers
  - Impressions: 191K
  - Number of Posts: 20
  - The top post for Instagram was the release of the last Coffee Sea Turtles (Cold Brew and Doppio) post on June 25. It reached 12,785 people

### **Education**

- Jules and Adopt-a-Nesting Turtle were pulled from sale for the Adopt-a-Sea Turtle Program.
- 219 guests participated in Evening Turtle Walks and seven guests joined us for our VIP Sea Turtle Release June 22<sup>nd</sup>.
- Pier Outreach and Sea Turtle Bycatch surveys concluded in June with 138 total surveys.
- We welcomed back a select number of center docent, evening turtle walk, and beach steward volunteers after two orientations occurring June 15<sup>th</sup> and June 23<sup>rd</sup>.
- Participated in DNR's Beach Week on June 28<sup>th</sup> held at the Beach Village on Jekyll reaching about 80 beachgoers.
- VIP sea turtle release in June with 7 participants for revenues totaling \$1,400.

### **Research & Patrol**

- Sea Turtle Dawn and Night Patrols located 58 loggerhead nests, documented 63 loggerhead false crawls, and encountered 25 nesting females a total of 56 times. A genetics sample was also collected from each nest.
- Sea Turtle Night Patrol added nine nests to a study investigating temperature effects on loggerhead sea turtle embryonic development and hatchling characteristics.
- We welcomed 15 Ride with Night Patrol guests for revenues totaling \$2,400
- We welcomed back a small number of Turtle Track Detective volunteers after an orientation on June 25th.
- Sea turtle dawn and night patrols patrol interacted with 510 and 1,147 guests, respectively, during beach fieldwork.

### **Rehabilitation**

	Sea Turtle	Other Patients
<b>New Patients</b>	<b>2</b>	<b>37</b>
<b>Current Patients</b>	<b>14</b>	<b>79</b>
<b>Released Patients</b>	<b>4</b>	<b>8</b>
<b>Transferred Patients</b>	<b>0</b>	<b>2</b>
<b>Total Since 2007</b>	<b>957</b>	<b>2,051</b>

- Florida Atlantic University offered Dr. Norton Affiliate Scientist appointment in the Department of Biological Sciences. This appointment allows for greater collaboration with the GSTC and our colleagues from FAU.
- Dr. Norton lectured and chaired and moderated the Wildlife session at the 2021 VMX conference in Orlando 10,000 participants.
- Dr. Norton and colleague from Ross University College of Veterinary Medicine host a course on Sea Turtle Medicine from May to July. This is the only sea turtle medicine course taught to veterinary students.
- Hosted vet student externs from UGA and U of F in June.

### **AmeriCorps Program, Volunteer Program, and Marine Debris Initiative**

- We began phasing in the return of volunteers in the Learning Center, pavilion, and on the beaches, with plans for a celebration with a Marine Debris Clean Up event! Date TBD for late August.
- MDI data will be updated once Clean Up events resume.

Service Hours			
	Monthly Total	YTD Date Total (see YTD period definitions)	Cumulative Total
AmeriCorps Service Hours**	3,934.25	28,232	420,228.67
Volunteer Hours*	205.58	1,291.08	75,915.59
Marine Debris Hours*	48	904.25	10,721.58
MDI & Volunteer Program			
MDI Clean Ups	0	4	72
MDI Items Collected			368,566
New Volunteers Oriented	2	0	242
Volunteer Shadow Shifts	0	0	242
Volunteer Advancements	0	0	265

\*YTD Based off fiscal year (July 1, 2020-June 30, 2021) | \*\*YTD Based off AmeriCorps Program Year (September 1, 2020-August 31, 2021)

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## MEMORANDUM

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**TO:** COMMITTEE OF THE WHOLE  
**FROM:** DION DAVIS, E.D.  
**SUBJECT:** JEKYLL ISLAND FOUNDATION UPDATE  
**DATE:** 7/7/21

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### **Board of Director's Meeting:**

The final quarterly board meeting of FY21 was held on Jekyll Island Thursday, April 29, 2021.

Agenda and discussion items were as follows:

- Finance Committee Report
- Corporate Sponsors/Hotel Partners
- GSTC project: feasibility study RFP, stakeholders, and general GSTC giving tile on the JIF website
- 2020 JI Conservation Plan/intro letter sent to previous GSTC/Mosaic high-level stakeholders.
- ED Report: FY21 projects, strategic plan update, administrative processes streamlined, and JIF Staffing.
- JIA Update: new master plan, golf master plan, amphitheater RFP, electric bikes, JIA board mtg. highlights (4/2021), and JI traffic counts/hotel occupancy reports

The first board meeting of FY22 is scheduled for Friday, August 27, 2021 on Jekyll Island.

### **Finance (FC)/Executive Committee (EC) Meeting:**

The final FC/EC meeting of FY21 was held on Thursday, June 24, 2021 via Zoom.

Agenda and discussion items were as follows:

- Minutes for approval – March 30, 2021 FC/FC meeting
- Financials for approval – Mar/Apr/May 2021
- Sustainable revenue report
- FY22 draft budget review
- FY21 projects update:
  - Georgia Sea Turtle Center
    - Turtle Nest Monitoring – Purchased UTV and PIT tag readers (trackers).
  - Conservation
    - Eastern Diamondback Rattlesnake (EDR) Health Research and Monitoring – Captured/release snakes, took blood samples/received results, produced first formal report of baseline blood chemistry health values using archived weight/length data, allowing better health assessment and prediction of pregnancy up to 11 months in advance of birthing.
    - Georgia Audubon/Georgia Sea Grant Fellow – Expanded shorebird monitoring/research, counting and identification of shorebird species accessing Jekyll Island beaches.
    - Freshwater Turtle Population Ecology Research – Assessment of turtle population in amphitheater pond.
    - Captain Wyll Pond Project – Installed cypress, weeping bald cypress, turtle basking tree, and clump-forming grasses and shrubs, and mulched all beds.

#### Historic Resources

- Black History on Jekyll Island – launched Black History stories in JIF eblast - Jan 2021, JIA launched Black History on Jekyll Island timeline on JI.com website - Apr 2021.
- Chicota Cottage – Phase 2 – Documented site, salvaged, cleaned, and repaired salvageable tiles, cleared and prepped site for paving, laid approximately 250 original quarry tiles plus new quarry tiles, replacing what was unsalvageable.