



FMA Policy Revisions and Additions for
Fort Monroe Authority Board of Trustees Meeting
Bay Breeze Conference Center
December 18, 2014

The Authority's policies are periodically updated to reflect changes in titles and responsibilities or to reflect new policies and procedures. New policies are developed in response to new regulations or changes in internal or external environments.

New Policies

Disposition of Surplus Material (FMA-RE-001) – Since the transfer of 312.75 acres to the Commonwealth in June 2013, the Authority has become the manager of all the surplus property and materials abandoned by the Army. The Authority has been approached by other non-profit entities requesting donation of surplus office furniture. The Authority has been maintaining building systems that sometimes require the disposal of recyclable materials. The Authority has been completing utility projects that produce scrap metal. In order to document the disposition of these materials, this policy was developed to create the process for approval and recording of disposed materials.

Finance Policies and Procedures – Governmental Fund (FMA-F-002) – The Authority's external auditor, Cherry Bekaert recommended that the Authority document the existing finance policies for its financial operations. The Authority finance department has developed the policy manual for the governmental fund and the attached policy has been reviewed by Cherry Bekaert as meeting the recommendation. The Authority will be developing the Finance Policies and Procedures for the Enterprise Fund in the near future.

Social Media Policy (FMA-HR-005) – With the increase in social media activity by its employees, the Authority felt it was appropriate to develop a social media policy to inform the Authority employees regarding their use of social media. This policy is modeled after the Department of Human Resource Management policy and a policy template available from the Society for Human Resource Professionals.

Revised Policies

Employee Handbook – The revision to the employee handbook was necessitated due to changes in the way educational training is being pursued by the Authority employees. The Authority supports its employees pursuing educational programs that benefit the Authority and the employee's productivity. In the past, employees pursued associate or bachelor degree programs offered from local colleges. In recent years a number of educational opportunities have emerged that benefit the Authority, but that do not fit the traditional semester/course based programs. In order to accommodate these programs, a change was required to the wording concerning the annual limit for educational expenses. The Authority has also implemented an employee retention policy for employees seeking reimbursement for pre-approved education and conference expenses. These policy revisions required an update to the Travel Policy and the Tuition Assistance/Conference Approval Form. A copy of the policy showing changes and a document detailing the changes is included for your reference.

Procurement Policies and Procedures (FMA-P-001) – Changes in position titles, the creation of the Finance Policies and Procedures and the creation of the Disposition of Surplus Material policy necessitated the changes to the Procurement Policy. As part of the update some changes were made to clarify existing practices related to small purchases. A copy of the policy showing changes and a document detailing the changes is included for your reference.

Travel Policies and Procedures Manual (FMA-F-001) – This policy is being revised to reflect the changes to the tuition assistance and conference form and the creation of the Finance Policies and Procedures. A copy of the policy showing changes and a document detailing the changes is included for your reference.

Dissemination of Public Information Policy (FMA-HR-004) – The policy revision reflects the change in position title from Marketing Director to Director of Communications. A copy of the policy showing changes and a document detailing the changes is included for your reference.

New policies or revisions to existing policies must be adopted by the Board of Trustees. Since the Board has not appointed a Governance Committee these policies are being presented to the Board for review and adoption. The Authority staff requests the Board approve the new policies and revisions to existing policies as presented.