

Regular Board Meeting Minutes

Indian River Mosquito Control District
August 13th, 2024 @ 9:00 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on August 13th, 2024, at the District Office.

Present: Anna Kirkland (Chair), Matt Erpenbeck (Vice-Chair) and Janice Broda (Secretary/Treasurer)

Visitors: Terry McGinn and Thomas Lowther

Staff: Sherry Burroughs (Executive Director), Michael Hart (Director of Operations), Peter Jiang (Director of Science), Tamar Rivera (Human Resource Generalist), Kevin Kinney (IT Manager), Johanna Avril (Community Relations Specialist), and Melanie Pacot-Stansberry (Payroll Specialist)

I. **Call to Order:** Commissioner Kirkland called the meeting to order at 9:00 AM.

II. **Pledge of Allegiance**

III. **Approval of Meeting Minutes – July 9th, 2024 (Attachment A)**

Commissioner Broda made the motion to approve the July 9th, 2024 minutes. The Board unanimously approved; motion carried.

IV. **Financial Report (Attachment B)**

Commissioner Erpenbeck made the motion to accept and file the financial report for the audit. The Board unanimously approved; motion carried.

V. **Public Comment – Terry McGinn provided public comment.**

VI. **Old Business**

A. Employee Policy Manual

The revised employee policy manual was submitted for the Board's review. Commissioner Broda wanted to meet with HR to review clerical issues.

After discussion, **Commissioner Erpenbeck made the motion to approve the employee policy manual for review by legal counsel. The Board unanimously approved; motion carried.**

B. Labor Relations Attorney Services RFP (Attachment C)

An RFP was prepared for the Board's review at the March 12th meeting, where the Board voted to table the item until the August meeting. Now that the Board has approved the employee policy manual for legal review, there are three options for the Board to choose from; 1) utilize current legal counsel, 2) get a quote from the FMIT attorney service as was done with the previous version of the handbook, or 3) solicit responses from the RFP. Staff is seeking Board direction on this matter.

Commissioner Broda made the motion to solicit proposals for legal services for labor relations and employment law. Motion was seconded by Commissioner Kirkland. After lengthy discussion, Commissioners Kirkland and Broda approved; Commissioner Erpenbeck opposed. Motion carried.

C. Legal Services RFQ (Attachment D)

The Board directed staff to prepare an RFQ for legal services at the February meeting. This item was also tabled by the Board at the March meeting. Staff is seeking Board direction on this matter.

Commissioner Broda made the motion to submit RFQ for legal services with updated dates and evaluation procedures and criteria be changed to include staff and one commissioner. Motion failed for lack of second.

Commissioner Kirkland made a motion to submit RFQ for legal services with updated dates. Commissioners Kirkland and Broda approved; Commissioner Erpenbeck opposed. Motion carried.

VII. New Business

A. Social Media Policy (Attachment E)

Staff submitted the social media policy for Board's approval. The board provided comments and recommended changes to the policy. Staff will make said changes and present the revised policy to the Board for approval at the next meeting.

VIII. Director's Report-

Sherry provided an update on District operations, disease surveillance within the District and statewide, as well as on special projects. She apprised the Board of a new virus, Oropouche, as there have been two travel related cases within Florida in the month of July.

IX. Commissioner's Comments

Commissioner Broda inquired about receiving copies of the pesticide usage report and copies of the Director's report.

Commissioner Erpenbeck – none

Commissioner Kirkland – none

X. Upcoming Meetings

- OPEB & Regular Board Meeting – September 10th at 9:00 am

XI. Adjournment

Commissioner Erpenbeck made the motion to adjourn. The Board unanimously approved; the meeting was adjourned at 10:40 AM.

Attest:




