

Special Board Meeting Minutes – Draft for Approval

Indian River Mosquito Control District
March 5, 2026 @ 1:30 PM

The Indian River Mosquito Control District Board of Commissioners held a special meeting on March 5, 2026, at the District Office.

Present: Janice Broda (Chair) and Anna Kirkland (Vice Chair)

Visitors: Terry McGinn, Doug Carlson, Dennis Moore (via phone), and Roxanne Connelly (via phone)

Staff: Claudia Alvarado (Chief Financial Officer/Acting Executive Director), Tamar Rivera (HR Director), Kevin Kinney (Director of IT and Maintenance), Kyle Kosinski (Director of Science), Johanna Avril (Community Relations Director), and Todd Hingle (Coastal Supervisor)

Legal Counsel: Paul Amos (Rossway Swan) and David Miklas (Law Office of David Miklas, P.A.)

- I. **Call to Order:** Commissioner Broda called the meeting to order at 1:30 PM.
- II. **Pledge of Allegiance**
- III. **Public Comment - None**
- IV. **New Business**

A. Appointment & Direction of the IRMCD Employment Selection Committee

Commissioner Broda announced that the three committee members for the IRMCD Employment Selection Committee are Doug Carlson, Roxanne Connelly, and Dennis Moore.

Commissioner Kirkland made a motion to appoint all the people who were listed as the IRMCD Employment Selection Committee. Commissioner Broda seconded; motion passed.

Attorney Amos took a moment to read a letter that was handed to him by Tamar, HR Director, and indicated that an anonymous person is referencing a conflict of interest. Commissioner Broda read the unsigned document into the record. The document referenced F.S. 112.3137 Independence and Impartiality among Public Officials; prohibiting conflicts of interest that could impair the responsibilities to the public. Attorney Amos explained that his past research indicated that FMCA is not a profit driven agency, there is no profit sharing, and therefore it falls outside the scope of Chapter 112. Dennis Moore shared that he is the Editor in Chief of Wingbeats magazine, is compensated for a three-year agreement, expiring in December 31, 2027, awarded by the previous FMCA President, Jorge Rey, and not applicant Peter Jiang. Peter is serving a one-year term presidency set to expire in November 2026 and therefore will not be in the position to renew or not renew the contract. Attorney Amos explained that a committee member is a voluntary position providing recommendation to the Board and not taking authority from the Board. The final decision of the choice of applicants will be made by the Board.

Attorney Miklas handed out an interview compliance checklist and cautioned the Board to be mindful of avoiding discriminatory questions and personal characteristics that are protected by law. His recommendation is to create a script and ask the same exact questions to all candidates.

Attorney Amos explained that the task assigned by the Board is considered “Government in the Sunshine”. Committee members are not allowed to speak, email, call, or text each other outside of a public meeting. If committee members have any questions, they can contact a commissioner individually or Attorney Amos. All three committee members agreed to follow FL Sunshine Law.

The assignment to committee members is to review and grade candidates and provide results to the Board. Committee members are to send completed rubrics to Tamar by noon on Friday,

March 13th. Tamar will then combine the three committee member scores on one rubric for each candidate. Dennis confirmed receipt of 31 resumes and asked which of the 13 qualified candidates they are to score. Tamar explained that she will email a list of those qualified candidates on one spreadsheet with 13 tabs.

In the abundance of caution, both Attorneys recommend that Dennis abstain from ranking candidate Peter Jiang. Instead of averaging the score of all three committee members, the score of the other two committee members will be averaged.

Roxanne questioned the rubric regarding education qualifications; Tamar explained that the qualified candidates were filtered to only include those with a degree in natural science as listed on the job description.

In a future meeting, Commissioner Broda would like to look over the existing Executive Director job description and note any changes that need to be made. Tamar will be sending all past Executive Director job descriptions to the Board and Attorney Miklas for review.

Dennis Moore questioned whether their involvement ended with the submittal of the rankings or would the committee participate during interviews. Commissioner Kirkland indicated that only the Board would conduct interviews. Attorney Amos recommended inviting the Employment Selection Committee to the next Board meeting so members can provide input in the Sunshine. Interviews will be held in person. Communication among committee members must only occur in a public meeting; sunsetting after interviews are finalized.

Doug Carlson questioned whether the Executive Director job description would be reviewed and modifying during the hiring process. He advised against it since applicants applied looking at one set of criteria. Commissioner Kirkland agreed that it would not be a good time to make changes. Attorney Amos recommends making any changes to expectations in the contract not the job description. Attorney Miklas explained that you could have a job description attached to a contract or noting the duties on a contract. Commissioner Broda requested that the job descriptions be provided and enter into a discussion in the context of crafting a better contract.

Discussion ensued regarding district membership of various associations.

Attorney Miklas clarified that since the Board will be conducting interviews it would not be necessary to provide his interview checklist handout to the members of the Employment Selection Committee.

Attorney Amos cautioned that the Employment Selection Committee should not contact any of the applicants and only use the information provided in the submitted resumes. Internet searches and contact with applicants are prohibited. All members of the Employment Selection Committee answered that they understood and agreed.

IX. Adjournment

Commissioner Kirkland made the motion to adjourn. Commissioner Broda seconded; the meeting was adjourned at 2:49 PM.

Attest: _____