

Special Board Meeting Minutes – Draft for Approval

Indian River Mosquito Control District
March 23, 2026 @ 1:30 PM

The Indian River Mosquito Control District Board of Commissioners and IRMCD Employment Selection Committee held a special meeting on March 23, 2026, at the District Office.

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

Visitors: Don Shroyer, George F. O’Meara, 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), Todd Hingle (Coastal Supervisor), Daniel Long (Aerial Supervisor), and Morel Jules (Education Specialist)

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 1:38 PM.

II. **Pledge of Allegiance**

III. **Public Comment** - None

IV. **New Business**

A. Review and Selection of Executive Director Candidates for Interview

IRMCD Employment Selection Committee provided recommendations to select the top three candidates based on the rankings. Doug stated that the top four candidates were currently directing or leading a program that the math worked out. Dennis clarified that the fourth candidate, Scott Schermerhorn, was no longer employed since December and it was not reflected on the resume. He recommended finding out if the candidate was in fact terminated and for what reason. Human Resource Director confirmed that his resume was one of the early ones received and might pre-date the termination date. Doug and Dennis suggested selecting the top three candidates. Roxanne concurred that with the candidates’ experience and background the top three should be sufficient. Commissioner Broda was considering the top four given the closeness of the scores but due to the uncertainty of the fourth candidate is now comfortable with interviewing the top three. Commissioner Kirkland wanted to interview the top four candidates but with the information provided by Dennis she’s limited to the top three candidates.

Commissioner Kirkland made a motion to select the top three contenders for the candidate of Executive Director of Indian River (Mosquito Control) and conduct interviews.

Commissioner Broda seconded; motion passed.

B. IRMCD Employment Selection Committee Comments

Commissioner Broda thanked the Committee for their time and effort and asked if they had any comments. Roxanne stated that there was a very good selection of candidates; there was a range of resume formatting; resumes submitted varied from one to thirteen pages. She noted that not very many candidates had referenced experience with impoundments or salt marsh mosquitos and was reflected on her scores. Doug agreed that there was a strong pool of applicants and suggested looking at the list and reviewing the math. He reported it was difficult to score some categories and had to rely on his own knowledge of the industry. He

encouraged the Board not to look at scores only. Doug suggested the final list of interviewees be invited to visit face-to-face to ascertain personalities and to learn about the district. He stated that in the future the candidates should be told what the categories of rubric are so they can cover the categories on their submitted resumes or cover letters. Dennis indicated that salt marsh mosquitos and impoundments were weighed very low; the rubric factored out the importance. He graded based on own interaction with candidates at meetings where some presented reflecting their leadership experience and involvement beyond their title.

Commissioner Broda asked if Staff or Legal Counsel had any comments. Attorney Miklas cited some potential inconsistencies such as Member 1 scored a 9, Member 2 scored a 9, and Member 3 scored a 0. He stated that this is an opportunity for Commissioners to ask questions regarding ranking results. Discussion ensued on scoring differences for candidates Lee McPhatter and Stephen Peper.

C. Review and Selection of Executive Director Interview Questions

Tamar received an additional ten questions but only four more were presented to the Board. Interview questions were reviewed including the additional four new questions. The total overall score increased from 260 to 300 points.

Commissioner Kirkland made a motion to accept the Executive Director interview questions adding the extra four. Commissioner Broda seconded; motion passed.

D. Hiring Analysis Discussion

Tamar, Human Resource Director, wanted to confirm that the Board still wishes to proceed with background screenings and references prior to interviews. Attorney Miklas recommended going forward with the requirement to submit to background screenings and the job offer be contingent on the results of the background screening; regardless of when the background screenings are returned it is appropriate to move forward with scheduling interviews.

Tamar indicated that all candidates were not local and there's a high probability that interviews would be conducted over (Microsoft) Teams. Doug questioned whether candidates would be reimbursed for travel expenses. Commissioner Kirkland stated the interviews could be done virtually. Doug reminded the Board that candidates would be invited to visit the district and questioned whether travel expenses would be reimbursed. Dennis recommended to reimburse for airfare and accommodations. Attorney Miklas stated there is no legal obligation to reimburse but it would be a viable expense. Commissioner Broda is comfortable reimbursing mileage or airfare and one night of accommodation. Dennis suggested adding additional interview days since candidates are attending the AMCA Meeting.

Commissioner Broda made a motion to offer to pay for one night hotel stay and milage or airfare. Attorney Amos asked if the Board preferred Staff to book arrangements. Both Commissioners agreed. Attorney Miklas suggested the motion be changed to mention the flights not be First Class. **Commissioner Broda amended the motion to include arrangements be made by Staff and "Regular Class" airfare. Commissioner Kirkland seconded;** Discussion ensued regarding in-person interviews. **Commissioner Broda withdrew the motion.**

Commissioner Broda requested that Staff ask candidates if they are available to interview March 30th - 31st and select alternative dates to advertise and hold interviews.

Commissioner Broda made a motion to provide more opportunity for the candidates to come to the district to be interviewed that we advertise two additional days for interviews, April 1st and April 2nd. Commissioner Kirkland seconded; motion passed.

Commissioner Broda suggested the second motion be to provide overnight accommodation, airline or mileage reimbursement, and rental car if someone flies. Commissioner Kirkland requested to add that Staff would be booking arrangements.

Commissioner Broda made a motion that each candidate be offered overnight accommodations, that the district staff sets up, Regular Class airline ticket or mileage reimbursement, and if there is an airline ticket then reimbursement for an economy rental car. Commissioner Kirkland seconded; motion passed.

Doug questioned whether the Committee was still under Sunshine Law rules since rankings have been submitted. Attorney Amos indicated that the committee should not discuss rankings with each other unless they are in an open meeting; that all documents related to the ranking of the candidate are public records. Committee members confirmed they understood.

Commissioner Broda made the motion to relieve the Committee members from their duties. Commissioner Kirkland seconded; motion passed.

IX. Adjournment

Commissioner Kirkland made the motion to adjourn. Commissioner Broda seconded; the meeting was adjourned at 3:09 PM.

Attest: _____