

Regular Board Meeting Minutes

Indian River Mosquito Control District
September 10th, 2024 @ 9:05 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on September 10th, 2024, at the District Office.

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

Visitors: Terry McGinn and Tom Lowther

Staff: Sherry Burroughs (Executive Director), Michael Hart (Director of Operations), Dr. Peter Jiang (Director of Science), Tamar Rivera (Human Resource Generalist), Kevin Kinney (IT Manager), Johanna Avril (Community Relations Specialist), and Dr. Vivek Pokhrel, (Arbovirus Entomologist)

I. **Call to Order:** Commissioner Kirkland called the meeting to order at 9:02 AM.

II. **Pledge of Allegiance**

III. **Approval of Meeting Minutes – August 13th, 2024** (Attachment A)

Commissioner Broda made the motion to approve the August 13th, 2024 minutes. The Board unanimously approved; motion passed.

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

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

V. **Public Comment** – none

VI. **Old Business**

A. Social Media Policy Approval (Attachment C)

Staff have incorporated the Board's comments from the August meeting and submitted the policy for legal review. Commissioner Broda indicated that there was a verb missing in first sentence in Part III.

Staff recommended approval of the revised policy document.

Commissioner Erpenbeck made the motion to approve the policy, noting the addition of the word "have". The Board unanimously approved; motion passed.

B. Employment Law & Labor Relations RFP Responses

The RFP was emailed to our list of firms from previous procurement activities and was advertised on Bid Net on August 16th for 21 days. Seven companies downloaded the RFP packet from Bid Net, but there were no responses received. Sherry indicated that the difficulty in gaining responses may be due to the Board's directive of seeking a labor relations attorney to perform the task and suggested that the Board could consider expanding the advertisement to include consulting firms as an alternative. She also stated that \$23k was added into the budget when the adjustments from July to September were made.

Commissioner Broda made the motion to open up the request for proposals to allow for HR

consultants and other organizations to submit. Commissioners Broda and Kirkland approved; Commissioner Erpenbeck opposed; motion passed.

VII. New Business

A. Inhouse Arbovirus Testing

Kyle Kosinski (Research Entomologist) was scheduled to provide a presentation on inhouse testing, but the presentation has been postponed until the October meeting due to a family emergency. Dr. Peter Jiang (Director of Science) took the time to introduce Dr. Vivek Pokhrel, (Arbovirus Entomologist) to the Board.

B. Consideration of FY 2024-2025 Meeting Dates (Attachment D)

Staff is seeking approval of the proposed meeting dates for the upcoming calendar year.

Commissioner Erpenbeck made the motion to accept the 2025 meeting dates as stated. The Board unanimously approved; motion passed.

C. Approval of Health Insurance Rates (FY 24-25 Section 125) (Attachment E)

A revised memorandum was submitted to the Board members yesterday via email and a hard copy is provided this morning. Staff is seeking approval of the Section 125 premiums for fiscal year 2024-2025 to be applied on October 1st.

Commissioner Broda made the motion to approve the Section 125 plan documents for fiscal year 2024-2025. The Board unanimously approved; motion passed.

D. Review FY 2024-2025 Tentative Budget Options (Attachment F)

Sherry reviewed the changes in budget projections since the July 9th meeting, providing a summary of the three budget options and each corresponding millage rate for consideration, and the strategic plan justification and future implications for each budget option presented.

Staff recommended budget Option 1 with a millage rate of 0.2400 to ensure compliance with the Board's Reserve Policy, the approved 5-year Capital Improvement Plan and the District's strategic goals and objectives.

Commissioner Broda recommended the Board reconsider the reserve balance policy, particularly with respect to the cash balance to be carried forward and should allow the rolled back millage rate and provide a three percent salary increase for staff without hurting District operations.

Commissioner Erpenbeck made the motion to approve budget Option 1 with the millage rate of 0.2400. Commissioners Erpenbeck and Kirkland approved; Commissioner Broda opposed; motion passed.

VIII. Director's Report-

Sherry provided an update of the monthly District operations, disease surveillance, and project updates.

IX. Commissioner's Comments

Commissioner Broda –Inquired of the MapVision update and when the ULV trucks were calibrated.

Commissioner Erpenbeck – Inquired of the turnout at the outreach events.

Commissioner Kirkland – none

X. Upcoming Meetings

- Tentative Budget Hearing – September 13th, 2024, at 5:01 PM
- Final Budget Hearing- September 24th, 2024, at 5:01 PM
- Regular Board Meeting – October 8th, 2024, at 9:00 am

XI. Adjournment

Commissioner Erpenbeck made the motion to adjourn. The Board unanimously approved; the meeting was adjourned at 9:50 AM.

Attest: 

