

Regular Board Meeting Minutes

Indian River Mosquito Control District

January 10, 2023 @ 9:05 AM

The Indian River Mosquito Control District Board of Commissioners held a regular meeting on January 10, 2023 at the District Office.

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

Staff: Sherry Burroughs (Executive Director), Michael Hart (Director of Operations), Johanna Avril (Human Resource Generalist), Lisa Ridley (Director of Finance & Administrative Support Services), Sarah McInnis (Senior Entomologist), Melanie Pacot-Stansberry (Payroll Specialist), Morel Jules (Larvicide Supervisor), Todd Hingle (Larvicide Foreman), Daniel Long (Aerial Coordinator), Paul Baffino (Maintenance Supervisor), Tim Adams (Marine Inspector), Josh Reilly (IT Specialist), and Frank Cuccurese (Surveillance Coordinator)

Visitors: Judy Avril, Terry McGinn, Charles Chapman (C4 Strategies, LLC.), Richard Kirkland, Patricia McGinn, Kevin White (IRCFR), and Ryan Blade (IR News)

Call to Order- Chairman Erpenbeck called the meeting to order at 9:05 AM.

I. Pledge of Allegiance

II. Election of Officers

The traditional rotation would be Commissioner Kirkland as Chair, Commissioner Erpenbeck as Vice-Chair and Commissioner Broda as Secretary/Treasurer. Commissioner Kirkland requested to change the traditional rotation of officers to allow Commissioner Broda to act as Chair of the Board, Commissioner Kirkland as Vice-Chair and Matt Erpenbeck as Secretary/Treasurer.

Commissioner Kirkland made the motion to approve the Election of Officers. The Board unanimously approved; motion passed.

III. Consent Agenda *(All items as Consent Agenda items are considered routine and non-controversial by the Board and will be approved in a single motion. There will be no separate discussion of these items. Prior to this meeting, Board members have had the opportunity to review each of these items and may request that any item be moved to an Action Item for individual consideration.)*

A. Approval of Minutes for December 13, 2022 (Attachment A)

B. Financial Report (Attachment B)

Commissioner Broda requested an amendment to section V. Old Business, B. Compensation Study to update the action item language to include: "Florida Mosquito Control Programs" and to add comparisons to other local organizations with similar job descriptions.

Commissioner Erpenbeck made the motion to approve the amended minutes. The Board unanimously approved; motion passed.

Commissioner Erpenbeck made the motion to approve the Financial Report for Audit. The Board unanimously approved; motion passed.

IV. Public Comment- None

This is a Public Meeting. Should any interested party seek to appeal any decision made by the Board of Commissioners with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings and that, for such purpose he may need to ensure that a record of the proceedings is made which record includes the testimony and evidence upon which the appeal is to be based. Anyone who needs a special accommodation for this meeting may contact the Finance Director at 772-562-2393 at least 48 hours in advance of the meeting.

V. Old Business

A. Strategic Planning- Draft Approval (Attachment C)

The draft of the strategic plan has been submitted for review and approval by the Board. The plan includes the vision, mission and strategic goals developed from the Town Hall and Strategic Planning Workshop with stakeholders/partners. Upon Board approval, staff will move forward with Phase 3 which will involve the development of measurable and time targeted objectives to accomplish the approved strategic goals and compiling those objectives into the draft plan. The final draft will be submitted to the Board for review and a presentation will be scheduled at the next meeting on February 14th for approval and adoption of the plan.

Staff is recommending approval of the draft strategic plan and authorization to commence Phase 3 of the planning process.

After a lengthy discussion regarding recommended changes to the draft strategic plan document, grammatical corrections and amendments were agreed upon.

Action Item: Staff will revise the document as directed.

Commissioner Erpenbeck made the motion to approve the amended draft Strategic Plan. The Board unanimously approved; motion passed.

C4 consultant, Charles Chapman, requested a motion to move forward with Phase 3 to develop the objectives for the five-year strategic plan.

Commissioner Erpenbeck made the motion to allow the Director and Staff to work with C4 Strategies. The Board unanimously approved; motion passed.

B. Compensation Study

The agreement has been executed, staff have met with the contractor and started gathering requested data for commencement of the study.

VI. New Business

A. Chemical Bid Award (Attachment D)

The single brood Bti item was not awarded at the previous meeting and was re-advertised.

Staff is recommending award of single brood Bti to Adapco, who was the sole respondent.

Commissioner Erpenbeck made the motion to award the bid for single brood Bti to Adapco. The Board unanimously approved; motion passed.

B. Commissioner's Bond

The District has secured the bond for Commissioner Kirkland.

VII. Director's Report

- Employee Policy Manual has been forwarded to legal for review and comment.
- Hurricane Nicole – Staff requested FEMA's public assistance for hurricane damages; the application is being processed.
- Peter Jiang, new Director of Scientific Programs will be starting on February 6th.
- No arboviral activity in the District for the month of December.
- To streamline the Board meetings, the Operations and Science Reports will be provided in hard copy. Senior staff will be available to answer any questions.
- Staff will be incorporating the outreach events into the upcoming meeting and events portion of the agenda.

VIII. Commissioner's Comments- None

IX. Upcoming Meetings and Events

- FMCA Annual Fly-In, Savannah, GA – January 11th-13th, 2023
- Blood Bus, January 12th, from 10 AM to 1 PM
- FASD Quarterly Meeting, Jacksonville – January 12th -13th, 2023
- FMCA Dodd Short Courses, Gainesville – January 29th – February 2nd, 2023
- Outreach Event: Family Fun Fest, IG Center – February 4th, 2023 from 10 AM to 2 PM
- AMCA Annual Meeting, Reno, NV – February 27th – March 3rd, 2023
- FASD Special District's Day, Tallahassee – March 9th, 2023
- FMCA Tallahassee Days – March 20th-21st, 2023
- UF Aquatics Short Courses, Orlando – May 15th – 18th, 2023
- AMCA Washington Conference – May 17th- 18th, 2023
- FASD Annual Meeting, Orlando – June 12th-15th, 2023
- FMCA Annual Meeting, Port Charlotte – November 13th -16th, 2023

X. Adjournment

Commissioner Erpenbeck made the motion to adjourn. The Board unanimously approved; meeting was adjourned at 9:34 AM.

Attest:

