

## Administrative Policy Workshop Minutes

Florida Keys Mosquito Control District  
Marathon Office, 503 107<sup>th</sup> Street  
Marathon, FL 33050  
November 21, 2017

The Board of Commissioners of the Florida Keys Mosquito Control District held an Administrative Policy Workshop on November 21, 2017.

**Present Were:** Phillip Goodman, Chairman; Jill Cranney-Gage, Vice Chairman; Brandon Pinder, Secretary/Treasurer; Tom McDonald, Commissioner; Stan Zuba, Commissioner; Andrea Leal, Executive Director; Dale Coburn, Board Attorney.

**Employees Present Were:** Mikki Coss, Director of Operations; Joshua Kogut, Director of Aerial Operations; Bruce Holden, Finance Director; Beth Ranson, PEIO; Chrissy Bloxom, Executive Assistant; Michael Behrend, Insurance and Human Resource Coordinator.

**Invited Guests Present:** None

**Approval of Agenda:** A motion was made by Commissioner Pinder, seconded by Commissioner McDonald and passed unanimously to accept the agenda.

Chairman Goodman stated that this workshop has been called to further discuss the Administrative Policy Manual of the FKMCD.

### **Discussion:**

Director Leal mentioned that during this workshop each of the FKMCD's policies would be looked at in order to have a good discussion on the policies the Board would like to have include in the handbook.

Director Leal suggested combining the Commissioners Handbook and the Administrative Policy Handbook. Chairman Goodman also suggested combining the books, for the purpose of having a useful handbook, for all of the current and future Commissioners.

Chairman Goodman suggested adding a section on presentations to the Board, the role of the attorney, quorums and the role of the parliamentarian.

Commissioner McDonald began a discussion on FKMCD's current check signing procedure. Bruce Holden mentioned that he will look into other check signing options within the FKMCD's system and report back his findings to the Board.

Commissioner Cranney-Gage suggested to include the hurricane policy in the handbook. Director Leal mentioned that we would place all of the approved policies into the appropriate sections located in the book.

Director Leal stated that we would bring the proposed new handbook back to the Board in January.

There being no further business to come before the Board the workshop was adjourned.

Respectfully submitted,



Andrea Leal  
Executive Director

Board of Commissioners

Florida Keys Mosquito Control District



Phillip L. Goodman, Chairman



Brandon Pinder, Secretary-Treasurer

For more specific information or detail of meeting, please refer to the digital recording of the meeting at [www.keysmosquito.org](http://www.keysmosquito.org).