

**ADMINISTRATIVE POLICY  
WORKSHOP**

**NOVEMBER 9, 2022**



# 2022 CALENDAR

January-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

February-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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13	14	15	16	17	18	19
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27	28					

April-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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June-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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26	27	28	29	30		

August-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
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7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

October-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December-2022						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Holidays
  Meetings
  Conferences

## **Administrative Policy Workshop**

Florida Keys Mosquito Control District  
Marathon City Hall  
9805 Overseas Hwy, Marathon, FL

**November 9, 2022**  
**1:30 pm (approximate)**

- 1. Call to Order**
  
- 2. Roll Call**
  
- 3. Approval of Agenda**
  
- 4. Purpose of the Workshop:** Chairman Goodman announces the purpose of this workshop is to discuss the Florida Keys Mosquito Control District's Administrative Policy Manual.
  
- 5. Good of the Order**
  
- 6. Meeting Adjourned**

# Administrative Procedure Policies Workshop

November 9, 2022



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- **Conduct of Meetings**
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- **Board Meeting Minutes**
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# Policies

- **Financial Policies**
  - Cash Management Policy
  - Authorized Check Signers
  - Bill Paying Procedures
  - Purchasing Policy
- **Credit Card Policy**
- **Capitalization Policy**
- **Audit Committee Charter**
- **Resolution Numbering**
- **District Document Revisions**
- **Vehicle Replacement**
- **Vehicle Take Home Policy**
- **Property Disposition**
- **Anti-Nepotism Policy**
- **Harassment Policy**
- **Record Retention**
- **Public Records Requests/Fees**
- **Research Policy**
- **Mosquito Control Agency Contacts**



# Guidelines for Commissioners

- **Salary**
  - **Current annual salary: \$19,295**
  - **Chair and Secretary/Treasurer: \$600/year**
  - **Resolution 2013-01**
    - **Commissioners may set their own salary at a rate not to exceed the base rate**
- **Benefits**
- **Travel**
- **Duties**
  - **Mosquito Biology and Control Practices**
  - **Employ a Director**
  - **Engage services of an attorney**
  - **Contract an auditor and any other necessary services**
  - **Establish policies**
  - **Responsible for financial control and analyses**



# Commissioner Duties and Responsibilities

- **Board Chair Qualifications**
  - At least one (1) year as a Commissioner
- **Chairperson Duties**
  - Presides over meetings
  - Spokesperson for the Board
  - Signs contracts, resolutions and reports to various agencies
  - In Chairperson absence, the Vice-Chairperson performs same duties
- **Executive Director Evaluation (contractual)**
- **Term Limits**
- **Roll of Parliamentarian**
  - Attorney or his/her designee





# Commissioner's Duties and Responsibilities

- **Non-interference in Procurement and Hiring**
  - Can ask questions or make observations
  - Inquiry can not interfere directly with administrative operations
- **Communications Concerning Board Positions, Commitments or Legal Obligations**
  - Authorization from the Board prior to representation
  - Expressing individual opinion is allowed
- **Requests for Service**
  - Encourage direct contact with District offices
- **Correspondence**
  - Official letterhead
  - Official [keysmosquito.org](http://keysmosquito.org) account and avoid personal emails
- **Interaction with Employees**
  - Instruction and directives through the Executive Director



# Ethics and Voting Conflicts of Interest

- Relative
  - Special Private Gain
1. Abstain from voting on the matter
  2. Before the vote, publicly state to the nature of the conflict or interest in the matter
  3. Within 15 days of the vote, file a memorandum of the voting conflict (specified form) with the **Board Secretary/Treasurer** to be included with the minutes of the meeting.



# Board Meetings

- **Regular Meetings**
  - 3<sup>rd</sup> Tuesday of each month at 1:00pm
  - Marathon Office
  - Must be noticed and recorded
  - Recording online within 48 hours after meeting
- **Special/Emergency Meetings**
  - Items that cannot wait
  - Special items that require special discussion
  - Request of any 3 commissioners
  - At least 24 hour notice
  - Chair or Vice-Chair may call Special Meeting due to public emergency
- **Workshops**



# Board Meetings

- **Agenda**

- **Submit items by 12pm seven (7) calendar days before meeting**
- **Posted to website by close of business seven (7) calendar days before meeting**
- **Supporting documents submitted by 12pm five (5) calendar days before meeting**
- **Board books distributed to Commissioners at the end of business five (5) calendar days before meeting **and made available to the public at the meeting****
- **Budget analysis, cash disbursements, and District check register posted on website at the end of business five (5) days prior to the meeting**
- **Changes made only for good cause, as determined by 3/5 majority at the beginning of the meeting on a case-by-case basis**



# Community Input (Resolution 2017-06)

- **Community Input held prior to each specified agenda item**
- **Individual speakers: 3 minutes; Designated group: 5 minutes**
- **Letters will not be read but will be placed into the record**
- **Once public input begins on an agenda item, there will be no further speaker cards or speakers allowed on that specific agenda item or subject.**



# Guidelines for Board Meetings

- **Roll call is randomized (2012-01)**
- **Subject to FL Government in the Sunshine Law and standards of conduct set in Part III, Chapter 112 of Florida Statutes**
- **Follow Robert's Rules of Order unless policy or legislations states otherwise**
- **As much as possible, Commissioners shall attend all meetings.**
- **Remote participation is permissible when just cause is found and is the first item for consideration on the agenda of that meeting (majority vote)**



# Financial Policies

- **Cash Management Policy (Amended 9/20/22)**
- **Authorized Check Signers**
  - 2 signatures required (Chairperson and Secretary/Treasurer)
  - Resolution each February
  - Stamps created to be used by Finance Department to sign checks during year
- **Purchasing Policy**



# Bill Paying Procedures

- Invoices disseminated by **the Receptionist/Secretary Specialist** to Purchasing Agent
- Staff will check validity of the invoice and sign receipt
- Cash disbursements prepared by Fiscal Assistant for signatures
- Disbursement requests must have:
  - Invoice, Signed Receipt, Purchase Order, Requisition, and/or any other supporting documents
- “Optional” Master list of checks created for approval; if any questions, answered prior to running any disbursements
- Print checks and check run is logged and reviewed
- File all documentation





# Financial Policies (cont.)

- **Credit Card Policy**

- Employee must sign documentation
- Only cardholder is authorized to use
- Used for official business only
- Total value of transaction shall not exceed Cardholder's single purchase limit
- Cardholder will check purchasing sources prior to use
- Documentation of proof of purchase must be submitted
- Statement paid directly by the District

- **Capitalization Policy**

- Items that cost greater than \$1000 and life greater than 1 year
- Capitalized and depreciated FL Statute 274 and Auditor General
- Vehicle: 5 years; Aircraft: 10 years; Buildings: 40 years



# General Policies

- Resolution Numbering (year-01, 02, 03, etc..)
- Document and Revisions and Pagination
- Vehicle Replacement Policy
  - Surveillance, larviciding and ULV
  - Procure on a yearly basis and approved by Board
  - Vehicle retirement determined by Fleet Mechanics
- Vehicle Take Home Policy
  - Must have decal and be secured when not in use
  - Used for District business
  - Director **and Deputy Director** permanently assigned; exceptions,
    - Employee has no duty station
    - Employee must drive from home to a place other than duty station
  - Exceptions granted on an as-needed basis, subject to Board approval.



# General Policies

- **Property Disposition Policy**
  - Disposed of in accordance with FL Statutes 388.323 and 274.06
  - Offered to other counties/mosquito control districts
  - Sealed Bids
  - Director's discretion
- **Anti-Nepotism Policy**
  - All relationships allowed at the Director's discretion but may not maintain a supervisor/employee relationship within the same reporting structure
- **Record Retention**
- **Public Records Requests and Fees**
  - Handled in accordance with the FL Department of State's Policies and Procedures
- **Research Policy**
  - Relate directly or indirectly to FKMCD's mission and goals
  - Research contracts w/grant fund organizations must be approved by the Board
  - Projects that do not involve contacts approved by Director





# Questions

