

Administrative Policy Workshop Minutes

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

November 9, 2022 1:10 PM

The Board of Commissioners of the Florida Keys Mosquito Control District held an Administrative Policy Workshop on Wednesday, November 9th, 2022.

Present Were: Phillip Goodman, Chairman; Tom McDonald, Secretary/Treasurer; Brandon Pinder, Commissioner; Jill Cranney, Commissioner; Andrea Leal, Executive Director; Dale Coburn, Board Attorney. Dr. Stanley Zuba, Commissioner was absent.

Employees Present: Mikki Coss, Director of Operations; Bruce Holden, Director of Finance; Chad Huff, Public Education & Information Officer; Robert Lee, Director of Aircraft Maintenance; Deanna Darias, Executive Assistant; Tony Nunez, Chief Technology Officer.

GUESTS PRESENT: None

APPROVAL OF AGENDA: *Chairman Goodman asked the Board if there were any corrections or additions to the agenda, having none the agenda was unanimously approved.*

Chairman Goodman announces the purpose of this workshop is to discuss the Florida Keys Mosquito Control District's Administrative Policy Manual.

DISCUSSION:

Andrea Leal, Executive Director, gave a presentation to the commissioners reviewing our current Administrative Policy manual and detailing policies that have not been recently discussed. Detailed discussions took place on the following policies; Ethics and Voting Conflicts of Interest, Board Meetings, Bill Paying Procedures, and General Policies. The Board discussed changing language on some of the policies and three (3) items need to be researched further by Dale Coburn, Board Attorney. The Administrative Policy Manual will be brought back to the Board at the December meeting for approval. Director Leal stated the manual will be reviewed on a yearly basis by the Board. Chairman Goodman stated that we will not have a workshop next month.

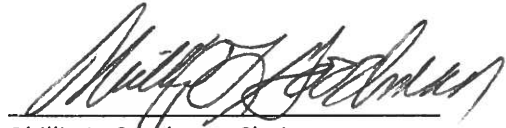
ADJOURN: There being no further business to come before the Board, the workshop was adjourned.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Andrea Leal", written over a horizontal line.

*Andrea Leal
Executive Director*

*Board of Commissioners
Florida Keys Mosquito Control District*

A handwritten signature in cursive script, appearing to read "Phillip L. Goodman", written over a horizontal line.

Phillip L. Goodman, Chairman

A handwritten signature in cursive script, appearing to read "Thomas R. McDonald", written over a horizontal line.

Thomas McDonald, Secretary-Treasurer

For additional information, please refer to www.keysmosquito.org.