

## REGULAR BOARD MEETING

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August 16, 2011

The Board of Commissioners of the South Walton County Mosquito Control District held its Regular Board Meeting at the headquarters office in Santa Rosa Beach, Florida at 9:30 a.m.

The Commissioners attending the meeting were Robert Hudson, John Magee and James Crawford. Also attending the meeting were Office Manager Geraldine Via, Operations Coordinator Joseph Jinright, Secretary Cynthia Dillingham and Lane Rees of Human Resource Solutions.

The meeting opened with a Prayer and Pledge of Allegiance to the American Flag.

**A motion was made by Commissioner Hudson, seconded by Commissioner Magee to approve the minutes of the July 12, 2011 Regular Board Meeting. Motion passed unanimously.**

The Financial Report for July 2011 was reviewed.

The Activity Report was reviewed.

The Board asked Mr. Jinright about the amount of chemicals that are on hand and discussed getting price comparisons before ordering more. **A motion was made by Commissioner Magee, seconded by Commissioner Hudson to allow Mr. Jinright to purchase chemicals after comparing prices. Motion passed unanimously.**

Mr. Rees presented the Board with the revised Employee Handbook. He stated that Attorney Bytell advised him to delete the section concerning the gun law.

Commissioner Hudson asked Mr. Rees to make the necessary changes to be sure not to take away any benefits from Part-time Employee Kenneth McDaniel.

Commissioner Hudson brought it to Mr. Rees attention that there were no breaks stated in the Handbook. Mr. Jinright stated that the employees do take 15 minute breaks at 10:00 a.m. and 2:00 p.m. Commissioner Hudson stated he would like the breaks added in the handbook.

Referring to Section 3 – Pay Practices, Commissioner Hudson suggested changing the wording in the paragraph under Compensatory Time to read as “Non exempt employees will earn one and one half compensatory hours for each hour of overtime worked in excess of 40 hours in a work week. Accrued compensatory time must be taken within thirty days of the accrual. Exempt employees are not eligible.” Commissioner Magee suggested it be taken within 60 days. Mr. Jinright explained that most of the employees use their compensatory time in the

winter when the work is slower. **A motion was by Commissioner Hudson, seconded by Commissioner Magee to change the wording in the paragraph under Compensatory Time to read as “Non exempt employees will earn one and one half compensatory hours for each hour of overtime worked in excess of 40 hours in a work week. Accrued compensatory time must be taken within thirty days of the accrual. Exempt employees are not eligible for compensatory time.” Motion passed with Commissioners Hudson and Magee voting yes and Commissioner Crawford voting no.**

Commissioner Hudson stated that some employees may be using the accrual of time as a savings account. He stated that he would rather pay the premiums for disability insurance rather than accruing excessive amounts paid time. He stated that he had no problem with providing long term disability for employees. He suggested setting a limit of personal leave time that can be accrued to a maximum of 240 hours for all employees. He stated that we are obligated to pay employees for any hours that they have accrued over 240 hours. **A motion was made by Commissioner Hudson, seconded by Commissioner Magee to change the maximum accrual of personal leave time to 240 hours for all employees and provide long term disability insurance. Motion passed with Commissioner Hudson and Magee voting yes and Commissioner Crawford voting no.**

**A motion was made by Commissioner Hudson, seconded by Commissioner Magee, for discussion, to remove the Administrative Leaves.** The Board discussed continuing the Administrative Leaves but not to accrue the time. **Motion failed with Commissioner Hudson voting yes and Commissioners Magee and Crawford voting no.** Commissioner Hudson stated that he would like to remove the Administrative Leave Maximum Accrual. **Motion was made by Commissioner Hudson, seconded by Commissioner Magee to remove the Administrative Leave Maximum Accrual and that Administrative Leaves must be used within the pay period it is earned. Motion passed unanimously.**

Commissioner Hudson stated that Section 4.9 Pension Program needs to be changed to read more general such as the district will follow Florida Retirement System guidelines.

Commissioner Crawford stated in Section 9 – Problem Resolution Policy, he was concerned to know who is “an independent” review process. Commissioner Hudson explained that he reads it as being someone that is not involved with the issue. Mr. Rees stated that he did not think that it was a person. Commissioner Crawford stated that he did not think that wording

was needed. Commissioner Crawford stated that the Director makes the final decision in this Section. After the Board discussed the paragraph no changes were made.

Mr. Rees gave a Human Resources Summary Report of the District. It was a positive assessment. He also presented a Grade and Salary Proposed Structure for the District. The Board tabled this project until the new Director is on board and will revisit it at a later date.

**A motion was made by Commissioner Magee, seconded by Commissioner Hudson to approve the SWCMCD Employee Handbook as presented on this date by Lane Rees with the changes made today and the understanding that Mr. Rees will clarify the wording for the Dental Insurance for Kenneth McDaniel. Motion passed with Commissioners Hudson and Magee voting yes and Commissioner Crawford voting no.**

Five minute break at 11:00 a.m. and reconvened at 11:08 a.m.

Mrs. Via informed the Board that a determination for the eligibility to receive a Fuel Tax Refund was received. It was determined that we would only be eligible for a refund on the dye diesel and it isn't enough to justify the paperwork.

Mrs. Via presented to the Board a copy of a letter of resignation from Attorney Bytell that she received this morning. **A motion was made by Commissioner Magee, seconded by Commissioner Hudson to advertise for an attorney. Motion passed unanimously.** Advertisement will be placed in the local papers for two weeks. Commissioner Crawford stated that he would like to have the new attorney at the meetings to begin with. Commissioner Hudson agreed saying that would be good until that person gets familiar with SWCMCD and then it may not be necessary.

At the July 12, 2011 Regular Board Meeting the Board narrowed down the applicants for the Director III position to two applicants, Edward Horvath and Ben Brewer. Commissioner Hudson asked if the Board was comfortable with either of them or did we need to search for more applicants. Commissioner Crawford stated that the background check on Mr. Horvath was not favorable. His attendance at Oregon State University could not be verified. Mr. Horvath has been asked to provide proof of a degree from the University and has not done so. He was also asked to call Commissioner Hudson and Mrs. Via concerning the degree and has not.

Mrs. Via stated that she has conducted a background check on Mr. Brewer and all is clean and favorable. She was able to verify his degree with the University of Georgia.

After discussion, the Board decided to offer the Director III position to Mr. Brewer,

giving him six months to obtain his Directors Certification. **A motion was made by Commissioner Hudson, seconded by Commissioner Magee to enter into negotiations with Mr. Brewer offering the Director III position with the stipulation that he will be required to obtain his Directors Certification within six months. Motion passed unanimously.**

The Board discussed the requirements of the Director living in the District. The Board agreed that they prefer him to live in the District. If he is unable to find a place to live in the District he would have to get Board approval to live elsewhere.

The Board agreed to offer a starting salary of \$60,000 to \$65,000 with an increase of \$5,000 after obtaining his Directors Certification and any other requirements. **A motion was made by Commissioner Magee, seconded by Commissioner Hudson to offer Ben Brewer the Director III position. Also to have Commissioner Crawford negotiate the starting salary from \$60,000 up to \$65,000 with a \$5,000 increase after he obtains the Directors Certification and all other necessary requirements. Motion passed unanimously.**

The Board agreed to reimburse Mr. Brewer for two trips to find a place to live and also to reimburse him for his moving expenses.

Mr. Jinright gave an update on the 13<sup>th</sup> Street Project. He has received elevations from Engineer Scott Jenkins of Garver USA. He stated that one culvert has been installed.

Mr. Jinright informed the Board that the new excavator is expected to be delivered Friday, August 19, 2011.

The Tentative Budget Hearing will be Tuesday, September 6, 2011 at 5:05 p.m. and the Final Budget Hearing will be Tuesday, September 20, 2011 at 5:05 p.m.

There will be a meeting for open enrollment for medical insurance at the Coastal Public Library at 2:30 p.m., Wednesday, August 24, 2011.

**A motion was made by Commissioner Magee, seconded by Commissioner Hudson to adjourn. Motion passed unanimously.**

The meeting was adjourned at 12:00 p.m.

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James Crawford, Chairman

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Robert Hudson, Secretary