

## REGULAR BOARD MEETING

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January 18, 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 James Crawford, Robert Hudson and John Magee. Also attending the meeting were Director Stephen Sickerman, Office Manager Geraldine Via, Secretary Cynthia Dillingham, Attorney Lori Bytell, Engineer Les Porterfield and Lane Rees of Human Resources 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 minutes of the December 21, 2010 Regular Board Meeting. Motion passed unanimously.**

The Financial Report for December 2010 was reviewed.

The Activity Report was reviewed.

Lane Rees from Human Resource Solutions introduced himself and informed the board that his company could help us with updating the Employee Handbook. Commissioner Magee asked for his fee charge. Mr. Rees stated that the fee is typically \$125.00 per hour or, if it is a project, he would estimate the amount of time it would take and give a quote on that project. He stated that he would submit it in writing.

Attorney Bytell stated that Robert Nelson of I Fix Computers agreed to the contract with the changes that the Board requested. Attorney Bytell presented her monthly statement. **A motion was made by Commissioner Magee, seconded by Commissioner Hudson to approve the monthly statement for legal services. Motion passed unanimously.**

Engineer Porterfield stated that he and Director Sickerman had met with Ryan Douglas, of Walton County Public Works, and Walton County Commissioner Cecilia Jones to talk about the 13<sup>th</sup> Street issue. He stated that the county is concerned that they do not create problems. They discussed what kind of information that would be needed to move forward before any changes are made to the ditch, pipes, or culverts and swales in the area. They are going to get Preble-Rish Inc. to evaluate the ditches and they plan to collect ground water data, measuring tidal elevations in the bay and actual ditch elevations in the area and monitor rainfall. They would do this for a period of a few months in order to see what the data shows and what can be

done about it. He also stated that the county intends to correct the ditch access problem on Chat Holley Road while it is being repaved.

Director Sickerman announced that the 2011 Public Health Entomology Research & Education Center (PHEREC) Southeast Conference will be held February 22-24, 2011 in Panama City Beach, FL. He also mentioned that Frank Clarke from Clarke Mosquito Control will be having a workshop at SWCMCD February 8, 2011.

Commission Hudson stated his concerns on the Employee Handbook being put off for another month. **A motion was made by Commissioner Magee, to have Lane Rees from HR Solutions to review the current Employee Handbook. After discussion Commissioner Magee withdrew the motion.**

Attorney Bytell stated her concerns about the handbook pertaining to employee termination and that the language is not clear. She suggested that section should be revised. Commissioner Hudson asked Attorney Bytell if the handbook could be altered at any time by the Board. She said yes, she believed that it could. She stated that there are two specific areas of concern, one being disciplinary procedures and the other involving benefits, in that they were unclear as to how those benefits relate to employees past, present & future. Commissioner Hudson asked Attorney Bytell if she could prepare language that she believes would protect SWCMCD and present at the next meeting. Attorney Bytell stated that she would make her recommendations with a range that the Board can decide on. **A motion was made by Commissioner Hudson, seconded by Commissioner Magee, to have Attorney Bytell make her recommendations on the language for the disciplinary and termination section for the Board to review at the next meeting. Motion passed with Commissioners Hudson and Magee voting yes. Commissioner Crawford voted no.**

Commissioner Crawford stated his concerns about Engineer Porterfield and stated that he doesn't think he is capable of getting the job done. Attorney Bytell stated that after listening to the Board's concerns, she recommended those issues be addressed in a letter to Engineer Porterfield and have him respond to the Board. She said at that point the Board can then decide whether the contractual relationship should be continued or not. Commissioner Hudson suggested that Director Sickerman be involved in drafting the letter expressing the concerns of the Board. Director Sickerman agreed to write the letter and asked for Commissioner Crawford's input. Attorney Bytell stated that she would be happy to review the letter drafted by Director

Sickerman.

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

The meeting was adjourned at 11:11 a.m.

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James Crawford, Chairman

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Robert Hudson, Secretary