

Personnel Manual Workshop Minutes

Florida Mosquito Control District
503 107th Street
Marathon, FL 33050

December 11, 2020 1:30 pm (approximate)

The Board of Commissioners of the Florida Keys Mosquito Control District held a Workshop on Tuesday, December 11, 2020.

Present Were: Phillip Goodman, Chairman; Dr. Stanley Zuba, Vice-Chair; Brandon Pinder, Secretary/Treasurer; Tom McDonald, Commissioner; Jill Cranney, Commissioner; Andrea Leal, Executive Director; Gaelan Jones, Board Attorney.

Employees Present: Bruce Holden, Director of Finance; Chad Huff, PEIO; Chrissy Bloxom, Executive Assistant;; Michael Behrend, Director of Human Resources; Tony Nunez, Chief Technology Officer.

Invited Guest Present: None

Community Input: None

Approval of Agenda: Hearing no changes, the agenda was unanimously approved.

Chairman Goodman stated that this workshop has been called to discuss the FKMCD Personnel Manual.

Discussion:

- Chairman Goodman requested Michael Behrend, Director of Human Resources, to include a section in the manual for IT security.
- Michael Behrend, Director of Human Resources, advised the Board that he has been working with the labor attorney to bring the personnel manual in compliance.
- Mr. Behrend advised the Board that the format of the Personnel Manual will change to paperless. This change will help employee's navigate the Personnel Manual more efficiently.
- Mr. Behrend went through each section of the Personnel Manual discussing proposed changes to the current policies. He discussed proposed changes for senior management job titles, pay structure, flight operations, safety policies, smoking policy, hurricane preparedness, use of District property, vehicle take home policy, computer usage and internet policy, device policy, holidays, performance evaluations, employee of the quarter program, travel reimbursement, uniform policy, standards of conduct, disciplinary actions, complaint/grievance procedure, hatch act, worker's compensation, drug free workplace, hiring procedures and the various types of employee leave benefits.
- Commissioner Cranney requested to include the Commissioners' names on the Organizational Chart.
- After some discussion, the Board agreed to adopting changes to the Anti-Nepotism Policy.
- The Board recommended various changes, for clarity, to the Education Assistance Program and asked Mr. Behrend to include the changes.
- The Board agreed to the recommended changes proposed by Mr. Behrend. He will make those changes and present the Personnel Manual at a later meeting.
- Commissioner McDonald and the Board thanked Michael Behrend for the hard work he put in working on the Personnel Manual.

ADJOURN: 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 additional information, please refer to www.keysmosquito.org.