

Anastasia Mosquito Control District of St. Johns County

500 Old Beach Road, St. Augustine, FL 32080
Telephone: (904)-471-3107 * Fax (904) 471-3189 * Web: www.amcdsjc.org

BOARD OF COMMISSIONERS

Gary Howell, Chairperson
Vivian Browning, Vice-Chairperson
Catherine Brandhorst, Secretary/Treasurer
Janice Bequette, Commissioner
Jeanne Moeller, Commissioner



DISTRICT DIRECTOR

Dr. Rui-de Xue



Thursday, January 14, 2016

Next Meeting(s): Thursday, March 10, 2016 – 6:00 PM

MINUTES

The regular Board meeting for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, January 14, 2016 at 6:00 P.M.

Board members in attendance:

Ms. Vivian Browning, Chairperson
Mrs. Jeanne Moeller, Vice-Chairperson
Ms. Janice Bequette, Secretary/Treasurer
Mr. Gary Howell, Commissioner
Mrs. Catherine Brandhorst, Commissioner

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne E. Flowers, Attorney
Mr. Bill Youker, Harrell Construction Company

Chairperson Browning called the meeting to order.

Commissioner Howell led the invocation and the Pledge of Allegiance to the flag.

Roll Call: Chairperson Browning noted ~ All were present.

CITIZEN PARTICIPATION: For Items not on the Agenda ~ None

APPROVAL OF AGENDA: Chairperson Browning called for approval of the Agenda as presented.

A. A motion was made to approve the Agenda as presented.

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Brandhorst
- VOTE accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

APPROVAL OF CONSENT AGENDA: Chairperson Browning called for approval of the Consent Agenda. (see next page)

A. A motion was made to approve the Consent Agenda as presented.

- Motioned by: Commissioner Moeller
- Seconded by: Commissioner Howell
- VOTE: Accepted unanimously by all commissioners
- **MOTION PASSED UNANIMOUSLY**

Consent Items ~ APPROVAL OF:

1. Treasurer's Report
2. Vouchers (*Cancelled Checks*)
3. Chemical Inventory
4. Minutes: Regular Board Meeting of December 10, 2015 at 6:00 P.M.
5. No Board Meeting in February (2-11-16), due to AMCA Annual Meeting (Feb. 7-11,2016)

UNFINISHED BUSINESS:

Item 1: 120 EOC DRIVE COMPLEX CONSTRUCTION UPDATE ~ Mr. Bill Youker, Harrell Construction

- Mr. Youker stated that all the walls are up and primed, next week the paint will go on the walls, 60-75% of the lime rock is down (subbase for pavement), all curbs and sidewalks are done, raised platform in the board room is done, interior lights and power are going in the buildings at present, they still don't know the delivery date of the lab countertops yet but he assured the Board that he would submit for a partial Certificate of Occupancy if they aren't in on time. Dr. Xue stated the rezoning progress goes to the PZA 1-21-16, to the Planning & Zoning Mtg. 1-26-16, and on the County Agenda on 2-23-16. Things have been going smoothly and at no cost to the District.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 2: AUTHORITY TO APPRAISE 500 OLD BEACH ROAD (BASE STATION) AND 10150 CARTWHEEL BAY AVENUE (NORTH STATION) PROPERTIES ~ Dr. Rui-De Xue

- Dr. Xue requested the Board approve staff getting three quotes to appraise the 500 Old Beach Road (Base Station) and the 10150 Cartwheel Bay Avenue (North Station) properties as originally requested in July 2015 and then he will bring it back to the Board in April 2016. The quotes are needed for next year's budget figures and the proposed millage rate.
- A. **A Motion was made to approve staff to obtain appraisals of both the Base Station (500 Old Beach Road) and the North Station (10150 Cartwheel Bay Avenue) properties and for it to not exceed \$10,000.**
 - Motioned by: Commissioner Moeller
 - Seconded by: Commissioner Howell
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 3: REWORDING GRIEVANCE POLICY AND ANNUAL LEAVE POLICY ~ Mr. Wayne Flowers

- Mr. Flowers advised on policy changes for language in the Grievance and Annual Leave policies, as proposed by staff, with the addition of adding "with the advice from the District attorney and the Director and the Decision of the Board Chairperson will be final" to the Grievance Policy.
- A. **A Motion was made to approve acceptance of the updates to the Grievance and the Annual Leave policy with changes as modified by the Board (copies attached to these Minutes).**
 - Motioned by: Commissioner Brandhorst
 - Seconded by: Commissioner Howell
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

NEW BUSINESS

Item 1: ELECTION OF OFFICERS (CHAIRPERSON, VICE-CHAIRPERSON, AND SECRETARY/TREASURER)

- Commissioner Browning mentioned that Commissioner Howell was the only present Commissioner who had not served as Chairperson and she nominated him.
 - A. **A Motion was made to approve Commissioner Howell as Chairperson.**
 - Motioned by: Commissioner Brandhorst
 - Seconded by: Commissioner Browning
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

- Commissioner Browning stated that she will not be running as an AMCD Commissioner for a third term. Her present term ends at the end of this year 2016. She stated that she would like to serve as Vice-Chairperson for her last year on the Board and therefore nominated herself.
 - B. **A Motion was made to approve Commissioner Browning for Vice-Chairperson.**
 - Motioned by: Commissioner Browning
 - Seconded by: Commissioner Bequette

- Commissioner Howell nominated Commissioner Brandhorst for Vice-Chairperson.
 - C. **A Motion was made to approve Commissioner Brandhorst for Vice-Chairperson.**
 - Motioned by: Commissioner Howell
 - Seconded by: Commissioner Brandhorst

 - **VOTE taken:** Accepted Commissioner Browning as Vice-Chairperson: Commissioners Browning, Bequette, and Moeller.
 - **VOTE taken:** Accepted Commissioner Brandhorst as Vice-Chairperson: Commissioners Howell and Brandhorst.
 - **MOTION PASSED 3:2 in favor of Commissioner Browning as Vice-Chairperson**

- Commissioner Brandhorst nominated herself for Secretary/Treasurer.
 - D. **A Motion was made to approve Commissioner Brandhorst as Secretary/Treasurer.**
 - Motioned by: Commissioner Brandhorst
 - Seconded by: Commissioner Howell
 - VOTE: Accepted unanimously by all commissioners
 - **MOTION PASSED UNANIMOUSLY**

Item 2: RECOGNITION OF THE 2015 CHAIRPERSON'S SERVICE ~ *New Chair, Commissioner Howell*

- Chairperson Howell presented Commissioner Browning with a plaque for her dedication and commitment as the Chairperson during 2015.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 3: REVIEW OF THE GOVERNMENT-IN-THE-SUNSHINE & ETHICS ~ *Mr. Wayne Flowers*

- Mr. Flowers gave an overview of the Government-In-The-Sunshine laws as shown in the Board book.
 - **THERE WAS NO MOTION ON THIS ITEM**

Item 4: FMCA TALLAHASSEE LEGISLATION MEETING DISCUSSION (Tentative Feb. 22-23, 2016) ~ *Commissioner Jeanne Moeller*

- Commissioner Moeller stated the Senate Bill 516 & House Bill 754 is already in the Committee. We need to talk to Senator Legg and Senator Ring about the implications of this Bill. The talking points are shown on the sheet that is in the Board book.

- Dodd Short Courses; Roxanne Connelly will be at the Commissioners Caucus to speak about basic mosquito identification and the difference between larviciding and adulticiding; there is a joint session from 10-11:30 between Commissioners and Directors; there will be a roundtable discussion in the restaurant; Jennifer Cohen will be speaking on Sunshine Law and Ethics after lunch; Flo Jones will talk about budgets; and Commissioner Moeller and Steve Smith will discuss Director's Evaluations; then there will be a recap for finding out what is requested for the next meeting.

- **THERE WAS NO MOTION ON THIS ITEM**

REPORTS:

1. **Director** ~ Dr. Xue stated winter jobs of maintenance and repairs are being done, we are preparing for our move in March, last week he submitted the technical bulletin to print to the Florida Mosquito Control Association, we are getting ready for the Annual Arbovirus Workshop, lots of speakers are wanting to come and he is working on the Program Agenda and it should be ready soon, the Annual report is done and it will be sent via email to the Commissioners next week for any edits, copies of the Annual Report will be ready to be taken to Tallahassee in February.

2. **Attorney** ~ Mr. Flowers stated he had nothing further.

COMMISSIONER COMMENTS ~

Commissioner Browning ~ Thanked everyone for their support during her year as Chairperson, will continue as Chairperson of the Planning Committee and seeing things through with the new Base Station Complex.

Commissioner Bequette ~ Wished everyone a happy new year.

Commissioner Moeller ~ Stated she had nothing further to add.

Commissioner Howell ~ Thanked his wife, Dr. Xue and the Board for their support.

Commissioner Brandhorst ~. Stated she had nothing further to add.

ATTACHMENTS: ~

1. None

ADJOURNMENT:

Chairperson Howell adjourned the meeting at 7:10 P.M.

ATTEST

Chairperson, Commissioner Gary Howell

Secretary/Treasurer, Comm. Catherine Brandhorst

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2. **Attorney** ~ Mr. Flowers stated he had nothing further.

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Chairperson, Commissioner Gary Howell **Secretary/Treasurer, Comm. Catherine Brandhorst**

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ANNUAL LEAVE

The District recognizes that an employee will need time away from their job for vacation, family events, personal matters, and other reasons.

¹All **licensed** seasonal employees will receive annual (only) leave each 6 month season at 3.077 hours per pay period (each two weeks). Any accrued annual leave at the end of each season will be paid out to the seasonal employee at their present rate of pay.

All regular, full-time employees will accrue annual leave from date of hire. Employees who have worked for the District less than one (1) year may not take more than two (2) consecutive days of this leave without permission from the supervisor.

Annual leave is accrued in accordance with the following schedule:

<u>Years(s) of Service</u>	<u>Leave Earned Per Pay Period</u>	<u>Leave Earned a Year</u>
Less than 3 years	3.077 Hours	10 Working Days
After 3 years less than 10 years	4.615	15 Working Days
After 10 years less than 15 years	6.154	20 Working Days
After 15 years less than 20 years	7.692	25 Working Days
Over 20 years	9.230	30 Working Days

The District performs a mission critical community function and as such, needs to be able to respond to county wide emergencies resulting from hurricanes, storms, and outbreaks of viruses that threaten not only the quality of life, but in some cases human life as well. **The District also holds workshops, meetings, training events, etc. that deal with important issues for the District and the public in general. Therefore, given the mission critical nature of the District, as well as the immediate needs of personnel during workshops, meetings, trainings, and other events, the management team needs to insure that appropriate staffing can be guaranteed 1) to cover the effects resulting from storms and 2) provide coverage during the mosquito “season” in St. Johns County and 3) provide coverage during workshops, meetings and events that the District holds pertaining to mosquito control, education, and other District business.** ~~Seasonal~~ Coverage can be realized through good staff planning, and coverage for storms is managed through flexible management policies.

Annual leave is governed by the following rules:

- Annual leave of greater than two (2) days in duration, requests must be submitted to your supervisor at least two (2) weeks in advance. District management will attempt to accommodate the request based on the status of conditions required to meet the needs of St. Johns County and the District mission, and the nature of the employee’s request. However, District management reserves the right to ask employees to alter their request based on a “stack” up of requests in a given period of time, and/or an existing emergency.
- ²Annual leave requests of two (2) days or less, the employee must contact their supervisor no later than 3 days before the start of the shift on the day they planned to take leave. If the employee is unable to reach his/her supervisor and the employee’s attempts to make a live connection fail, then the employee must leave a telephone number where they can be reached in order for the District to officially review and approve the employee’s request. In all cases, annual leave must be officially approved by District management. A formal annual leave form must be filled out either over the telephone or in person.

¹ As approved by the Board of Commissioners on 11-7-12

² Policy 2006-12; As approved by the Board of Commissioners on 6-8-06

- For all regular full time employees, the length of annual leave depends upon the years of service with the District and is set up on an anniversary date basis.
- USE OF ANNUAL LEAVE - Earned annual leave may be used on a current basis, subject to the approval of the Director, provided that annual leave granted shall not exceed leave earned on the first day of the month which such leave is granted.
- ADVANCE LEAVE CREDIT NOT PERMITTED - Leave with pay shall not be allowed in advance of being earned. If an employee has insufficient leave credits to cover a period of absence, no allowance for leave shall be granted in advance or in anticipation of future leave credits. In such cases, payroll deductions for the time lost shall be made for the period which absence occurred.
- Earned annual leave shall be granted for the following:
 - Vacation leave
 - absence due to illness of a member of the employee's family
 - absence to attend funerals
 - religious holidays, and attendance of religious services in excess of two hours, other than those specified as legal holidays or absences authorized by the Director and the Board
 - Absence to transact personal business that cannot be conducted during off duty hours
- ³Annual leave may be taken in increments of fifteen (15) minutes.
- For all regular full time employees ⁴annual leave may be taken upon completion of the 180 day probationary period. (There is no probationary period for seasonal employees. However, seasonal employees must obtain a PHPC license before they can accrue and take annual leave pay).
- ⁵ACCUMULATION OF ANNUAL LEAVE – Annual leave will accrue on a continual unlimited basis year after year, however, for separation or retirement purposes, employees will receive pay for any accumulated annual leave, up to a maximum of 240 hours only, as stated in the next paragraph.
- ENTITLEMENT UPON SEPARATION OF RETIREMENT - Employees retiring or otherwise separated from the District in good standing shall receive pay for their accrued annual leave up to the maximum number of days stipulated which is 240 hours.

LEAVE REPORTS - The administrative assistant will maintain a record of annual leave earned and taken for each employee, based upon time records submitted by the supervisors and employees. Records of leave accumulated and taken shall be available to the employee, his representative, and to the Director for audit purposes.

³ As approved with Employee Handbook Revision October 15, 2009

⁴ Policy 2006-11; As approved by the Board of Commissioners on April 13, 2006

⁵ Revised; As approved by the Board of Commissioners on October 8, 2015

6 GRIEVANCE POLICY

POLICY: This Grievance Policy is established to provide full opportunity to employees to bring to the attention of the District complaints, grievances or situations that the employee feels need to be remedied. It is the purpose of this procedure to assure employees that their problems will be considered fairly, rapidly, and without reprisal. The submission of a grievance by an employee shall in no way adversely affect the employee or their employment with the District. ⁷

All employees are eligible to file grievances under this procedure.

PROCEDURE: It is the intent and desire of the District to address all employee complaints, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances that will be resolved only after further discussion and review.

Step 1 - An employee who has a complaint should submit the complaint in writing on a Grievance Form, which can be obtained from the District Office, to the immediate supervisor within ten (10) working days of the occurrence that created the complaint. The supervisor shall then note the date received on the written complaint, and, after discussion with the employee, shall give the employee an answer in writing within five (5) working days of receipt of the complaint.

Step 2 - An employee who is dissatisfied with the action of the supervisor may then request a meeting with the District Director, where the employee's viewpoint will be considered and every effort made to resolve the problem. The Director will make a written report of the matter within ten (10) working days. The Director's response shall contain an affirmation or denial of the facts upon which the grievance is based, an analysis of the alleged violation of the Employee Handbook, and the remedy or solution to be made. This report will be signed by the Director and employee and placed in the employee's personnel file. The Director's report will also be forwarded to the Board of Commissioners to keep them apprised of the resolution of employee complaints.

Step 3 - If the aggrieved employee feels that the matter has not been settled or adjusted to their satisfaction by the Director, they may submit a written request for a review of this decision to the Board of Commissioners. Such requests must be submitted within ten (10) working days of the report from the Director and will be placed on the Agenda of the next regularly scheduled Board meeting. The decision of the Board shall be final. **In the event that the Board of Commissioners will not be meeting within the timeframe before the issue needs to be resolved, authority is delegated to allow the Board Chairperson, with the advice of the District's attorney and the Director, to meet and hear and resolve the grievance. The decision of the Board Chairperson will be final.**

⁶ As approved by the Board of Commissioners on April 8, 2004

⁷ As approved by the Board of Commissioners on April 8, 2004