

Anastasia Mosquito Control District of St. Johns County

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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, June 2, 2016 ~ 10:00 AM
PAY PLAN WORKSHOP

Next Meeting(s): Regular Board Meeting, Thursday, June 9, 2016 – 6:00 PM

MINUTES

The Pay Plan Workshop for the Anastasia Mosquito Control District of St. Johns County was held on Thursday, June 2, 2016 at 10:00 A.M.

Board members in attendance:

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

Also in attendance:

Dr. Rui-De Xue, Director
Mr. Wayne E. Flowers, Attorney
Mrs. Susan Merris, Human Resource Director, Lee County Mosquito Control

Chairperson Howell called the meeting to order.

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

Roll Call: Chairperson Howell noted ~ All were present.

WORKSHOP:

Item 1: 10 STEP/10 GRADE PAY PLAN ~ Mrs. Susan Merris

- Mrs. Susan Merris explained that today's Workshop was for the Board to determine the structure that they wanted in an AMCD Pay Plan. The general agreement from the Board was to base the structure of the AMCD Pay Plan on the Lee County Mosquito Control 10 grade/10 step Pay Plan, which began in 2008 and was structured from the Federal Government plan.
- After we set up the structure of the plan, we would then use the current market data and pay ranges (a few positions that are outside of their pay range would be brought into the current pay range) and plug the job descriptions into the grid under the step that most closely fit each person's current hourly rate, decide on whether to cap the pay ranges, consider merit and Cost of Living increases where the grid would be adjusted each year on October 1st for


the COLA. There was also general agreement from the Board to not decrease anyone's pay when fitting them into the grid. It was also discussed setting up a policy for the pay plan which would also include things such as, each person would increase one step within their pay grade every three years on their anniversary date as long as their evaluations were at level or higher.

- Dr. Xue recommended that he and Mrs. Merris and Mr. Hanna work on setting up the structure of the plan, mirroring the Lee County Pay Plan, and using option D with a 60% range spread and bring the plan structure back to the Board at the June 9, 2016 Board meeting, therefore the millage rate could be set to include that information also, so the plan can be implemented October first for the fiscal year 2016/2017.
- Mr. Flowers stated that from a legal standpoint, the more objectivity and predictability that you put into the pay plan, the more defensible the pay plan is.
- The Board was also in agreement that since the District Director is hired at the discretion of the Board, the Director should not be part of the Pay Plan.

ADJOURNMENT:

Chairperson Howell adjourned the Workshop at 11:15 A.M.

ATTEST


Chairperson, Commissioner Gary Howell


Secretary/Treasurer, Comm. Catherine Brandhorst

These minutes are not intended to be a verbatim transcript of this meeting and could easily be misinterpreted by a reader who was not present. To obtain a full and accurate record of the meeting, an individual should view/listen to the entire proceedings via the District's DVD visual/recording system.