

# Anastasia Mosquito Control District of St. Johns County

120 EOC Drive, St. Augustine, FL 32092

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## BOARD OF COMMISSIONERS:

Gayle Gardner, Chairperson

Vice- Chairperson

T.J. Mazzotta, Secretary/Treasurer

Gayle Gardner, Commissioner

Gina LeBlanc, Commissioner

## DISTRICT DIRECTOR:

Dr. Rui- De Xue

## ADHOC Policy Committee Meeting

**Date and Time** Thursday, March 13, 2025 4:00 P.M.

### MEETING ATTENDEES

- Chairperson Becker
- Secretary/Treasurer Mazzotta
- Attorney, Mrs. Hodges
- Director, Dr. Rui-De Xue
- Assistant Director, Dr. Whitney Qualls
- Business Manager, Richard Weaver
- Human Resources, Sheila Rivera
- Administrative Assistant, Heather Keating

### NEW BUSINESS

- Review Travel Policy
- Finalize the travel policy as discussed and communicate it to board members.
- Review Public Records Policy
- Develop a framework for public records management.
- Develop Ethics Code of Conduct
- Initiate the drafting process for the ethics code.
- Discuss future meetings and deadlines

### OPEN ISSUES

- Draft formal language for the travel policy to be discussed at the next meeting.
- Ensure a public records request feature is available on the website and clarify structure of fees.
- Develop Ethics Code of Conduct.

### NEW BUSINESS FOR NEXT MEETING

- The primary objective is to review existing district policies, rules, and procedures, and to identify areas needing improvement. The committee is tasked with researching, drafting, and making recommendations regarding any new or amended policies, rules, or procedures for final review and approval by the district board.

### UPDATES AND ANNOUNCEMENTS

- The ADHOC Policy Committee will meet quarterly.
- Next meeting will be held Thursday, May 8, 2025 at 4:00 P.M., located at AMCD
- Deadline to submit suggested changes to the Board, December 31, 2025.

### ADJOURNMENT

Chairperson Becker Adjourned the meeting at 4:49 P.M.

