

Minutes of Board Meeting
Pasco County Mosquito Control District
January 8th, 2018

Regular meeting of the Board of Commissioners was called to order at the District office on January 8th, 2018 at 9:00 a.m. Those present were Chairperson Joiner, Treasurer Abbott, Secretary Applefield, Director Moore, Assistant Director Lloyd, and Administrative Manager Stevens.

All present stood and repeated the Pledge of Allegiance to the Flag.

Commissioner Applefield made a motion to approve the agenda. Commissioner Abbott seconded. Motion Carried.

Commissioner Applefield made a motion to approve the minutes of the last board meeting, with corrections. Commissioner Abbott seconded. Motion carried.

Commissioner Abbott made a motion to accept and approve the purchase orders as presented. Commissioner Applefield seconded. Motion carried.

New Business:

Commissioner Joiner handed the Chairmanship to Commissioner Applefield. Commissioner Joiner becomes the Treasurer and Commissioner Abbott becomes the Secretary.

Director Moore discussed the road repairs with the Commissioners. He stated that Mr. Branford of Pasco County Public Works came out and gave his recommendations for how to best repair the road. He explained that Mr. Branford convinced him that it was best to use asphalt instead of concrete. He also explained that the cost was well within the budget to repair the entire road as opposed to just fixing the worst areas. The Commissioners agreed that it would be best to repair the entire road. Director Moore stated that he would be contacting the business owners on the street eventually to let them know of the repairs and maybe see if they might be willing to contribute to the cause. He stated that he has been talking with Attorney Booth on the project. He hoped to have more quotes by the February meeting.

Director Moore discussed with the Board a few issues pertaining to salary caps and position classification. He first addressed the position of Public Education Specialist. He stated that when the position was first created, it was placed in the 105 classification in an effort to keep it on the same level as the former employee it was originally suited for. He explained that he felt that the position warranted a move to a 107 classification. He stated that the change would have no affect on the salary of Jillian Meeks who holds the position. Commissioner Abbott made a motion to approve the classification change for the position of Public Education Specialist from 105 to 107. Commissioner Joiner seconded. Motion carried. Director Moore then addressed adding another level to the Administrative Assistant position. He stated that over the past year, employee Dawn Hudson has taken on more responsibilities and that her supervisor, Administrative Manager Stevens has requested to grant a promotion to Dawn. After some discussion, it was agreed that positions of Administrative Assistant II at a classification of 103, and Administrative Assistant III at a classification of 104 would be a good addition. Commissioner Abbott made a motion to create the positions of Administrative Assistant II and Administrative Assistant III at classifications 103 and 104 respectfully. Commissioner Joiner seconded. Motion carried. Director Moore then addressed the issue of capped employees. He suggested that capped employees would be eligible for a one-time payout, of up to 1.5%, based on their evaluations. He stated that in the event that the budgeted raises, for any fiscal year, fell below the 1.5%, the amount would be adjusted accordingly as to not exceed the budgeted percentage. Commissioner Joiner made a motion to approve the annual merit payout to capped employees of up to 1.5% or less if budgeted increases are less, to be put into effect starting with the 2018-2019 fiscal year. Commissioner Abbott seconded. Motion carried.

Director Moore discussed with the Board about adjusting the salary ranges annually either by 2% or COLA, whichever is greater. He stated that a motion presented at the September 2016 meeting that was believed to have passed, but never received a second. The discussion was to be tabled until the following meeting, but never came back to the table. Commissioner Joiner made a motion to approve an annual increase to the salary ranges of 2% or COLA, which ever is greater, retroactive to October 2016. Commissioner Abbott seconded. Motion carries.

Commissioner Joiner discussed the cost-per-hour for aircraft hours. He then asked about the FAA requirements for rest periods to flight hours. Director Moore stated that he will check into this and provide the information at the February meeting.

Old Business:

Director Moore updated the Commissioners about the Employee Manual. He stated that he, Assistant Director Lloyd, and Administrative Manager Stevens were meeting every week and making great progress. He explained that he hopes to be able to provide copies to the Commissioners at the February meeting and that workshop dates can be set at any time.

Director Moore informed the Commissioners that the information from Attorney D'Aascenzio regarding Direct Deposit, confirmed that it is not legal to require employees to use direct deposit.

Commissioner Applefield asked if Director Moore had looked into the legalities of combining the relief breaks with the lunch break. He stated that there were no issues.

Commissioner Applefield asked if Director Moore had considered moving seasonal employees to 1099 as suggested by Commissioner Abbott at the last meeting. He explained that after he and Assistant Director Lloyd had researched it, they were not comfortable with the idea. He stated that due to the employees utilizing PCMCD vehicles and equipment, it negates the ability to cleanly classify them as 1099 employees.

Commissioner Applefield asked if Director Moore had found out any information regarding the requirements for the bid process for services. Director Moore stated that he was still researching but found that State Agencies are required to follow Chapter 287, but that it does not apply to local government agencies. He stated that he was reaching out to the County to see how they handle it.

Other Business:

Director Moore reviewed the Current Activities sheet.

Commissioner Joiner asked why the District does not observe Martin Luther King Jr. Day as a holiday. Director Moore stated that he intended to bring it up for discussion when reviewing the Employee Manual.

Commissioner Applefield asked if the District would be holding the Defensive Driving class and/or CPR classes. Administrative Manager Stevens stated that they would be looking to schedule those for March.

Commissioner Joiner made a motion to adjourn meeting at 11:33 a.m. Commissioner Abbott seconded. Meeting adjourned.

Date: _____ Attested: Sandra Applefield