

Commissioner Fiduciary Responsibilities and Liabilities Workshop Minutes

Florida Keys Mosquito Control District
Marathon Office
503 107TH St. Marathon, FL 33050

October 10, 2023 1:32 PM

The Board of Commissioners of the Florida Keys Mosquito Control District held a Commissioner Fiduciary Responsibilities and Liabilities Workshop on Tuesday, October 10, 2023.

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

Employees Present: Mikki Coss, Director of Operations; Bruce Holden, Director of Finance; Michael Behrend, Director of Human Resources; Edgar Delacerda, Director of Aerial Operations; Deanna Darias, Executive Assistant; Tony Nunez, Chief Technology Officer.

GUESTS PRESENT: Brian Cassidy, Cassidy Financial; Kevin Madok, Monroe County Clerk of Court; Pam Radloff, Monroe County Finance Director

APPROVAL OF AGENDA: *Commissioner Goodman asked the Board if there were any corrections or additions to the agenda, having none, the agenda was unanimously approved.*

Chairman Goodman announces the purpose of this workshop is to discuss the Florida Keys Mosquito Control District Commissioners Fiduciary Responsibilities and Liabilities.

DISCUSSION: Commissioner McDonald introduced Kevin Madok, the Clerk of Court for Monroe County. Commissioner McDonald invited Mr. Madok to this workshop to evaluate the duties of our Board of Commissioners and to give any recommendations. Mr. Madok introduced himself and explained that he would be giving a generic overview of the board's responsibilities. He then introduced his colleague, Pam Radloff, who is the Finance Director for Monroe County. His presentation started with a review of the roles of the board, which included establishing a governance framework, strategic direction, overseeing financial performance, and recruiting, retaining, and evaluating the Executive Director. Chairman Goodman asked if he had any recommendations on educating the public, and Mr. Madok said that radio is a great way to continue reaching our local community.

The presentation then focused on the board positions and a review of their expected duties. A discussion was had regarding the secretary and treasurer duties, as our board has these two positions combined. Per our enabling legislation, this is a combined position for our district. He then reviewed a sample of how the Monroe County Board of Commissioners handles their agenda items during their board meetings. Mr. Madok recommended doing a board self-assessment to check your board's vital signs, or to put in place practices and strategies for a healthy and energized board. We currently do not do a board self-assessment, and Chairman Goodman thought this was a great recommendation to start in future years. Mr. Madok suggested to the board that they customize an example of an assessment to the culture and nature of our board. Once complete, they would present the results at a board meeting. Chairman Goodman asked a few questions on reserve funds and capital plans. Mr. Madok suggested having a 5-year capital improvement plan.

Chairman Goodman expressed gratitude to Mr. Madok and Mrs. Radloff for their time and excellent presentation.

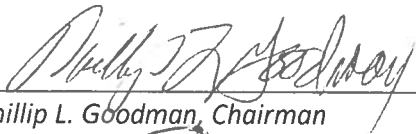
ADJOURN: There being no further business to come before the Board, the workshop was adjourned.

Respectfully submitted,

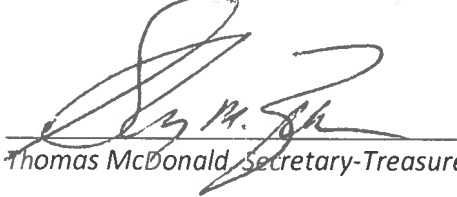


Andrea Leal
Executive Director

*Board of Commissioners
Florida Keys Mosquito Control District*



Phillip L. Goodman, Chairman



Thomas McDonald, Secretary-Treasurer

For additional information, please refer to www.keysmosquito.org.