

## Special Board Meeting Minutes – Draft for Approval

Indian River Mosquito Control District  
February 6, 2026 @ 2:00 PM

The Indian River Mosquito Control District Board of Commissioners held a special meeting on February 6, 2026, at the District Office.

**Present:** Janice Broda (Chair) and Anna Kirkland (Vice Chair)

**Visitors:** Terry McGinn and Larry Reisman

**Staff:** Sherry Burroughs (Executive Director), Claudia Alvarado (Chief Financial Officer), Tamar Rivera (HR Director), Kevin Kinney (Director of IT and Maintenance), Kyle Kosinski (Director of Science), Johanna Avril (Community Relations Director), Daniel Long (Aerial Supervisor), Paul Baffino (Maintenance Technician II), John Thomas (Inland Inspector II), Brandon Chadwick (Ecologist), Tyler Maire (Research Entomologist), Shawna James (Entomologist II), and Luina Ribera (Administrative Assistant)

**Legal Counsel:** Paul Amos (Rossway Swan) and David Miklas (Law Office of David Miklas, P.A.)

- I. **Call to Order:** Commissioner Broda called the meeting to order at 2:00 PM.
- II. **Pledge of Allegiance**
- III. **Public Comment - None**
- IV. **Old Business**

### A. Executive Director Employment

Executive Director Sherry expressed her concerns on Executive Director Employment Contract items, summarized as:

- Key Performance Indicators
  - Understands the concept, no information on how it will be evaluated/utilized
  - “KPIs *may* be considered”, change to “will” if KPIs will be used to determine contract renewal, compensation adjustments
  - Clarification on end goal of some of the measures
  - Insurance claim resolution is out of director’s control; cost baseline is unrealistic because each accident may cost differently
  - Board Relations – what is the expected day to provide board books

Attorney Amos discussed the purpose of the KPIs, Commissioner Broda requested to go over the Employment Contract and return to KPIs.

Discussion ensued. The following changes were mutually agreed by the Board and Executive Director Burroughs.

- B. 2. Board Notification of Personnel Actions –
  - Strikeout “all personnel actions taken, and insurance matters including: Disciplinary actions;” and “Workers’ Compensation claims.”
  - Replace the sentence “Such notice shall be provided within five business days, with sufficient detail to allow the Board to review the action if desired” with “Succinct notice of the event shall be provided within five business days of the Executive Director’s action.”
  - Strikeout “ Nothing in this Section shall limit the Board’s authority to take independent action regarding policy matters, including reversing or modifying

personnel actions, or to adopt District-wide personnel policies consistent with applicable law at the next Board meeting.” Commissioner Borda requested that the Grievance Policy be reviewed at the March Regular Board Meeting.

- B. 2. C. Individual District Commissioners – sentence beginning with “The Executive Director” through the end of the paragraph, moved to B. 2.
- B. 2. E Residency Requirement
- VII. Termination – title changed to “Resignation and Termination”
- VII. Termination, A. Voluntary Termination – title changed to “Resignation”
- VII. Termination, A. (1) – strike through “after receiving notice of his/her resignation” and “Failure to provide the full Sixty (60) day notice of resignation/quitting makes Employee ineligible for PTO (all remaining PTO is forfeited).
- VII. Termination, B. Involuntary Termination - change the title to “Termination”
- VII. Termination, B. Involuntary Termination (2)(a) – strike through “however, there shall be no severance due in the event this Agreement is not renewed or extended.”
- VI. Directors’ and Officers’ Liability Insurance (D&O) and Cooperation, A. – strike through “to the extent it determines appropriate and subject to Board approval and available funds”
- Residency Requirement – waived.

Discussion amongst the Board and Executive Director Burroughs followed and failed to reach a consensus on the following Contract Items:

- B. 2. D. Introductory Period
- II. Term, remain at one year with auto renewal option
- IV. Fringe Benefits, A. Generally – PTO during a calendar year
- VII. Termination, B. Involuntary Termination (1) – without cause – “majority vote”
- VII. Termination, B. Involuntary Termination (2)(a) – severance shall not exceed “six weeks”.

Discussion regarding KPIs continued. Executive Director Burroughs agreed to 10 of 35 KPIs. She requested clarification and changes were made, with Board support, on the following KPIs:

- Environmental & Public Health Impact, Environment Stewardship – change “protection” to “regulation and permits”.
- Community Engagement & Outreach, Complaint Management – change “48 hours” to “two business days”.
- Premises Management, Facility Safety – add “unless additional time approved by Board” to the Measure/Target

Executive Director Burroughs requested clarification regarding the bullet point under Key Performance Indicators (KPIs) 2. Evaluation and Reporting, “Achievement of KPIs may be considered in determining contract renewal, compensation adjustments, or performance bonuses, if applicable.” She indicated that there is no metric for grading. Attorney Miklas recommended adding a matrix column. Attorney Amos recommended adding a statement that would exempt from grading any unforeseen or extenuating circumstances such as hurricanes, low water levels, or floods.

After continuous discussion, the following were deal breakers for both the Board and Executive Director Burroughs:

- Introductory Period
- Term
- PTO versus Accrual
- Severance Pay
- Vote requirement to Terminate

**IX. Adjournment**

Commissioner Broda made the motion to adjourn. The Board unanimously approved; the meeting was adjourned at 4:39 PM.

**Attest:** \_\_\_\_\_