

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
EXECUTIVE BOARD MEETING MINUTES NO. 2020-11**

The meeting of the Executive Board of the Greater Los Angeles County Vector Control District was held at 2:00 p.m. on Thursday, May 14, 2020, via teleconference at the District Headquarters, 12545 Florence Avenue, Santa Fe Springs, California.

**TRUSTEES PRESENT**

Steve Appleton, President (*City of Los Angeles*)  
Heidi Heinrich, Vice-President (*City of Santa Clarita*)  
Emily Holman Sec-Treasurer (*City of Long Beach*)\* Arrived at 2:08pm

**TRUSTEES ABSENT**

None

**OTHERS PRESENT**

Truc Dever, *General Manager*  
Susanne Klueh, *Director of Scientific-Technical Services*  
Mark Daniel, *Director of Operations*  
Mary-Joy Coburn, *Director of Community Affairs*  
Jamie Kim, *Acting Human Resources Director*  
Carolyn Weeks, *Director of Fiscal Operations*  
Quinn Barrow, *Legal Counsel*

• **CALL TO ORDER**

President Appleton called the meeting to order at 2:06 P.M.

• **QUORUM (ROLL) CALL**

Following roll call, it was recorded that two members of the Executive Board of Trustees were present. Sec-Treasurer Holman arrived after the Minutes were approved.

• **PUBLIC COMMENT**

None

• **CONSIDERATION OF EXECUTIVE BOARD MEETING MINUTES FROM MAY 7, 2020  
(EXHIBIT A)**

Trustee Heinrich moved approval of the minutes. President Appleton seconded the motion. The minutes were approved unanimously by those present.

• **DISCUSS DISTRICT ISSUES AND RECEIVE UPDATES AS TO COVID-19**

General Manager Dever and staff presented to the committee an update on the following topics:

- Los Angeles County is expected to extend Stay-at-Home Orders through July 2020. The District will, therefore, maintain status quo for staff and operational activities. We will continue to conduct inspections of private property by appointment only and those staff who can work remotely most days will continue to do so in order to reduce crowding, especially when seasonal employees are on-boarded. The facilities will remain closed to public access, except by appointment, and staff are answering phones lines and email service requests during normal business hours.

- The Operations Department will rent 6 vehicles through Enterprise from June through mid-November at a cost of approximately \$29,000 total in order to comply with physical distancing guidelines which prohibit ride-sharing by staff in the field.
- The District is also renting two mobile trailers for both offices to serve as additional locker and workspace for seasonal employees. Total cost for 6 months will be approx. \$10,000. A request to access Operational reserves for these emergency expenses will be made at the June Board meeting.
- Additional department updates:
  - Operations Director Mark Daniel reported that the first wave of seasonal employees has been on-boarded and integrated successfully given the new COVID-related safety precautions and guidelines.
  - Sci-tech Director Susanne Kluh reported that mosquito trapping is running at full-scale and no West Nile virus activity has been detected, so far. Mosquito abundance is also trending closer to average for this time of year. Additionally, Vector Ecologists are assisting Operations with their treatment routes.
  - Community Affairs Director Mary-Joy Coburn reported that SWAT Lab staff are engaged in virtual class presentations, which are being received very well by teachers and students. Mary-Joy also provided a brief overview of the District's summer outreach campaign.
  - Acting Human Resources Director Jamie Kim is moving forward with recruitments.
  - Finance Director Carolyn Weeks is working to install and implement new no-touch time clocks that would allow staff to clock in and out of shifts using a "tap" card.
  
- **EXECUTIVE BOARD WILL CONSIDER ADOPTING ADDITIONAL MEASURES TO ADDRESS COVID 19.**

None

- **ADJOURNMENT**

President Appleton adjourned the meeting at 2:23 P.M. The next Executive Board meeting will be scheduled on Thursday, May 21, 2020 at 2:00 PM via teleconference at the District's headquarters at 12545 Florence Ave., Santa Fe Springs.