

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2020-08**

The regular meeting of the Board of Trustees of the Greater Los Angeles County Vector Control District held at 7:00 p.m. on Thursday, August 13, 2020, via teleconference at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

TRUSTEES PRESENT

Melissa Ramoso, *City of Artesia*
Ali Saleh, *City of Bell*
Pedro Aceituno, *City of Bell Gardens*
Sonny Santa Ines, *City of Bellflower*
Dr. Jeff Wasseem, *City of Burbank*
Elito Santarina, *City of Carson*
Mark Bollman, *City of Cerritos*
Leonard Mendoza, *City of Commerce* *7:22pm
Baru Sanchez, *City of Cudahy*
Steve Tye, *City of Diamond Bar*
Robert Kiefer, *City of Downey*
Dan Medina, *City of Gardena*
Luis Roa, *City of Hawaiian Gardens*
Marilyn Sanabria, *City of Huntington Park*
Leonard Pieroni, *City of La Cañada Flintridge*
Catherine Houwen, *City of La Habra Heights*
John Lewis, *City of La Mirada*
Steve Croft, *City of Lakewood*
Emily Holman, Sec-Treasurer - *City of Long Beach*
Steve Appleton, President - *City of Los Angeles*
Steven Goldsworthy, *Los Angeles County*
Avik Cordeiro, *City of Montebello*
Leonard Shryock, *City of Norwalk*
Tom Hansen, *City of Paramount*
Raul Elias, *City of Pico Rivera*
Scott Kwong, *City of San Marino*
Heidi Heinrich, Vice President - *City of Santa Clarita*
Jay Sarno, *City of Santa Fe Springs*
Jesse H. Avila, *City of San Fernando*
Robert Copeland, *City of Signal Hill*
Hector Delgado, *City of South El Monte*
Denise Diaz, *City of South Gate*
Jessica Martinez, *City of Whittier* *7:29pm

TRUSTEES ABSENT

Vrej Agajanian, *City of Glendale*
Marisela Santana, *City of Lynwood*

TRUSTEES ABSENT (EXCUSED)

Ricardo Lara, *City of Maywood*

OTHERS PRESENT

Truc Dever, *General Manager*
Mark Daniel, *Director of Operations*
Susanne Klueh, *Director of Scientific-Technical Services*
Mary-Joy Coburn, *Director of Community Affairs*
Carolyn Weeks, *Director of Fiscal Operations*
Allison Bradley, *Director of Human Resources*
Danyelle Frakes-Lewis, *GIS/IT Helpdesk Coordinator*
Quinn Barrow, *Legal Counsel*

* Denotes time of late arrival (vote tallies on agenda items reflect actual Trustees present at time of vote)

1. CALL TO ORDER

President Appleton called the meeting to order at 7:00 pm. The meeting is being held via teleconference pursuant to Governor Newsom's Executive Orders in the interest of maintaining appropriate social distancing.

2. QUORUM (ROLL) CALL

Following roll call, it was recorded that 31 Trustees were present and five were absent. Two Trustees joined the meeting after roll call bringing the total to 33 Trustees present and three absent.

3. INVOCATION

The invocation was postponed

4. PLEDGE OF ALLEGIANCE

The pledge of allegiance was postponed.

5. CORRESPONDENCE

NONE

6. INTRODUCTIONS

(Introductions requested by staff or Trustees of persons attending the meeting are made at this time).

General Manager Dever introduced Oliver Yee, Labor Legal Counsel with Liebert, Cassidy Whitmore.

7. PUBLIC COMMENT

(This time is reserved for members of the public to address the Board relative to matters of business on and off the agenda. Comments will be limited to three minutes per person).

NONE

8. CONSENT AGENDA (8.1 – 8.3)

(VOTE REQUIRED)

8.1 Consideration of **Minutes 2020-07** of regular Board Meeting held on July 9, 2020. ***(EXHIBIT A)***

8.2 Consideration of **Resolution 2020-13** Authorizing Payment of Attached Requisition July 1 through July 31, 2020. ***(EXHIBIT B)***

8.3 Consideration of Joint Tax Transfer resolution between the Greater Los Angeles County Vector Control District, City of Santa Clarita, Los Angeles County, and affected taxing entities for Annexation No. 2020-01. ***(EXHIBIT C)***.

Analysis: The City of Santa Clarita filed for a boundary change for Annexation No. 2020-01 which has resulted in an exchange of property tax revenue between the affected agencies. The listed ratios of the annual property tax growth for indicated Tax Rate Areas shall be transferred to the Greater Los Angeles County Vector Control District as a result of annexation to the District.

Trustee Sanchez asked to pull Consent Agenda item 8.2. Trustee Copeland made a motion to approve Consent Agenda items 8.1 and 8.3, which was seconded by Trustee Croft. The Board approved items 8.1 and 8.3 unanimously.

Trustee Sanchez presented a question regarding a fraudulent charge posted on item 8.2. General Manager Dever confirmed that the item in question has been identified and addressed; the credit card company has been investigating the incident and a refund is expected.

Trustee Wassem asked that a modification be made on item 8.2 to redact names on COVID test reimbursements.

After further discussion, Trustee Croft made a motion to approve item 8.2 as discussed with redaction of all names on COVID test reimbursements. The motion was seconded by Trustee Copeland. The Board approved item 8.2 unanimously.

9. CONSIDERATION OF CANDIDATES SEEKING ELECTION FOR THE LAFCO INDEPENDENT SPECIAL DISTRICT ALTERNATE REPRESENTATIVE SEAT (EXHIBIT D) VOTE REQUIRED

Trustee Tye made the motion to vote in favor of Trustee Medina to serve as the Special District LAFCO Alternate Representative. The motion was seconded by Trustee Santarina and approved unanimously.

10. DISCUSSION REGARDING NEW GLACVCD EMPLOYEE HANDBOOK (4TH EDITION) AND CONSIDERATION OF ADDITIONAL HANDBOOK AMENDMENTS. (EXHIBIT E, PLEASE REFER TO REVISED HANDBOOK ENCLOSURE) VOTE REQUIRED

President Appleton reported that the Employee Handbook was approved during the July 9, 2020 Board Meeting, with the exception of some items that needed further clarification. Labor Legal Counsel Oliver Yee joined the meeting to address additional questions.

Trustee Sanchez presented a question regarding the discretionary authority given to the General Manager position.

Legal Counsel Yee clarified that public agencies he has worked with generally delegate the ultimate discretionary authority to the head of the organization such as the General Manager or City Manager.. Mr. Yee also added that “General Manager or designee” is placed throughout the Handbook so that the General Manager can delegate such authority to the management team as appropriate.

President Appleton added that the Board has an opportunity to review the General Manager on an annual basis, or monthly as needed should issues arise.

Trustee Mendoza commented that similar to cities where City Managers make decisions with the approval of the City Council, General Manager Dever makes the decision for the employees, and the Board is available to assist as needed.

Following the discussion, Trustee Croft made the motion to approve the amendments to the Employee Handbook (4th Edition), which was seconded by Trustee Bollman. The motion passed unanimously.

11. STAFF PROGRAM REPORTS: JULY 2020

11.1 Manager’s Report

T. Dever, General Manager

General Manager Dever welcomed newly appointed City of Whittier Trustee Jessica Martinez and gave her a few moments to introduce herself to the Board.

GM Dever also reported that the District continues to update the ‘Return to Work’ guidelines to comply with changes provided by the CDC and public health departments. The District also continues to assess the needs of the staff as it relates to childcare, and how it may affect the labor force as the school year progresses. Systems are in place for transparent communication with staff, and morale has been good.

11.2 Scientific-Technical: (*Staff Report A*) S. Klueh, Sci.-Tech Services Dir.
Director Klueh reported staff continues to work hard and are seeing elevated West Nile virus activity in the San Fernando Valley. *Culex* mosquito numbers are low, however residents are experiencing biting pressure from invasive *Aedes* mosquitoes. Due to the COVID pandemic, no one is traveling, so there are no imported infections of Zika, dengue or chikungunya.

Trustee Tye was impressed to see Director Klueh’s name on the Op Ed section of the LA Times discussing Zika and chikungunya.

President Appleton acknowledged Director Klueh’s work on the ‘Return to Work’ document. The protocols in place have been successful in keeping the staff safe.

11.3 Operations (*Staff Report B*) M. Daniel, Operations Dir.
Director Daniel reported that staff have been rising to the challenge to combat mosquitoes despite the warm weather in the San Fernando Valley.

Trustee Copeland expressed his thanks to Will and Adrian from the Underground Crew for working hard near his home.

11.4 Community Affairs (*Staff Report C*) M.J. Coburn, Community Affairs Dir.
Director Coburn thanked the Board for sharing the summer campaign with their cities and highlighted some partnerships from the Cities of South Gate, Signal Hill, Los Angeles - Winnetka, and La Mirada. She also shared that 166 residents have pledged to take action against mosquitoes with the Cities of Burbank, Glendale, Cerritos and Whittier with the most number of participants. The neighborhoods of North Hollywood, Granada Hills, and Sherman Oaks also topped the charts with the most residents taking the pledge. Additionally, Director Coburn noted that many residents were urged to take action from Senator Hertzberg’s newsletter and encouraged the Trustees to share the information with their constituents who subscribe to their newsletters or social media pages.

Trustee Croft shared his appreciation for the fun and creative messages posted by Director Coburn and her team on social media to engage residents; particularly the river dance post.

President Appleton also expressed that the posts from the Community Affairs team have been very effective in communicating the vector control message.

11.5 Fiscal (*Staff Report D*) C. Weeks, Finance Director
Director Weeks had no additional comment.

11.6 Human Resources (*Staff Report E*) A. Bradley, Human Resources Dir.
Director Bradley reported that she job shadowed for seven days and saw how passionate and dedicated staff are with the District’s mission. The Human Resources Department continues to provide customer service and facilitate recruitment. She’s happy to report that the three Vector Control Specialist positions were filled internally.

11.7 Legal Counsel Report Q. Barrow, Legal Counsel
Legal Counsel Barrow had no additional comments.

12. OTHER

The Board may consider items not on the agenda provided that the Board complies with the Government Code (Brown Act) §54954.2(b).

Trustee Tye welcomed Trustee Martinez.

President Appleton thanked the Executive Committee and staff for their commitment to the task. He continued that though it's been more work, it's also been very satisfying and he thanked the Board for their encouragement.

13. ADJOURNMENT

President Appleton adjourned the meeting at 8:08 pm. The next scheduled Board meeting will be held at 7:00 PM on Thursday, September 10, 2020 via Zoom teleconference.