

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
EXECUTIVE BOARD MEETING MINUTES NO. 2020-21**

The meeting of the Executive Board of the Greater Los Angeles County Vector Control District was held at 2:30 p.m. on Thursday, December 17, 2020, via teleconference at the District Headquarters, 12545 Florence Avenue, Santa Fe Springs, California.

**TRUSTEES PRESENT**

Heidi Heinrich, Vice-President (*City of Santa Clarita*)  
Emily Holman Sec-Treasurer (*City of Long Beach*)

**TRUSTEES ABSENT**

Steve Appleton, President (*City of Los Angeles*)

**OTHERS PRESENT**

Truc Dever, *General Manager*  
Mark Daniel, *Director of Operations*  
Susanne Klueh, *Director of Sci-tech Services*  
Mary-Joy Coburn, *Director of Community Affairs*  
Allison Bradley, *Human Resources Director*  
Carolyn Weeks, *Director of Fiscal Operations*  
Quinn Barrow, *Legal Counsel*

• **CALL TO ORDER**

Vice President Heinrich called the meeting to order at 2:34 P.M.

• **QUORUM (ROLL) CALL**

Following roll call, it was recorded that two Executive members were present and a quorum was reached.

• **PUBLIC COMMENT**

NONE

• **CONSIDERATION OF EXECUTIVE BOARD MEETING MINUTES FROM OCTOBER 15, 2020 (EXHIBIT A)**

Trustee Holman moved approval of the minutes. Vice President Heinrich seconded the motion. The minutes were approved unanimously.

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

General Manager Dever and staff presented to the committee an update on the following topic(s):

- GM Dever discussed the revised “Safer at Home” Order and what that means for staff.
- The District has returned both Mobile Mini portable trailer units since we no longer have seasonal staff and staggered shifts help free up space in our facilities.
- We have been strategizing on how to accommodate the number of staff in our buildings when there is rainy weather. Staff will be catching up on continuing education videos

remotely and assisting with facility projects in different areas throughout the District facilities, including the garage.

- Grant funding awards through OES are still pending.
- We have completed our updated “COVID and Return to Work Guidelines” document. Emily recommended a minor change that would not require KN95 masks, but a surgical mask for those employees returning from quarantine after 10 days, instead of 14.
- The Committee and staff discussed the requirements for COVID vaccinations when they become available to essential workers. The EEOC allows employers to require the vaccination if the employee meets certain criteria. The committee will look at the issue and consider a policy to be presented to the Board at the appropriate time. Truc will mention this decision in her manager’s report.
- Additional staff reports:
  - HR Director Bradley reported that the District is staying on top of all compliance matters and are up-to-date with our policies.

- **EXECUTIVE BOARD WILL CONSIDER ADOPTING ADDITIONAL MEASURES TO ADDRESS COVID 19.**

NONE

- **ADJOURNMENT**

Vice President Heinrich adjourned the meeting at 3:07 P.M. The next Executive Board meeting will be scheduled on Thursday, January 7, 2021 at 2:30 PM via Zoom teleconference.