

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
EXECUTIVE BOARD MEETING MINUTES NO. 2020-18**

The meeting of the Executive Board of the Greater Los Angeles County Vector Control District was held at 2:30 p.m. on Thursday, August 6, 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*)

**TRUSTEES ABSENT**

None

**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**

President Appleton called the meeting to order at 2:32 P.M.

• **QUORUM (ROLL) CALL**

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

• **PUBLIC COMMENT**

NONE

• **CONSIDERATION OF EXECUTIVE BOARD MEETING MINUTES FROM JULY 30, 2020  
(EXHIBIT A)**

Trustee Heinrich moved approval of the minutes. President Appleton 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):

- In order to better assess the childcare needs of staff as the school year resumes with virtual classrooms, management issued a survey to all district employees. The results will allow us to pursue options for accommodations and identify any deficiencies in the available workforce through the rest of the mosquito season.
- Mark Daniel reported that *Aedes* mosquitoes and WNV activity are picking up considerably throughout the District.

- Susanne added that WNV infection rates are up in the San Fernando Valley. Since WNV remains our biggest concern this year, we are looking at a WALs control project in an area with high *Culex* and *Aedes* mosquito activity.
- Mary-Joy and a couple of other managers are working with LA City Council Districts 12, 2 and 7 to address infrastructure issues that are creating mosquito breeding problems in neighborhoods. She also provided an update on her various outreach campaigns. To date, 148 residents have taken the pledge to “take action against mosquitoes.” Her department is also receiving alerts that local celebrities and elected officials are following the District on social media and sharing our educational information. President Appleton commended the department on its “TipandToss” page.

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

NONE

- **PREVIEW TO EMPLOYEE HANDBOOK DISCUSSION AT GENERAL BOARD MEETING**

The Committee members all received the memo from Truc addressing the Employee Handbook questions and concerns that were brought up during last month’s Board meeting. Truc worked with Oliver Yee from LCW to make some additional revisions, and the amendments will be presented to the Board at this month’s meeting as tracked changes in the Handbook document. LCW is also working on drafting a separate, stand-alone policy on travel and credit card reimbursements, which will be presented to the Board in September. President Appleton would like to respect the Committee process and recommended that matters be referred back to Committee if there is too much discussion and debate over any of the policies.

- **ADJOURNMENT**

President Appleton adjourned the meeting at 2:55 P.M. The next Executive Board meeting will be scheduled on Thursday, August 20, 2020 at 2:30 PM via Zoom teleconference.