

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2010-10**

A regular meeting of the Board of Trustees of the Greater Los Angeles County Vector Control District was held at 7:00 p.m. on Thursday, October 14, 2010, at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

TRUSTEES PRESENT

Sally Flowers, President, *(City of Artesia)*
Pedro Aceituno, *(City of Bell Gardens)*
Ray T. Smith, *(City of Bellflower)*
Dr. Jeff D. Wassem, *(City of Burbank)*
Harold Williams, *(City of Carson)*
Nikki Noushkam, *(City of Cerritos)*
Tina Baca Del Rio, *(City of Commerce)*
Mison Levi, *(City of Cudahy)*
Meredith Perkins, *(City of Downey)*
Barry Bruce, *(City of Hawaiian Gardens)*
Elba Romo, *(City of Huntington Park)*
Jim Remington, *(City of La Habra Heights)*
Armine Perian, *(City of Glendale)*
Joseph Esquivel, *(City of Lakewood)*

Robert Campbell, Sec.-Treasurer *(City of Long Beach)*
Gabe Garcia, *(City of La Mirada)*
Jim Morton, *(City of Lynwood)*
Christina Cortez, *(City of Montebello)*
Cheri Kelley, *(City of Norwalk)*
Tom Hansen, *(City of Paramount)*
Bob Archuleta, *(City of Pico Rivera)*
Robert Newman, *(City of Santa Clarita)*
Michael Madrigal, *(City of Santa Fe Springs)*
Dr. Hazel Wallace, *(City of Signal Hill)*
Joseph Gonzales, *(City of South El Monte)*
Maria Davila, *(City of South Gate)*
Owen Newcomer, Vice President *(City of Whittier)*

TRUSTEES ABSENT

Rachel C. Johnson, *(City of Gardena)*
Dr. James Lawson, *(County of Los Angeles)*
Ana Rosa Rizo, *(City of Maywood)*
Jeff Groseth, *(City of San Marino)*
Steve Tye, *(City of Diamond Bar)*
Vacant, *(City of Bell)*
Vacant, *(City of Los Angeles)*
Vacant, *(City of San Fernando)*

OTHERS PRESENT

Kenneth L. Bayless, *General Manager*
Mark Daniel, *Operations Director*
Susanne Kluh, *Sci-Tech Services Director*
Truc Dever, *Director of Community Affairs*
Crystal Brown, *Public Information Officer*
Robert Miller, *Director of Human Resources*
Carolyn Weeks, *Director of Fiscal Operations*
Luke DeNitto, *Maintenance Supervisor*
Quinn M. Barrow, *Legal Counsel*

1. CALL TO ORDER

President Flowers called the meeting to order at 7:04 p.m.

2. QUORUM (ROLL) CALL

Following the roll call, it was recorded that 27 Trustees were present and 8 were absent.

3. INVOCATION

Trustee Smith gave the invocation.

4. PLEDGE OF ALLEGIANCE

Trustee Esquivel led the pledge of allegiance.

5. **CORRESPONDENCE**

President Flowers informed the Board that Trustee Victor Bello from the City of Bell submitted a letter of resignation. Secretary-Treasurer Campbell read the letter to the Board.

President Flowers relayed to the Board that Trustee Alma Martinez from the City of Los Angeles had missed three consecutive meetings with unexcused absences. Legal counsel Barrow reminded the Board of a change in bylaws adopted last year regarding Trustee absences, stating that after two consecutive unexcused absences, the General Manager will send a letter and make a phone call to the Trustee reminding him or her that a third unexcused absence would mean the Trustee had vacated that seat. After the third unexcused absence, the General Manager will send a letter to the Trustee's appointing body explaining that the Trustee had forfeited his or her seat on the Board and would need to be replaced. Medical excuses or other extenuating circumstances are considered on a case by case basis. This absence protocol is congruent with absence policies used by other government and public sector entities. President Flowers asked for confirmation that a letter had already been sent to the City of Los Angeles and General Manager Bayless confirmed.

6. **INTRODUCTIONS**

General Manager Bayless introduced Senior Partner Michael Chu and Managing Auditor Bryan Gruber from the District's contract auditing firm Lance Soll & Lunghard, LLP. Ken noted that the guests would be speaking to the Board later in the program.

7. **PUBLIC COMMENT**

NONE

8. **CONSENT AGENDA (8.1-8.3)**

8.1 Consideration of **Minutes 2010-09** of regular Board Meeting held on September 9, 2010. (**EXHIBIT A**)

8.2 Consideration of **Resolution 2010-18** Authorizing Payment of Attached Requisition Schedule for September 1, 2010 through September 30, 2010 (**EXHIBIT B**)

8.3 Consideration to move the date of the November 2010 General Board of Trustees meeting to Thursday, November 18, 2010 because the regular date conflicts with a District Observed Holiday, Veterans Day, on November 11, 2010.

President Flowers called attention to item 8.3, which recommends moving the November Board of Trustees meeting to Thursday, November 18th since Thursday, November 11th is Veteran's Day. **Trustee Levi made the motion to approve the consent agenda. Trustee Kelley seconded the motion. The motion passed with two abstentions.**

9. **COMMITTEE REPORTS**

9.1 Audit Committee

O. Newcomer, Chairperson

Vice President Newcomer reported that the Audit Committee met before the meeting with auditors Michael Chu and Bryan Gruber. The Committee received the audit report for both the District and the Greater Los Angeles Mosquito and Vector Control Public Health and Educational Foundation. Vice President Newcomer summarized that the audit covered internal controls and safeguards as well as the accuracy of reported information. The audit firm issued an audit committee letter that had no issues to bring to their attention. The firm also issued a management letter that reported no material problems. The firm did, however, recommend that there be a greater separation of tasks related to banking and statement reconciliation as a matter of internal checks and balances. Trustee Newcomer reported that the auditing firm's suggestions were already being implemented.

Mr. Gruber gave a presentation on the Financials for FY 2009-2010. The audit was performed in early August by a small team of auditors from Lance Soll & Lunghard, LLP. They looked at the District's internal control environment their findings resulted in a clean audit report. One issue on internal control and compliance was raised. The firm identified 'segregation of duties' as an area of deficiency. Suggestions and recommendations were offered to remedy the situation. The firm issued an unqualified opinion on the Independent Auditor's Report; this is the best rating that can be given in a financial audit. Mr. Gruber thanked District staff and the audit committee for their help in the successful audit.

Trustee Gonzalez asked if the letter from October 4th could be made available to Trustees not on the Audit Committee. General Manager Bayless assured him and the Board that anyone could receive a copy of the letter upon request.

President Flowers brought to the Board's attention that the reportable item dealing with internal controls was a result of having a small staff. She explained the issue was raised because the District has one person in charge of all the finances, including taking money in, issuing money and performing bank reconciliations. President Flowers added that General Manager Bayless and Director of Human Resources Robert Miller have already implemented a plan where another person is checking the journal entries and other financials in addition to the Director of Fiscal Operations. Vice President Newcomer reiterated that the District took the suggestions and is already implementing the recommendations.

10. ANNOUNCEMENT OF TRUSTEES TERM OF OFFICE TO EXPIRE JANUARY 3, 2011

Director of Community Affairs Truc Dever reminded the Board that certain Trustees' terms would be expiring in January 2011. She continued that notification letters had already been sent to the applicable Trustees' cities. Trustees wishing to remain on the Board that have expiring terms will need to be officially reappointed by their cities for either a two or four year term. Trustees not wishing to continue their tenure with the Board are asked to encourage their cities to appoint a new representative to take office starting in January 2011 to ensure a seamless transition. General Manager Bayless announced that President Flowers from Artesia was the first Trustee to be reappointed for another two year term, and that the District looks forward to receiving additional reappointment letters in the near future.

11. STAFF PROGRAM REPORTS: SEPTEMBER 2010

11.1 Manager's Report K. Bayless, General Manager

Ken informed the Board that the vector control representatives from Istanbul, Turkey visited the District. He looks forward to having a mutually beneficial relationship with them in the future and showcased a commemorative plate and books the visitors gifted to the District. Ken then drew the Board's attention to a brochure for the upcoming CMVCA Golf Tournament that will be held on January 30, 2011. He told the Board that the golf tournament will benefit the CMVCA Research Foundation that is charged with funding mosquito-borne disease research. Ken is the chair of the committee for the golf tournament and encouraged the Trustees to become involved. The tournament committee members are looking for players, donations and sponsorship.

Trustee Remington mentioned that he was very pleased with the Bug Bus redesign. Ken thanked Trustee Remington and stated that he was also pleased with the redesign.

11.2 Scientific-Technical: (Staff Report A) S. Kluh, Sci.-Tech Services Dir.

Director of Scientific-Technical Services Susanne Kluh communicated to the Board that the human case that she reported positive last month was withdrawn. The case could not be confirmed by CDPH. This means that Los Angeles County still has no reported West Nile virus positive human case for 2010. Susanne then thanked the Board for allowing her and a staff member to attend the SOVE conference in North Carolina. Susanne gave a short report about the lectures she attended while at SOVE and related research findings that were presented.

11.3 Operations: (Staff Report B) M. Daniel, Operations Dir.

Director of Operations Mark Daniel referred to his written report and had nothing further to add.

11.4 Community Affairs: (Staff Report C) T. Dever, Community Affairs Dir.

Community Affairs Director Truc Dever reported that her department recently mailed promotional brochures on the education program to schools within district boundaries. Dates for class visits began booking up immediately. So far, the months of November, December, and March are completely booked. Many new schools have been contacting the District to schedule visits this year. Truc continued that the VecMobile redesign was complete, and encouraged Trustees to tour the bus if they did not have a chance to do so before the meeting. Truc also reported that a local news channel covered the VecMobile redesign, and that long-format segment is scheduled to air in November. Finally, Truc referred the Trustees to the newly created Trustee Orientation DVD on their desks. The video covers information that can be found in the Trustee Orientation Handbook, and will be included in new Trustee packets.

Ken commended Truc and her staff on the video, adding that a general information DVD is near completion and will be made available for download on the website shortly.

Trustee Baca Del Rio commended Truc on her work, adding that she would watch the DVD with her family because it is an engaging, high-quality DVD.

11.5 Fiscal: (Staff Report D) C. Weeks, Finance Director

Director of Fiscal Operations Carolyn Weeks reported that the District completed the hiring process for a new Accounting Assistant. Lana Vong will be working part time, between 15-17 hours each week under Carolyn's supervision.

11.6 Human Resources: (Staff Report E) R. Miller, Human Resources Dir.

Director of Human Resources Robert Miller informed the Board that the District is in the process of recruiting an Operations Assistant for the Sylmar office. To date, they have received 42 applications. Robert reminded the Board that Employee Appreciation Day will take place on Wednesday, October 27th. He thanked Trustee Madrigal for assisting in having the park fees waived in Santa Fe Springs. Robert also reported that safety training is current, and there have been no new worker's compensation claims related to traffic accidents. Robert concluded his report by informing the Board that he was invited to Washington D.C. to sit on a panel for the Society of Human Resources.

Ken encouraged the Board to participate in Employee Appreciation Day. He pointed out that the day's festivities will begin at 10 a.m.

11.7 Legal Counsel Report Q. Barrow, Legal Counsel

Legal Counsel Quinn Barrow had nothing to report.

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).

President Flowers commended Vector Control Specialists Peter Mortley and Howard Marriotta on their great work at the Commerce Home Improvement Fair. President Flowers had a booth next to the GLACVCD booth and reported that the staff members represented the District well. They also aided her in speaking with Spanish attendees at her booth.

Trustee Davila commended Vector Control Specialists Warren Eberhardt and Kyle Pett for their hard work and great representation at South Gate's Family Day in the Park.

Trustee Remington thanked Mark for the mosquitofish that the District delivered to his home.

Trustee Madrigal commended Ken and staff. Trustee Madrigal recently spoke with District employees and asked them how they felt about the District. The staff members informed Trustee Madrigal that they were very pleased with the leadership and management at the District. Trustee Madrigal added that he is very proud to be part of the Board.

Robert Miller made a final announcement, informing the Board that ERMA has made ethics training available online.

13. ADJOURNMENT

The next Board of Trustees meeting will be scheduled for Thursday, November 18th, pursuant to direction from the Board on Item 8.3 of this agenda. The meeting will be held at 7:00 p.m. at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.

The meeting was adjourned at 7:44 p.m.