

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
EXECUTIVE BOARD MEETING MINUTES NO. 2020-14**

The meeting of the Executive Board of the Greater Los Angeles County Vector Control District was held at 2:30 p.m. on Thursday, June 18, 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*)

TRUSTEES ABSENT

Emily Holman Sec-Treasurer (*City of Long Beach*)

OTHERS PRESENT

Truc Dever, *General Manager*
Susanne Kluh, *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 2:32 P.M.

• **QUORUM (ROLL) CALL**

Following roll call, it was recorded that two members of the Executive Board of Trustees were present and one was absent.

• **PUBLIC COMMENT**

None

• **CONSIDERATION OF EXECUTIVE BOARD MEETING MINUTES FROM JUNE 11, 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):

- The District will on-board its last wave of seasonal Mosquito Control Technicians on July 8th.
- The mobile office units have helped with physical distancing for all of the additional seasonal employees; however, the container in Santa Fe Springs had been heating up to uncomfortable temperatures on hot days despite having a built-in A/C unit. Staff contacted the vendor and they sent a technician to service the A/C. It is now doing a better job of

cooling, but the maintenance team will make further modifications with insulation and a portable A/C unit. Unfortunately, the vendor is completely out of stock of replacement containers. President Appleton made additional suggestions for cooling the unit and offered his assistance if needed.

- GM Dever updated the Committee on the situation at Coachella MVCD. The District released an official statement regarding their COVID-related shut down which was triggered by the death of one of their longtime employees and infection of several staff. GLACVCD managers will notify staff of the situation and use it to emphasize the importance of current precautions and protocols.
 - There was discussion about a contingency plan out of the Sylmar office if headquarters had to close. The Committee and staff also discussed limiting staff movement between both offices, greater isolation within the workplace and between teams.
 - The Committee also discussed negotiating a provisional mutual aid agreement with the other So. CA districts. Truc will bring up the suggestion at the upcoming Regional MVCAC quarterly meeting.
- Staff updated the Committee on the availability of 1,000 N95 masks through ProForma. The Operations Supervisors will make the purchase, which will get the department through the summer season.
- Susanne reported that the Newcastle outbreak has been declared over so the District will be reimplementing its chicken program. She also provided an update on the “Return to Work” plan which now includes Emily’s suggested classification of “high vs. low risk exposures.” She is also working on adding an “exceptions report” as suggested by Steve.

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

It was recommended that staff work with legal counsel on requirements for entering into a provisional mutual aid agreement with other local vector control districts.

- **REVIEW AND DISCUSSION OF COMPENSATION & CLASSIFICATION STUDY LIST OF PROPOSED COMPARATOR AGENCIES (EXHIBIT B)**

The Committee voted to approve 11 of the 12 comparator agencies suggested by Koff & Associates. They will ask the consultant to find a small local water district in lieu of San Diego County’s Vector Control Program. This list will then be presented to the Board in July for approval since everyone should have an opportunity to provide input.

- **ADJOURNMENT**

The Executive Committee discussed the schedule for future meetings. It was suggested that the Committee meet every other week. The Committee will skip next week and reconvene July 2. President Appleton adjourned the meeting at 3:45 P.M. The next Executive Board meeting will be scheduled on Thursday, July 2, 2020 at 2:30 PM via Zoom teleconference.