

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

The meeting of the Executive Board of the Greater Los Angeles County Vector Control District was held at 2:00 p.m. on Thursday, April 23, 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 Klueh, *Director of Scientific-Technical Services*
Mark Daniel, *Director of Operations*
Mary-Joy Coburn, *Director of Community Affairs*
Jamie Hebein, *Acting Director of Human Resources*
Carolyn Weeks, *Director of Fiscal Operations*
Quinn Barrow, *Legal Counsel*

• **CALL TO ORDER**

President Appleton called the meeting to order at 2:04 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 APRIL 16, 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 topics:

- Human Resources conducted remote testing and Zoom interviews for the recruitment of seasonal Mosquito Control Technicians (MCT). Nine returning seasonals will start on May 4th and a second wave of new MCTs will start on June 1st. The first day of orientation will be conducted remotely via Zoom.
- As more seasonals are hired, staff are looking at options for office and locker space to comply with social distancing requirements. We are currently researching cost and specs for temporary mobile trailers at both facilities. President Appleton recommended obtaining three bids and including a site diagram in the request. He provided staff with

some names of possible vendors and offered additional insight given his personal experience with similar units.

- General Manager Dever provided an update on possible COVID testing for staff. Last night, LA City Mayor Eric Garcetti announced that the city and county would test front-line workers even if they are not exhibiting symptoms. Susanne is researching whether vector control staff would qualify. President Appleton suggested we contact Trustee Steven Goldsworthy who has contacts with the County and could possibly get clarification. President Appleton also asked staff to prepare a formal request letter that could be sent to city and county health officials.
 - Operations Director Mark Daniel reported that pre-shift COVID screening is going well and the department is currently good on PPE supplies.
 - President Appleton asked Community Affairs Director Mary-Joy Coburn about her department's outreach activities. Mary-Joy reported that staff are participating in a number of live streaming webinars, are partnering with the public libraries for story-time events, and schools are reaching out to the SWAT Team for Zoom programs. Steve asked that the metrics on levels of participation at these events be presented at a future Board meeting.
 - Sci-Tech Director Susanne Klueh reported that mosquito surveillance numbers indicate populations are still very low. We are hoping for a late season, which would translate to a shorter season with less WNV activity.
 - GM Dever asked Quinn's office to provide guidance on procedures to cautiously "open back up" the District. It's anticipated that the County will not relax any restrictions until after May 15th.
 - Additional items:
 - The Budget & Finance Committee will meet on April 30th to review the preliminary FY 20/21 budget numbers. Sec.-Treasurer Holman expects to attend, but in case she is unable to, VP Heinrich will preside over the committee meeting.
- **EXECUTIVE BOARD WILL CONSIDER ADOPTING ADDITIONAL MEASURES TO ADDRESS COVID 19.**

None

• **ADJOURNMENT**

President Appleton adjourned the meeting at 2:47 P.M. The next Executive Board meeting will be scheduled on Thursday, April 30, 2020 at 2:00 PM via teleconference at the District's headquarters at 12545 Florence Ave., Santa Fe Springs.