

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

MINUTES NO. 2008-01

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, January 10, 2008, at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

TRUSTEES PRESENT

Sally Flowers, *(City of Artesia)*
Ray T. Smith, *(City of Bellflower)*
Pedro Aceituno, *(City of Bell Gardens)*
Dr. Jeff D. Wassem, *(City of Burbank)*
Harold Williams, *(City of Carson)*
Nikki Noushkam, *(City of Cerritos)*
Hugo Argumedo, *(City of Commerce)*
Mison Levi, Vice-President, *(City of Cudahy)*
Audrey Hamilton, *(City of Diamond Bar)*
Meredith Perkins, President *(City of Downey)*
Rachel C. Johnson, *(City of Gardena)*
Victor Farfan, *(City of Hawaiian Gardens)*
Elba Romo, *(City of Huntington Park)*
Jim Remington, *(City of La Habra Heights)*
Joseph Esquivel, *(City of Lakewood)*

Bob Chotiner, *(City of La Mirada)*
Robert Campbell, *(City of Long Beach)*
Alma Martinez, *(City of Los Angeles)*
Tony Martinez, *(City of Lynwood)*
Thomas Martin, *(City of Maywood)*
Cheri Kelley, Secretary-Treasurer *(City of Norwalk)*
Henry Harkema, *(City of Paramount)*
Bob Archuleta, *(City of Pico Rivera)*
Dr. James Lawson, *(City of San Fernando)*
Dr. SeYao Hsu, *(City of San Marino)*
Jan Heidt, *(City of Santa Clarita)*
Michael Madrigal, *(City of Santa Fe Springs)*
Dr. Hazel Wallace, *(City of Signal Hill)*
Blanca Figueroa, *(City of South El Monte)*
Owen Newcomer, *(City of Whittier)*

TRUSTEES ABSENT

Oscar Hernandez, *(City of Bell)*
Vacant, *(City of Glendale)*
Vacant, *(County of Los Angeles)*
Vacant, *(City of Montebello)*
Maria Davila, *(City of South Gate)*

OTHERS PRESENT

Kenneth L. Bayless, *District Manager*
Mike Shaw, *Operations Director*
Mino Madon, *Sci-Tech Services Director*
Truc Dever, *Public Information Officer*
Karen Walker, *Education Program Specialist*
Robert Miller, *Director of Human Resources*
Carolyn Weeks, *Director of Fiscal Operations*
Luke DeNitto, *Maintenance Supervisor*
Bill Rudell, *Legal Counsel*

1. CALL TO ORDER

President Perkins called the meeting to order at 7:05 p.m.

2. QUORUM (ROLL) CALL

Following the roll call, it is recorded that 30 Trustees were present and 5 were absent.

3. INVOCATION

Trustee Smith gave the invocation.

4. PLEDGE OF ALLEGIANCE

Trustee Remington led the Pledge of Allegiance.

5. CORRESPONDENCE

NONE

7. PUBLIC COMMENT

This item was considered out of order. There was no comment from the public.

9. RECOGNITION OF NEW TRUSTEES

President Perkins considered this item out of order and introduced the newly appointed Trustees. First, he introduced Trustee Rachel C. Johnson, Mayor Pro Tem from the City of Gardena. Next, he introduced Trustee Harold Williams, a councilmember from the City of Carson. President Perkins also introduced Trustee Blanca Figueroa from the City of South El Monte, Trustee Thomas Martin from the City of Maywood, Trustee Tony Martinez from the City of Lynwood, and Trustee Victor Farfan from the City of Hawaiian Gardens.

8. RECOGNITION OF TRUSTEE REAPPOINTMENTS

President Perkins considered this item out of order and recognized the Trustees who were reappointed by their cities to serve on the Board. Those Trustees include Hugo Argumedo from Commerce, Maria Davila from South Gate, Joseph Esquivel from Lakewood, Bob Chotiner from La Mirada and Meredith Perkins from Downey.

6. INTRODUCTIONS

District Manager Kenneth Bayless recognized staff members on the District Safety Committee. He reported that in the past, the District had some difficulty with CalOSHA inspections. The Safety Committee was formed in response to these inspections and efforts were taken to change procedures and processes, update the IIPP, and ensure the District is compliant with CalOSHA rules and regulations. The District had a surprise inspection a couple of weeks ago and the inspector found no violations and praised the District for the improvements. She commended the District for going well above the standards.

Safety Committee members recognized were Shenell Benson, Luke DeNitto, Truc Dever, Warren Eberhardt, Russ Gabel, Richard Gomez, Mark Hall, Susanne Klueh, Mino Madon, Robert Miller, Mike Shaw, Kevin Vargas, Karen Walker, Carolyn Weeks.

10. ELECTION OF DISTRICT SECRETARY-TREASURER FOR CALENDAR YEAR 2008

President considered this item out of order and asked the Nominating Committee for their recommendations. The Chairperson of that committee, Trustee Smith, announced that the committee met prior to the Board meeting and nominated two Trustees to recommend as Secretary-Treasurer to the Board, Trustees Sally Flowers and Owen Newcomer.

Trustee Smith made a motion, nominating Trustee Sally Flowers and Trustee Owen Newcomer to serve as the Secretary-Treasurer for 2008. Trustee Hamilton seconded the motion.

President Perkins asked if the candidates had anything to say. Both Trustee Flowers and Trustee Newcomer provided a brief overview of their experience and background including time served on the GLACVCD Board of Trustees and associated committees.

President Perkins asked whether there were questions from new Trustees. Trustee Williams asked for further information about the candidates. Trustee Flowers explained that she is Mayor Pro Tem for the City of Artesia and is in her 11th year on the City Council. She was also an appointee of the Governor for the California Board of Accountancy. She has served for 6 years on the L.A. County Library Commission and will soon be leaving that Board to make room for a new representative. She was elected to the National State Board of Accountancy and represents 5 states and 3 territories. She's been on committees for the League of California Cities and is President of the California Contract Cities Association.

Trustee Newcomer stated he received his Ph.D. from USC in Political Science and was a professor of political science at Rio Hondo College. For 11 years he served on the Whittier City School Board as a Trustee and is serving his 2nd term as Mayor and a member of the City Council. A couple of years ago, he served as President for the Los Angeles Homeland Services Authority. He's been Secretary for the L.A. Division of the League of California Cities. He is currently a part-time teacher at Rio Hondo College and Whittier College.

Trustee Wallace commented that both are excellent candidates.

The candidates stepped out of the room and the Board voted. **Trustee Sally Flowers received the most votes and was named the new Secretary-Treasurer for 2008.**

11. INSTALLATION OF BOARD PRESIDENT MISON LEVI FOR CALENDAR YEAR 2008

President Perkins gave a presentation looking back at 2007. He discussed the hiring of the new District Manager, a Fiscal Director, and a Human Resources Director. He also mentioned the District reorganization plan. For the future, he urged the Board to consider dividing the District to make it a more manageable size. He also encouraged the Trustees to approve a 5% pay increase for employees during the 2008-09 fiscal year rather than 4% plus a 1% merit-based increase to a portion of the staff.

President Perkins installed Trustee Mison Levi as the new Board President for 2008. Trustee Perkins was presented with a gavel and plaque in recognition of his service. Trustee Kelley commented that Trustee Perkins rose to the challenge of finding a new District Manager and spent countless hours in an effort to keep the District moving forward during this time. She wanted to thank Trustee Perkins for his service. Trustee Wallace and Robert Miller made additional comments commending and thanking Trustee Perkins for his service.

12. INSTALLATION OF VICE-PRESIDENT CHERI KELLEY AND NEWLY ELECTED SECRETARY-TREASURER FOR CALENDAR YEAR 2008

New President Mison Levi installed Trustee Cheri Kelley as the new Vice President and Trustee Sally Flowers as the new Secretary-Treasurer.

13. CONSIDERATION OF MINUTES 2007-12 OF REGULAR BOARD MEETING HELD ON DECEMBER 13, 2007 (Exhibit A)

Trustee Heidt made the motion to approve the minutes and Trustee Wallace seconded the motion. The Board voted and the motion passed unanimously.

14. CONSIDERATION OF RESOLUTION 2008-01 OF ATTACHED REQUISITION SCHEDULE EXPENDITURES FOR NOVEMBER 30, 2007 THROUGH DECEMBER 31, 2007. (Exhibit B)

Trustee Smith made the motion to approve the resolution. Trustee Archuleta seconded the motion. The motion passed unanimously.

Trustee Kelley pointed out that Exhibit B-1 addressed the Board's questions from last month regarding a payable to former Interim Manager Don McIntyre. She also mentioned that she has been working with the District Manager to find a solution to the issues surrounding how District checks are approved and paid. She is confident

that the District's payables are currently in order. She believes Trustee Flowers and Mr. Bayless will be able to bring a solution to the Board.

15. CONSENT AGENDA (15.1-15.4)

- 15.1 Consideration of one County of Los Angeles Joint Property Tax Resolution, Project L 042-2007 (*Exhibit C*).
- 15.2 Consideration of District Manager, Public Information Officer, 1 Vector Ecologist, 1 Operations Supervisor and 1 Trustee to attend the 74th annual conference for the American Mosquito Control Association (AMCA) to be held in Sparks, Nevada March 2-6, 2008. (*Exhibit D*)
- 15.3 Consideration to authorize District Manager to increase budget amount in **Account 51813 Temporary Services** to hire temporary staff services for administrative and fiscal duties as needed and as budget funds permit. (*Exhibit E*)
- 15.4 Consideration of District Manager to attend Governance seminar hosted by Special District and Local Government Institute on February 7-9, 2008 in Palm Springs, CA. (*Exhibit F*)

Trustee Noushkam pulled item 15.2 for discussion.

Trustee Hamilton pointed out that she spoke to Mr. Bayless about item 15.4 and an addendum to Exhibit F was provided to the Trustees correcting the accounts from which the funds for the Governance seminar would come.

Trustee Newcomer made the motion to approve items 15.1, 15.3, and 15.4 on the consent agenda. The motion was seconded by Trustee Noushkam. The motion passed unanimously.

Trustee Noushkam addressed item 15.2, stating she was concerned about the number of conferences being attended by staff. She was interested in the amount of education and information provided at these conferences. She suggested that in the future, staff should provide a list of annual conferences which allows the Board to keep track of the number of conferences to be attended, including costs.

District Manager Bayless stated that these conferences are in the budget and are standard, annual conferences attended by technical staff. In the past, department directors attended these conferences, but that list has been slightly modified for this particular conference to allow other staff members to attend. His intent for next year's budget is to have a training plan which will itemize and justify the conferences for the year.

Trustee Archuleta requested that for future requests, a paragraph be included that explains the benefits of the conference and how important it is to send staff. Specifically, discuss the importance of the conference and how it benefits the Board and the District's constituents.

Trustee Heidt made the motion to approve 15.2. Trustee Noushkam seconded the motion. The motion passed unanimously.

16. CONSIDERATION TO CANCEL OR RESCHEDULE FEBRUARY 2008 BOARD MEETING

Trustee Heidt moved to keep the board meeting on February 14th. Trustee Kelley stated she brought this item forward last month with concerns that there would be no quorum due to Valentine's Day. On Trustee Argumedo's suggestion, the Board queried present Trustees and determined there would most likely be a quorum for the February 14th meeting. **Trustee Kelley repeated the motion to keep the Board meeting on February 14th. Trustee Smith seconded the motion. The motion passed unanimously.**

17. CONSIDERATION OF PROPOSAL FROM TOP LINGO DEVELOPMENT, INC. FOR WEBSITE REDESIGN SERVICES (*EXHIBIT G*)

Trustee Harkema made the motion to approve the proposal from Top Lingo Development, Inc. Trustee Martin seconded the motion. The motion passed unanimously.

18. STAFF PROGRAM REPORTS: DECEMBER 2007

18.1 Manager's Report

Kenneth L. Bayless, District Manager

The District Manager noted that there are some day-to-day operational issues that are being addressed. So far, the staff is making good progress in bringing some order to the way business at the District is conducted.

Trustee Noushkam commended Mr. Bayless and his staff for the great job they have done in making the District compliant to CalOSHA standards.

18.2 Operations: (Staff Report A)

M. Shaw, Operations Director

Mike Shaw announced that next month's meeting will be his last Board meeting. He is retiring on March 1st. The Trustees congratulated Mike on his retirement.

18.3 Scientific-Technical: (Staff Report B)

M. Madon, Scientific-Tech Serv. Dir.

Minoo Madon stated that the technical staff is meeting with the operational staff to discuss surveillance findings and discuss recommended changes to the District's control program in order to provide better services.

Trustee Wassem had a question regarding a news story about the avian virus on the east coast. Minoo stated the virus was killing crows but is not related to West Nile virus (WNV).

Trustee Figueroa asked whether West Nile virus is expected to resurge following the rainfall. Minoo responded that it is unclear what this next season will bring. It is dependent on what the weather conditions and the mosquito abundance will be.

Trustee Archuleta asked for any additional information regarding the wild parrots. Minoo stated there has been no public health issue associated with the parrot problem.

Trustee Lawson referenced the note at the bottom of Staff Report B explaining the intensity of WNV transmission with the conclusion that the season is now a 12-month season. He asked whether the scientific and operational staff have made a fiscal assessment of the impact of that discovery for the next budget and asked what the impact would be for the current fiscal budget. Minoo explained that next week, the staff will meet to discuss this issue and possibly propose hiring seasonal staff on a staggered schedule to allow coverage over a lengthened period of time without major fiscal impacts.

18.4 Community Outreach: (Staff Report C)

T. Dever, Public Information Officer
K. Walker, Ed. Program Specialist

Truc Dever thanked Trustee Lawson for getting the City of San Fernando interested in District operations and how city employees can assist the District in identifying mosquito breeding sources. A presentation will be delivered to city staff at the end of the month. She encouraged the other Trustees to contact her if their city employees are interested in similar presentations.

18.5 Fiscal: (Staff Report D)

C. Weeks, Finance Director

Carolyn Weeks reported that the District is moving ahead with the new payroll system.

Trustee Noushkam thanked Carolyn for the work she is doing. She also had questions regarding the reports. On FSB Accounts Payable 1016, she wanted to know whether the amount listed for Misc. receipts in October was correct. Carolyn assured her that it was correct, and that it is dependent on

how money is received from L.A. County property taxes. Some of that money was also from State WNV grant funds.

Nikki also asked why the District has exceeded its budget on chemicals. Carolyn explained that chemicals were purchased using State WNV grant money. In the future, any grants received will not be lumped into one category.

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

Robert Miller thanked the Board for approving the funds for the safety compliance efforts.

18.7 Legal Counsel Report Bill Rudell, Legal Counsel

Legal Counsel had no report.

19. BOARD COMMITTEE REPORTS

19.1 Policy Committee Report O. Newcomer

Trustee Newcomer reported that there is one policy to recommend to the Board for approval. The committee met to discuss the Nepotism Policy and there was one word to add for clarification. On the 2nd page, "...the final decision regarding the granting of an exception to the nepotism policy will be made by the *District Manager*."

Trustee Romo made a suggestion to add "any relative" to sentence stating "... at the time a person applies for a position in the District, he/she must identify any *person* employed in the District."

Trustee Lawson pointed out the need for a similar clarification in the last sentence of the fourth paragraph. Instead of "similar item," change to "similar position."

Trustee Newcomer made a motion to approve the policy with the suggested changes. Trustee Kelley seconded the motion. The motion passed unanimously.

Robert Miller discussed the other two items on the agenda, stating there was discussion regarding the RFP process. The District does have a fiscal policy and procedure manual which has not been updated for some time. The updates will be completed sometime this year. The management team will look at developing an RFP committee and will coordinate with the Trustees regarding any input. Additionally, there were concerns regarding developing a policy to include Trustees in conferences and seminars. The District is looking to develop a policy and get Trustee input on such a policy.

Trustee requested that the policy be developed before the budget so that the District can adequately budget for those items.

Truc Dever mentioned the need to select a Trustee for the approved AMCA conference in Sparks, Nevada. Kenneth Bayless added that there are Trustee programs at these conferences and many Districts send one or more Trustees to attend the conferences to become better educated about current vector control issues. **Trustee Noushkam said she was interested in attending. Trustee Perkins made a motion to approve Trustee Noushkam's attendance at the AMCA conference. Trustee Newcomer seconded the motion. The motion passed unanimously.**

19.2 Audit Committee Report S. Flowers

Trustee Flowers stated the Audit Committee was scheduled to meet this evening; however, the audit firm could not make it to present. Trustee Flowers stated the representative has promised he will meet in February. She requested that Carolyn send a copy of the audit report to the five members of the audit committee.

20. CLOSED SESSION

In accordance with Section 54957(b)(1) of the California Government Code, confer with legal counsel regarding public employee(s) discipline/dismissal/release.

The Board returned from closed session at 8:50pm. Legal Counsel reported that the Board considered item 20 on the agenda and no reportable action was taken.

21. OTHER

The Board may consider items not on the agenda providing it complies with the Government Code (*Brown Act*) §54954.2 (b).

The Trustees discussed committee assignments for 2008. Trustee Heidt stated she no longer wished to be Chairperson of the Budget and Finance Committee. Trustee Kelley suggested that a list of committees and corresponding duties be sent to the Trustees. Trustees could respond with interest for any or all of the committees. This would help President Levi make his committee assignment decisions.

22. ADJOURNMENT

The next scheduled Board of Trustees meeting will be on Thursday, February 14, 2008 at the District Headquarters office at 12545 Florence Avenue, Santa Fe Springs, CA.

The meeting adjourned at 8:50 p.m.