

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
EXECUTIVE BOARD MEETING MINUTES NO. 2020-07**

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 16, 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*
Mary-Joy Coburn, *Director of Community Affairs*
Jamie Hebein, *Acting Director of Human Resources*
Carolyn Weeks, *Director of Fiscal Operations*
Quinn Barrow, *Legal Counsel*
Dan Medina, *Trustee, City of Gardena*

- **CALL TO ORDER**

President Appleton called the meeting to order at 2:06 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 9, 2020 (EXHIBIT A)**

Trustee Heinrich moved approval of the minutes. President Appleton seconded the motion. The minutes were approved unanimously.

- **CLOSED SESSION**

Threat to public services or facilities (Government Code Section 54957(a))

- The Executive Board will conduct a closed session with the General Counsel on a matter posing a threat to the public's right of access to public services or public facilities related to COVID-19.

The Executive Board did not conduct a closed session

- **DISCUSS DISTRICT ISSUES AND RECEIVE UPDATES AS TO COVID-19**

General Manager Dever presented to the committee an update on the following topics:

- Staffing schedule:
 - Operational staff will return to full capacity next week but with staggered start times and no ride-sharing. We will continue to limit service requests on private property.
 - Phone lines will be open during regular business hours from 8am to 4:30pm Monday through Friday.
 - We expect to on-board the first wave of seasonal Mosquito Control Technicians in early May. General Manager Dever noted that background checks may be delayed in LA County.
- GM Dever thanked President Appleton for coordinating the donation of approximately 60 fabric masks from Suay Sew Shop in LA to the District. A thank you letter has already gone out to the Sew Shop owner.
- The District's Sanitization Protocol for cleaning and disinfecting workspaces and equipment has been completed and distributed to staff. Disinfecting checklists have been integrated into operational workflows. Thank you to Vice President Heinrich and Sec-Treasurer Holman for their input on the document and protocols.
- GM Dever has submitted the District's initial FEMA Request for Public Assistance and Coronavirus Relief Fund request under the CARES Act with the US Department of Treasury. The District will continue to track and record reimbursable emergency expenses.
- Sci-tech Director Susanne Klueh reported that she anticipates ramping up field trapping/surveillance beginning May 1st.
- Comm. Affairs Director Mary-Joy Coburn reported that she sent an update to all Trustees yesterday with links to the District's new "Take Action" video and information about Mosquito Awareness Week.
 - Trustee Medina recommended that Trustees send this information to their cities and also request putting links on the city websites.
- President Appleton revisited the discussion regarding COVID-19 testing for employees and suggested managers inquire with local and state health officials.
- Additional items:
 - A Doodle poll has been sent to members of the GLACVCD Budget & Finance Committee to determine availability to review the FY 20/21 Draft Budget. President Appleton stated that he prefers the committee meet as soon as possible and present the proposed budget to the full Board in May, if possible.

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

None

- **ADJOURNMENT**

President Appleton adjourned the meeting at 2:35 P.M. The next Executive Board meeting will be scheduled on Thursday, April 23, 2020 at 2:00 PM via teleconference at the District's headquarters at 12545 Florence Ave., Santa Fe Springs.