

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2020-12**

The regular meeting of the Board of Trustees of the Greater Los Angeles County Vector Control District held at 7:00 p.m. on Thursday, December 10, 2020, via teleconference at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

TRUSTEES PRESENT

Melissa Ramoso, *City of Artesia*
Ali Saleh, *City of Bell*
Pedro Aceituno, *City of Bell Gardens*
Sonny Santa Ines, *City of Bellflower*
Dr. Jeff Wassem, *City of Burbank*
Elito Santarina, *City of Carson*
Mark Bollman, *City of Cerritos*
Leonard Mendoza, *City of Commerce*
Baru Sanchez, *City of Cudahy*
Steve Tye, *City of Diamond Bar*
Robert Kiefer, *City of Downey*
Vrej Agajanian, *City of Glendale*
Luis Roa, *City of Hawaiian Gardens *7:04pm*
Marilyn Sanabria, *City of Huntington Park*
Leonard Pieroni, *City of La Cañada Flintridge*
Catherine Houwen, *City of La Habra Heights*
John Lewis, *City of La Mirada*
Steve Croft, *City of Lakewood*
Emily Holman, Sec-Treasurer - *City of Long Beach*
Steve Appleton, President - *City of Los Angeles*
Steven Goldsworthy, *Los Angeles County*
Ricardo Lara, *City of Maywood*
Avik Cordeiro, *City of Montebello*
Leonard Shryock, *City of Norwalk*
Tom Hansen, *City of Paramount*
Raul Elias, *City of Pico Rivera*
Scott Kwong, *City of San Marino*
Heidi Heinrich, Vice President -*City of Santa Clarita*
Jesse H. Avila, *City of San Fernando*
Robert Copeland, *City of Signal Hill*
Denise Diaz, *City of South Gate*
Hector Delgado, *City of South El Monte*
Jessica Martinez, *City of Whittier*

TRUSTEES ABSENT

Dan Medina, *City of Gardena*
Jay Sarno, *City of Santa Fe Springs*

TRUSTEES ABSENT (EXCUSED)

Marisela Santana, *City of Lynwood*

OTHERS PRESENT

Truc Dever, *General Manager*
Mark Daniel, *Director of Operations*
Susanne Klueh, *Director of Scientific-Technical Services*
Mary-Joy Coburn, *Director of Community Affairs*
Carolyn Weeks, *Director of Fiscal Operations*
Allison Bradley, *Director of Human Resources*
Anais Medina Diaz, *Public Information Officer*
Quinn Barrow, *Legal Counsel*

** Denotes time of late arrival (vote tallies on agenda items reflect actual Trustees present at time of vote)*

1. **CALL TO ORDER**

President Appleton called the meeting to order at 7:02 pm. The meeting was held via teleconference pursuant to Governor Newsom's Executive Orders in the interest of maintaining appropriate social distancing.

2. **QUORUM (ROLL) CALL**

Following roll call, it was recorded that 32 Trustees were present and four were absent. One Trustee joined the meeting after roll call bringing the total to 33 Trustees present and three absent.

3. **INVOCATION**

The invocation was conducted by President Appleton.

4. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was postponed.

5. **CORRESPONDENCE**

NONE

6. **INTRODUCTIONS**

(Introductions requested by staff or Trustees of persons attending the meeting are made at this time).

General Manager Dever introduced Jennifer Palagi from Liebert, Cassidy, Whitmore who was in attendance to discuss the updates to the Employee Handbook.

7. **PUBLIC COMMENT**

(This time is reserved for members of the public to address the Board relative to matters of business on and off the agenda. Comments will be limited to three minutes per person).

Anna Christensen, a member of the Los Cerritos Wetlands Task Force called regarding a letter that Vector Control wrote in support of an agenda item that was supposed to be voted on by the Coastal Commission (market marsh in Los Cerritos Wetland). She expressed appreciation for the vector control efforts and that of Urban Water Program Manager Mark Hall; however the Sierra Club has concerns regarding the herbicide that the City of Long Beach is applying to clear the brush. She will be forwarding a letter suggesting that a different herbicide be used.

8. **CONSENT AGENDA (8.1 – 8.3)**

(VOTE REQUIRED)

8.1 Consideration of **Minutes 2020-11** of regular Board Meeting held on November 12, 2020. ***(EXHIBIT A)***

8.2 Consideration of **Resolution 2020-17** Authorizing Payment of Attached Requisition November 1 through November 30, 2020. ***(EXHIBIT B)***

8.3 Consideration of Revised Section 125 Plan Document for 2021. (*EXHIBIT C*)

Summary: The Section 125 Plan Document for the District's Flexible Benefit Plan was reviewed and updated by American Fidelity to incorporate Board-approved changes to the cafeteria plan.

Trustee Sanchez asked if there was a change to the budget in relation to Item 8.3 and General Manager Dever responded that the financial impact to the District is very minimal.

Trustee Croft made a motion to approve the consent agenda. The motion was seconded by Trustee Santa Ines and approved unanimously.

9. COMMITTEE REPORT

9.1 Personnel Committee

S. Croft, Chair

- Consideration of revisions to *Employee Handbook, 4th Edition*, Section 12.13 Family and Medical Care Leave to reflect changes to California Family Rights Act effective January 1, 2021. (*EXHIBIT D*)
- Authorization for General Manager to make routine updates to *Employee Handbook, 4th Edition* to comply with changing state and federal laws, as necessary, or to make minor administrative corrections without further Board approval.

Trustee Croft shared that the committee went through the revisions and recommended approval.

Jennifer Palagi from Liebert, Cassidy, Whitmore presented the main changes to the new Senate Bill 1383, California Family Rights Act (CFRA). One of the changes is the expanded uses of CFRA leave that now include grandparent, grandchild, and sibling. Qualified employees can also take a leave to care for an adult child, exigency related to active duty for spouse/domestic partner, or 12 weeks of baby bonding time for each parent working for the same agency. These changes become effective as of January 1, 2021.

Trustee Croft added that the committee asked if this would accrue cost to the district, but these changes would not.

Trustee Croft made a motion to approve the revisions to Section 12.13. The motion was seconded by Trustee Santa Ines and approved unanimously.

Trustee Croft also shared that state and federal laws will be passed that the District must comply with; however, they will not require further approval from the Board. The committee recommends that the Board grants approval for the General Manager and staff to incorporate said laws without bringing the policy changes to the Board each time, unless there is a substantive financial impact. The committee requested that GM Dever include information about any future changes on her executive report.

Trustee Croft made a motion to authorize the General Manger to make routine updates to the *Employee Handbook, 4th Edition*. The motion was seconded by Trustee Santarina and approved unanimously.

10. STAFF PROGRAM REPORTS: NOVEMBER 2020

10.1 Manager's Report

T. Dever, General Manager

General Manager Dever recognized Dr. Hansen and Trustee Shryock on their last meeting and thanked them for their dedication and service to the Board. She also wished the Board a happy holiday season.

Trustee Hansen congratulated Trustee Appleton for his year as the Board President, and shared his enjoyable time serving on the Board for 12 years.

10.2 Scientific-Technical: *(Staff Report A)*

S. Klueh, Sci.-Tech Services Dir.

Director Klueh shared graphs showing the five-year average of female mosquitoes trapped per night and demonstrated that it was lower than other years, a result due in large part to the efforts by the Operations crew. Additionally, she shared graphs outlining the risk posed by West Nile virus over the years. She identified that while there was high virus activity in mosquitoes, those numbers did not translate into high virus activity within humans.

10.3 Operations *(Staff Report B)*

M. Daniel, Operations Dir.

Director Daniel reported that despite the challenges presented by the global pandemic, he was very proud of the work that staff completed throughout the year. He shared that staff have been extremely efficient with the use of technology and enhanced educational program to residents. Additionally, Urban Water Program Manager Hall has been involved in different task forces to work with member cities and the County.

Trustee Appleton remarked that he is very impressed with Director Daniel and the work from the Operations team.

10.4 Community Affairs *(Staff Report C)*

M.J. Coburn, Community Affairs Dir.

Director Coburn reported that the Community Affairs team was able to reach their campaign pledge goal and thanked the Trustees for their help. She also shared graphs of the top three cities and LA City neighborhoods with the highest number of participation from the residents. Lastly, she shared a mosquito-themed holiday video created by the District.

Trustee Saleh requested that the video be shared with the cities so that it can be shared through their respective social media channels.

President Appleton thanked Director Coburn for the innovative work by the Community Affairs Department this past year.

10.5 Fiscal *(Staff Report D)*

C. Weeks, Finance Director

Director Weeks did not have any additions to her report.

10.6 Human Resources *(Staff Report E)*

A. Bradley, Human Resources Dir.

Director Bradley expressed her gratitude for her Human Resources team.

10.7 Legal Counsel Report
Mr. Barrow had nothing to report.

Q. Barrow, Legal Counsel

11. 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 Appleton thanked the rest of the executive committee, Trustee Heinrich and Trustee Holman, for their expertise and help this past year.

Trustee Cordeiro asked if the District will require staff to receive the Covid-19 vaccine, or if such a policy would require Board approval.

Director Klueh shared that they've been communicating with the County's Department of Public Health to discuss the implementation of the vaccine and doesn't expect that staff would have access to vaccines until later in the Spring. President Appleton stated that any further discussion regarding policy around the vaccine for employees should be agendaized for a later meeting. Trustee Cordeiro would like the item agendaized for the January meeting.

Trustee Bollman asked General Manager Dever to speak about the upcoming virtual Mosquito & Vector Control Association of California (MVCAC) conference and ask if anyone would like to attend the conference virtually. General Manager Dever shared that she is the 2021 MVCAC President and tasked with planning the upcoming conference. All Trustees are invited to attend the virtual conference from February 1st – 3rd.

Trustee Bollman thanked Trustees Shryock and Hansen for their work on the Board.

Trustee Santa Ines thanked Trustees Shryock and Hansen for their service on the Board as well.

Trustee Sanchez thanked Trustees Shryock and Hansen for the service and commended President Appleton for his work in guiding the District during these unprecedented times.

12. ADJOURNMENT

President Appleton adjourned the meeting at 7:55 pm. The next scheduled Board meeting will be held at 7:00 p.m. on Thursday, January 14, 2021 via Zoom teleconference.