

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
MINUTES NO. 2021 – 10**

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, October 14, 2021, 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*
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*
Dan Medina, *City of Gardena*
Vrej Agajanian, *City of Glendale*
Catherine Houwen, *City of La Habra Heights*
Luis Roa, *City of Hawaiian Gardens*
Marilyn Sanabria, *Huntington Park*
Leonard Pieroni, *City of La Cañada Flintridge*
Steve Croft, *City of Lakewood*
John Lewis, *City of La Mirada*
Emily Holman, *Vice President- City of Long Beach*
Steve Appleton, *City of Los Angeles*
Steven Goldsworthy, *Los Angeles County*
Marisela Santana, *City of Lynwood*
Jessica Torres, *City of Maywood*
Avik Cordeiro, *City of Montebello*
Ana Valencia, *City of Norwalk *7:08*
Isabel Aguayo, *City of Paramount*
Raul Elias, *City of Pico Rivera*
Scott Kwong, *Sec-Treasurer - City of San Marino*
Jesse H. Avila, *City of San Fernando*
Heidi Heinrich, *President - City of Santa Clarita*
Joe Angel Zamora, *City of Santa Fe Springs*
Robert Copeland, *City of Signal Hill*
Hector Delgado, *City of South El Monte*
Denise Diaz, *City of South Gate *7:10*
Leticia Lopez, *Vernon*
Jessica Martinez, *City of Whittier*

TRUSTEES ABSENT

Elito Santarina, *City of Carson*

OTHERS PRESENT

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

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

1. **CALL TO ORDER**

President Heinrich called the meeting to order at 7:02 pm. The meeting was held via teleconference, in compliance with AB 361 in the interest of maintaining appropriate social distancing.

2. **QUORUM (ROLL) CALL**

Following roll call, it was recorded that 34 Trustees were present and three were absent. Two trustees joined the meeting after roll call bringing the total to 36 Trustees present and one absent.

3. **INVOCATION**

The invocation was conducted by Trustee Bollman.

4. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Trustee Wassem.

5. **CORRESPONDENCE**

NONE

6. **INTRODUCTIONS**

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

NONE

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).

NONE

8. **CONSENT AGENDA (8.1 – 8.4)**

(VOTE REQUIRED)

8.1 Consideration of **Minutes 2021-09** of regular Board Meeting held on August 12th, 2021. ***(EXHIBIT A)***

8.2 Consideration of **Resolution 2021-16** Authorizing Payment of Attached Requisition September 1 through September 30, 2021. ***(EXHIBIT B)***

- 8.3 Consideration of County of Los Angeles Joint Tax Sharing Resolution(s), related to the Annexation No. SCV-1107, SCV-1108, SCV-1109, and No. 21-765. This resolution authorizes the County of Los Angeles and GLACVCD to collectively approve and accept the negotiated territory identified in the resolution to provide revenue to the County Lighting Maintenance District 1697. A copy of the letter(s) from the Santa Clarita Valley Sanitation District of Los Angeles County, Los Angeles County, and the governing bodies requesting this resolution is attached. **(EXHIBIT C)**

Analysis: The NTERs from the County of Los Angeles are similar to previous LA County tax sharing resolutions and seek to generate revenue to partially fund the services of the aforementioned governing bodies. Similar resolutions have previously been adopted by the Board. This Petition relates to funding for the operation and maintenance of new street lighting services for properties in Los Angeles County. Although the District gives up a negligible share of its ad valorem property taxes in this exchange, in subsequent years, that amount would generally be regained, if not exceeded, due to an increase in property values associated with services provided.

- 8.4 Consideration of County of Los Angeles Negotiation Tax Exchange Resolution (NTER), related to the annexation of Project No. 32-3yA (L 155-0A). This resolution authorizes the County of Los Angeles and GLACVCD to collectively approve and accept the negotiated territory identified in the resolution to provide revenue to the County Lighting Maintenance District 1697. A copy of the letter from the County of Los Angeles Department of Public Works requesting this resolution is attached. **(EXHIBIT D)**

Analysis: The NTERs from the County of Los Angeles are similar to previous LA County tax sharing resolutions and seek to generate revenue to partially fund the services of CLMD 1697. Similar resolutions have previously been adopted by the Board. This Petition relates to funding for the operation and maintenance of new street lighting services for properties in LA County. Although the District gives up a negligible share of its ad valorem property taxes in this exchange, in subsequent years, that amount would generally be regained, if not exceeded, due to an increase in property values associated with services provided by the CLMD.

Trustee Appleton made a motion to approve the consent agenda. The motion was seconded by Trustee Lopez and approved unanimously.

9. COMPLIANCE WITH AB 361 TO FACILITATE REMOTE TRUSTEE ATTENDANCE AT MEETING DURING THE COVID-19 PANDEMIC (EXHIBIT E) (VOTE REQUIRED)

Summary: Board reconsideration of the circumstances of the declared COVID-19 emergency to determine whether the Board should continue to hold remote meetings pursuant to AB 361's special teleconferencing requirements.

Trustee Copeland made a motion to approve Item 9 to comply with AB361 which allows the Board to continue holding remote meetings. The motion was seconded by Trustee Appleton and approved unanimously.

10. ANNOUNCEMENT OF TRUSTEES' TERM OF OFFICE TO EXPIRE JANUARY 3, 2022

Summary: The General Manager has mailed correspondence advising the following named government bodies that the two or four-year term of office of its representative will expire at 12 p.m. on January 3, 2022 and has requested that they reappoint the trustee representative or successor for the next two or four year term of office according to Division 3, Chapter 1, Article 3, Sections 2024 et. Seq. of the State Health and Safety Code.

Trustee Representative

Vrej Agajanian
Avik Cordeiro
Steve Croft
Hector Delgado
Denise Diaz
Robert Kiefer
John Lewis
Dan Medina
Leonard Mendoza
Marisela Santana
Elito Santarina
Steve Tye
Emily Holman
Scott Kwong
Steven Goldsworthy

Governing Body

Glendale
Montebello
Lakewood
South El Monte
South Gate
Downey
La Mirada
Gardena
Commerce
Lynwood
Carson
Diamond Bar
Long Beach
San Marino
L.A. County

General Manager Dever added that Trustees who are up for reappointment should reach out to city officials to agendize the matter in the next couple of months. The District would like to have the reappointment letters submitted in time for the January Board Meeting to ensure there is quorum.

In response to Trustee Agajanian’s inquiry, General Manager Dever clarified that Trustee terms end the first Monday of the new year and Trustees could be reappointed after the end date; however, they would not be able to cast a vote without the official reappointment letter.

11. RATIFICATION OF MEMBERS OF THE AD HOC GENERAL MANAGER SELECTION COMMITTEE (EXHIBIT F)
(VOTE REQUIRED)

Summary: President Heinrich will present the Committee Members for ratification.

Board President Heinrich informed the Board that she asked General Manager Dever to compile information on policies and procedures for the previous managerial searches. It was found that an Ad Hoc Committee comprised of the Executive Committee and the Personnel Committee was established for hiring the new General Manager. Final decisions will be made as a Board, but the committee will provide recommendations. President Heinrich presented the following Ad Hoc General Manager Selection Committee members: Trustee Croft, Trustee Tye, Trustee Copeland, Trustee Sanabria, Vice-President Trustee Holman, Secretary/Treasurer Trustee Kwong, and Board President Heinrich.

Trustee Santa Ines inquired what the expected timeline was. President Heinrich shared that they expect the process to take 4-6 months given the limitations imposed by COVID-19 and in order for the Board to carry out a transparent process.

Trustee Bollman moved to approve the ratification of members of the Ad Hoc General Manager Selection Committee. The motion was seconded by Trustee Appleton and approved unanimously.

12. COMMITTEE REPORTS

12.1 Ad Hoc General Manager Selection Committee Meeting Steve Croft, Co-Chair

12.1.a Consideration to contract with Koff & Associates for professional executive recruitment services. (EXHIBIT G) (VOTE REQUIRED)

12.1.b Consideration to authorize the Ad Hoc General Manager Selection Committee to approve the recruitment process on behalf of the Board of Trustees. (VOTE REQUIRED)

Trustee Croft shared that the Personnel Committee met a few times and then transformed into the Ad Hoc Committee to go over the General Manager search process. The committee considered the process and the ongoing limitations imposed by the pandemic when developing recommendations on next steps for the recruitment of the General Manager. The committee recognized that there are

qualified candidates within the District, however the Board has a duty to the District's constituents to consider both the internal and external candidates to find the best candidate for the role.

The committee tasked Director Bradley with seeking cost estimates from executive recruitment firms and the committee received three proposals from the following companies: Koff and Associates, CPS Human Resources, and Ralph Anderson. Based on the competitive pricing and previous services rendered, the Ad Hoc Committee is unanimously recommending two actions. The first action is for the Board to approve a contract with Koff and Associates (K&A) for professional executive recruitment services for a cost not-to-exceed \$22,000. The second action is for the Board to authorize the Ad Hoc Manager Selection Committee to approve the recruitment process on behalf of the Board of Trustees to ensure the process is completed in a timely manner. The process is as follows:

Step 1: Develop the Ideal Candidate Profile

The firm will coordinate with the Ad Hoc committee in identifying and developing a profile that encompasses the District's various organizational needs, opportunities, competency requirements, attributes required, leadership level desired, advertising strategies, compensation levels, and a schedule of deliverables from K&A Recruiting.

Step 2: Five Week Window of Application & Sourcing

K&A Recruiting can, at the request of the District, facilitate community surveys and/or community outreach forums to encourage feedback from residents. A report of resident comments will be provided to the District prior to first-round interviews.

Their efforts will also include a variety of activities designed to build the best available candidate pool. In coordination with the Ad Hoc Committee, K&A Recruiting will identify prospects, capture interested candidates, provide representative data to the committee, including candidate documents, interview notes, and an outline of the recruitment process.

Step 3: Recommendation of Candidates

K&A Recruiting will provide the District with a report of leading candidates to narrow the pool to the most highly qualified and establish the best organizational fit of each potential finalist. This screening process is designed to assess the personal and professional attributes the District has identified and will focus on each candidate's ability, technical competency, and fit with District values, culture, and needs.

Step 4: Interview Facilitation

K&A Recruiting will advise and develop interviewing strategies and a menu of questions that will help analyze candidates' qualifications and management/work styles. They will facilitate all necessary

communications with the committee and candidates to ensure everyone is well prepared.

The firm will use evaluation criteria agreed to by the District and provide oversight during the panel interview process and facilitate a focused discussion with the District at the beginning and conclusion of the interviews to identify the most qualified candidate(s) for final interviews.

Step 5: Background, References, and Offer

K&A Recruiting will provide a thorough and quality reference and background check process for the Board. The firm can facilitate and lead the negotiations of the final terms and conditions of employment, such as the compensation package, benefits, and other perquisites.

The process generally takes twelve to fourteen (12-14) weeks to complete, allowing enough time for all steps of the process and client schedules.

Trustee Tye moved to approve Item 12.1.a which approves a contract with Koff and Associates for professional recruitment services. The motion was seconded by Trustee Bollman.

Trustee Bollman inquired how the selection for the General Manager before Truc Dever was carried out. Director Bradley shared that Ralph Anderson was the vendor selected for professional recruitment services.

Item 12.1.a passed unanimously.

Trustee Bollman moved to approve Item 12.1.b which delegates authority to the Ad Hoc General Manager Selection Committee to approve the recruitment process on behalf of the Board of Trustees. The motion was seconded by Trustee Sanabria.

Trustee Santa Ines inquired who will determine the recruitment process and Trustee Croft shared that the process is laid out in the proposal submitted by Koff and Associates and can be found in full detail on page 81 of the board agenda. Additionally, a detailed description of the process is reflected in the minutes above.

Trustee Heinrich added that Board members are invited to attend the Ad Hoc committee meetings.

Trustee Sanchez did not see a resolution for this item to be approved and was concerned that the committee would only provide the full board with one candidate. President Heinrich shared that the committee would return to the Board to receive input.

Trustee Croft mentioned that the Ad Hoc committee will make preliminary decisions on behalf of the Board to keep the process moving forward and provide updates and opportunity for input at monthly board meetings.

Trustee Sanchez asked the Board General Counsel if a resolution would be required to outline the process. Counsel commented that it was not legally required, however if it was the consensus of the Board, the District could return with a resolution formalizing the process. Trustee Croft referred to page 81 in the Board's agenda packet as the process the Committee and Board would follow and approve.

Item 2.1.b passed unanimously.

12.1.c CLOSED SESSION PURSUANT TO THE BROWN ACT

Government Code Section 54957

PUBLIC EMPLOYMENT

Title: Consideration of appointment of interim General Manager

Counsel led the board into closed session to consider an appointment of Interim General Manager.

Following Closed Session, Counsel reported that the Board of Trustees voted 23 in favor, 3 opposed, and 7 abstentions to give direction to the HR Director.

13. RECOGNITION OF BOARD EXECUTIVE OFFICERS FOR 2020 AND 2021 FOR EXEMPLARY SERVICE DURING COVID-19 CRISIS

General Manager Dever recognized the work of the board's executive officers during COVID-19 and thanked them for their time, guidance, and leadership. President Heinrich, Vice-President Holman, Secretary/Treasurer Kwong and Past-President Appleton were presented with awards for their service.

14. STAFF PROGRAM REPORTS: SEPTEMBER 2021

14.1 Manager's Report

T. Dever, General Manager

General Manager Dever acknowledged what her departure means for the District but is thankful for the kind words shared. She has assured the staff that the Board has the best interest of the District in mind when selecting a new General Manager.

General Manager Dever presented a Kudos slideshow for the month of September. Additionally, she acknowledged the staff who were celebrating milestones in their years of service.

Furthermore, the District is looking to collaborate with SGVMVCD and OCMVCD for future SIT opportunities and would be looking to convene the SIT Ad Hoc committee to provide updates. General Manager Dever is also working with LAFCO to continue the

process of annexing additional parcels that do not have a vector control district. The process takes approximately one year.

14.2 Scientific-Technical: (Staff Report A) S. Kluh, Sci.-Tech Services Dir.

Director Kluh highlighted the Black Fly Program and Senior Vector Ecologist Steve Vetrone who currently runs the program. The program is designed to control black flies along the Los Angeles River.

Trustee Wassem commented on Director Kluh's research article regarding *Aedes notoscriptus*.

14.3 Operations (Staff Report B) M. Daniel, Operations Dir.

Director Daniel did not have anything to add to his report.

14.4 Community Affairs (Staff Report C) M.J. Coburn, Communications Dir.

Director Coburn shared a list of community events the District participated in and thanked Trustees who have helped facilitate the District's participation. Additionally, she shared the progress of the Mosquito Watch program and how the District identifies residents who would be a great fit for the program by working with operational staff.

14.5 Fiscal (Staff Report D) T. Dever, General Manager

General Manager Dever offered to answer any questions on behalf of Director Weeks, but there were no additions to Director Week's report.

14.6 Human Resources (Staff Report E) A. Bradley, Human Resources Dir.

Director Bradley highlighted the additional charts on her report that outline the budgeted positions in each department and the vacancy status throughout the year.

14.7 General Counsel Report Q. Barrow, General Counsel

General Counsel Barrow had no additional report.

15. OTHER

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

Trustee Aguayo updated the board on former Trustee Hansen's health.

Trustee Kiefer and Trustee Ramoso thanked and commended Communications Director Coburn for providing presentations to the City of Downey and City of Artesia, respectively.

16. ADJOURNMENT

President Heinrich adjourned the meeting at 8:34 p.m. The next Board of Trustees meeting will be scheduled on Thursday, November 18, 2021, at 7:00 PM at the District's headquarters at 12545 Florence Avenue, Santa Fe Springs.