

GLACVCD BOARD OF TRUSTEES MEETING STAFF REPORTS



Thursday, February 8th, 2024

7:00 p.m. Board Meeting
Santa Fe Springs District Headquarters
12545 Florence Avenue, Santa Fe Springs, CA 90670

Marilyn Sanabria, President
Trustee Ali Saleh, Vice President
Trustee Melissa Ramoso, Secretary-Treasurer

General Manager, Susanne Klueh
Assistant General Manager, Allison Costa
Director of Scientific-Technical Services, Steve Vetrone
Director of Operations, Mark Daniel
Acting Public Information Officers, Caroline Gongora & Helen Kuan
Communications Manager, David Pailin Jr.
Finance Manager, Vacant
Acting Human Resources Manager, Cindy Reyes
Board General Counsel, Quinn M. Barrow, Richards, Watson, Gershon
Labor Legal Counsel, Oliver Yee, Liebert, Cassidy, Whitmore

Copies of staff reports or other written documentation relating to agenda items are available online at <https://www.GLAmosquito.org/board-meetings> and are on file at the District's Headquarters at the Front Office for public inspection.

If you have questions regarding an agenda item, please contact the Front Office Staff at (562) 944-9656 ext. 504 during regular business hours.

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GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

12545 Florence Avenue, Santa Fe Springs, CA 90670

Office (562) 944-9656 | Fax (562) 944-7976

Email: info@glacvcd.org | Website: www.glacvcd.org

General Managers' Report for February 8, 2024 Board of Trustees Meeting

Much of the month of January has been gloomy with a bit of rain at the tail end that halted staff's field activities and gave them the opportunity to work on much needed projects and trainings to standardize processes within the Operations Department. Our sincerest gratitude and appreciation go to our Operations Supervisors and Managers for coordinating to make our district efficient, even during non-peak season. Staff from the Operations, Scientific-Technical, IT, and Communications Departments put the finishing touches on their conference presentations and did a fabulous job representing the District at the 92nd Annual Conference of the Mosquito and Vector Control Association of California (MVCAC) this week in Monterey. Meanwhile, the Maintenance crew is diligently working on having all the fleet vehicles ready to go for the upcoming mosquito season, securing our new facility in Pacoima as well as performing some necessary in and outside cleanup and repairs.

With input from the entire staff, management is also planning to strategize on needs and tenant improvements for the new property in Pacoima. Mid-month, all staff visited the new building to see the plentiful amount of space that is desperately needed to continue the great work they all do. In the coming months, we'll be requesting proposals to address remodeling in Pacoima as well as posting the RFP for a feasibility study of the expansion needs in Santa Fe Springs.

During this month's meeting, the Board will ratify the committee assignments for the year 2024.

Thank you to everyone who expressed interest in serving on one or more committees. Appointments are made by our Board President, Marilyn Sanabria, and approved by a majority vote of the Board. We anticipate convening the Ad Hoc Facilities Expansion Committee after committees are ratified so we can solicitate the members' well qualified advice regarding remodeling and expansion of both facilities. Much of the planning will involve collaboration with our management team, including the new Finance Manager who has accepted a conditional offer and will be introduced to you at March's Board Meeting.

We would like to thank the Board for approving the funds to allow staff and Assistant General Manager Allison Costa to attend the MVCAC Annual Conference this week. Our State Association meeting is one of the best in the country and provides both great educational as well as networking opportunities with over 600 attending vector control professionals. Thank you to Trustees Wassem and Del Pilar Avalos for attending conference sessions and connecting with our staff and industry partners. This year's theme was *Vector Control in the Modern World*, acknowledging the evolving nature of our field, shaped by recent global and local events, and addressing the changes through exploring innovative solutions such as our very own leading edge Sterile Insect Technique (SIT) program. Adapting to the challenges of modern mosquito control requires scientific analysis and flexibility to possible change at every level, as we are looking at the lessons of the past to prepare for the response to shifting priorities ahead.

Sincerely,



Susanne Klueh
General Manager



Allison Costa
Assistant General Manager

**GREATER LOS ANGELES COUNTY VECTOR CONTROL
DISTRICT**

SCIENTIFIC-TECHNICAL REPORT

January 2024

Steven Vetrone, Director of Scientific Technical Services

Tanya Posey, Acting Senior Vector Ecologist

Ryan Amick, Nicolas Tremblay, Rande Gallant, & Courtney Chagolla, Vector Ecologists

Christie Miranda, Limited-Term Assistant Vector Ecologist

Christopher Ortiz & Wesley Dean Collins, Vector Field Assistants

I. RISK ASSESSMENT

The Risk Assessment for January cannot be calculated, as mosquito samples are not submitted for testing during the winter months to maximize the use of the available departmental budget. Additionally, the State Health Department discontinues the dead bird program for the winter.

II. GLACVCD MOSQUITO-BORNE DISEASE WATCH

Summary

All surveillance programs are suspended for the winter months. Mosquito trapping will resume on March 4, 2024.

III. Off-Season Activities

During this time of the year, Scientific-Technical staff work on presentations for the upcoming statewide and national conferences, and prepare for the upcoming mosquito season.

In January, staff completed the following tasks:

- Repaired and refurbished trapping equipment
- Conducted larval and adult bioassays to evaluate the status of pesticide resistance among local mosquito populations
- Maintenance of the mosquito colonies in Sylmar & Santa Fe Springs
- Conducted data analysis of Mark – Release – Recapture (MRR) study results associated with the Sterile Insect Technique (SIT) program.
- Completed survival, mating competitiveness, and sterility studies with x-ray sterilized male *Aedes aegypti* mosquitoes.
- Preparation of in-house training presentations
- Preparation of MVCAC and AMCA conference presentations and associated manuscripts.

IV. STATEWIDE MOSQUITO-BORNE DISEASE WATCH 2024

Reporting Period: January 01 - January 31, 2024

No report is available.

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

OPERATIONS REPORT

January 2024

Mark Daniel, Operations Director

Rudy Serrano, Applications Analyst

Yessenia Curiel, Operations Supervisor, USD

Mark Hall, Environmental Program Manager

Martin Serrano, Operations Manager, Headquarters

Fernando Martinez, Facilities & Fleet Maintenance Supervisor

Departmental Activities

Operations

- Director and one Supervisor attended the 2024 MVCAC Annual Conference with VCS David Lopez presenting The Crucial Role of Strong Resident-Technician Relationships in Vector Control Programs in the Effectively Engaging a Diverse Population symposium.
- Director and Managers participated in the District’s strategic planning meeting FY 2024/25.
- Operations staff conducted extensive door to door campaigns for (2) reported human Dengue cases in South L.A., (1) in Boyle Heights, and (1) in Tarzana.
- Operations Supervisors and Leads attended the Liebert Cassidy Whitmore workshop, Maximizing Performance Through Documentation, Evaluation and Corrective Action.
- Operations is continuing cross training between programs, 2-person routes, BMPs, and USDs.
- Operations staff reorganized shelving and fabricated and installed new equipment cages to secure items inside the garage area.
- Operations staff fabricated and installed new pesticide storage and wash water systems for the new trucks added to the fleet.
- Operations staff decommissioned (2) trucks for Maintenance that are going to auction.
- Managers and Supervisors conducting ongoing field observations and employee performance evaluations.

Environmental Program

- Attended the 2024 MVCAC Annual Conference as moderator for the Vector Control in an Urban Landscape symposium (Part 1).
- Rio Hondo Watershed Steering Committee member meeting, Rio Hondo Watershed Coordinator update and presentations for the Regional Infrastructure Project Program.
- Participated in the District’s strategic planning meeting FY 2024/25.
- Completed the Los Cerritos Wetlands Vector Control Activity report for the California Coastal Commission vegetation management permit.

STAFF REPORT B

Facilities & Maintenance

- Completed services and repairs at both facilities to (12) service vehicles including (8) 5K services.
- Deep cleaning of the locker rooms and descaling of the showers at the Santa Fe Springs facility.
- With the help of Operations, cleaned up all the trash and debris left behind at the Pacoima facility.
- Working with Bay Alarm and installed (5) AI security cameras at the Pacoima facility.
- Donated the koi fish from Pacoima to SoCal Koi Rescue.

WORK PERFORMED BY DISTRICT

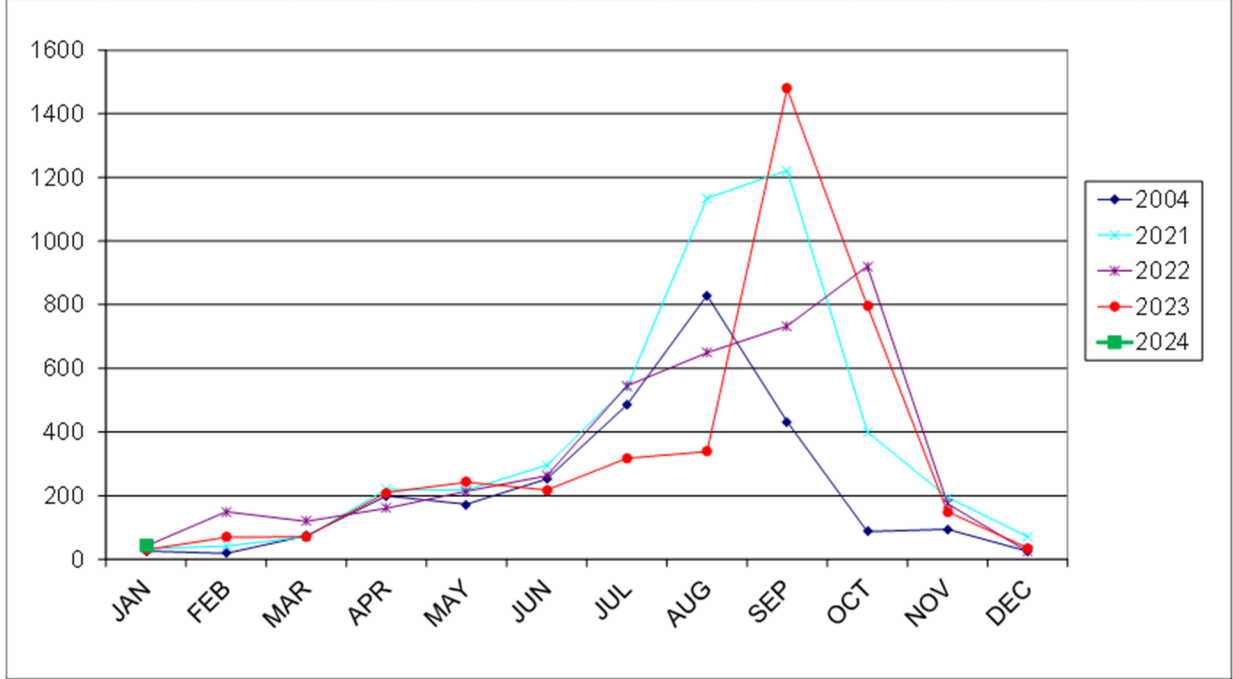
January, 2024

CONTROL AND OPERATIONS

					Hours worked January	2024
Fishing (Mosquito fishing)					19	19
Source Reduction					18	18
Mosquito Control	<i>Sources inspected 9,131 / Sources with larvae 2,753</i>				1,791	1,791
Insecticide used:						
Larvicide oils	6.67	gals @	\$45.83 per =	\$ 305.69		
Altosid P35	14.57	lbs @	\$19.47 per =	\$ 283.68		
Altosid Briquets 30 day	2,144	ea @	\$1.30 ea. =	\$ 2,787.20		
Altosid Briquets XR	56	ea @	\$4.09 ea. =	\$ 229.04		
Altosid Pellets	1.96	lbs @	\$27.63 per =	\$ 54.15		
Altosid Liquid Larvicide	0	oz @	\$2.23 per =	\$ -		
Sumilarv WSP	406	ea @	\$1.62 per =	\$ 657.72		
Altosid WSP	204	ea @	\$0.96 per =	\$ 195.84		
Vectobac 12AS	0.77	gals @	\$45.65 per =	\$ 35.15		
Vectobac G	39.43	lbs @	\$2.90 per =	\$ 114.35		
Sumilarv	0	oz @	\$1.32 per =	\$ -		
Vectomax FG	91.6	lbs @	\$9.40 per =	\$ 861.04		
Vectomax WSP	52	ea @	\$1.92 per =	\$ 99.84		
Natular	0	oz @	\$13.19 per =	\$ -		
Vectolex WDG	0.08	lbs @	\$59.53 per =	\$ 4.76		
Vectobac WDG	0	lbs @	\$41.60 per =	\$ -		
Midge Control					0	0
Insecticide used:						
Dimilin WP 25%	0	lbs @	\$49.34 per =	\$ -		
Black fly Control					0	0
Insecticide used:						
Vectobac 12AS	0	gals @	\$45.65 per =	\$ -		
Underground Mosquito Control	<i>UGSD inspected 5,862 / UGSD treated 320</i>				891	891
Insecticide used:						
Vectobac 12AS	0.65	gals @	\$45.65 per =	\$ 29.67		
Vectolex WDG	10.45	lbs @	\$60.25 per =	\$ 629.61		
Fogging					0	0
Insecticide used:						
Duet	0	oz @	\$2.05 per =	\$ -		
Aquaduet	0	gals @	\$290.69 per =	\$ -		
				Total \$ 6,287.74		
Supervisory					1,302	1,302
Continuing Education / Training					51	51
Overtime: Community Outreach					0	0
Mosquito Control					0	0
<u>REPAIR AND MAINTENANCE OF EQUIPMENT</u>						
Vehicles					357	357
Spray Equipment					123	123
Buildings and yards					617	617
VEHICLE MILEAGE:	January	2024			5,169	5,169
	31,297	31,297				

Mosquito Service Request Report

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2004	26	18	74	199	173	252	485	829	432	87	94	25
2021	33	41	71	220	217	296	540	1135	1222	400	195	70
2022	41	149	119	160	214	262	545	649	733	921	175	24
2023	30	69	71	210	242	218	317	338	1479	796	149	36
2024	44											



Breakdown of Monthly Service Requests

	Mosquitoes	Midges	Swimming Pools	Fish Ponds	Other	Black Flies	Yellow Jackets	Total Service Request	Mosquitofish Requests	Number of Mosquitofish
ARTESIA								0		0
BELL								0		0
BELLFLOWER								0		0
BELL GARDENS								0		0
BURBANK								0		0
CARSON	1							1		0
CERRITOS								0		0
COMMERCE								0		0
CUDAHY	1		1					1		0
DIAMOND BAR								0		0
DOWNEY								0		0
GARDENA	2							2		0
GLENDALE	4		3					4		0
HAWAIIAN GARDENS								0		0
HUNTINGTON PARK								0		0
LA CANADA FLINTRIDGE								0		0
LA HABRA HEIGHTS								0		0
LA MIRADA	1							1		0
LAKELWOOD								0		0
LONG BEACH								0		0
LOS ANGELES CITY	25		12					25		0
LOS ANGELES COUNTY	3		1					3		0
LYNWOOD								0		0
MAYWOOD								0		0
MONTEBELLO								0		0
NORWALK								0		0
PARAMOUNT								0		0
PICO RIVERA								0		0
SAN FERNANDO								0		0
SAN MARINO								0		0
SANTA CLARITA	4		1					4		0
SANTA FE SPRINGS	1							1		0
SIGNAL HILL								0		0
SOUTH EL MONTE								0		0
SOUTH GATE								0		0
VERNON								0		0
WHITTIER	2		2					2		0
TOTAL	44	0	20	0	0	0	0	44	0	0

Mosquito Source Activity

City	Non-Pool	Pools	USD Lids	BMP	Gutter Spots	Total Hrs. Activity
+ ARTESIA	6	3	21			1.86
+ BELL	15	3	2			1.11
+ BELLFLOWER	54	11	44			12.32
+ BELLGARDENS	18		15			3.59
+ BURBANK	98	10	374	1		43.03
+ CARSON	75	7	377	1		31.35
+ CERRITOS	47	16	237			15.82
+ CITY OF COMMERCE	39	3	3			8.42
+ CUDAHY	17	2	10			1.52
+ DIAMOND BAR	16	1	20			7.85
+ DOWNEY	66	20	169			21.93
+ GARDENA	18	1	49			4.91
+ GLENDALE	133	27	99			44.77
+ HAWAIIAN GARDENS	11		11			1.24
+ HUNTINGTON PARK	22	1	2			1.36
+ LA CANADA FLINTRIDGE	5	2				2.08
+ LA HABRA HEIGHTS	16	4	4			4.22
+ LA MIRADA	29	39	252			20.75
+ LAKEWOOD	21	16	40			5.76
+ LONG BEACH	49	26	143			14.98
+ LOS ANGELES CITY	1696	452	2158	244	1	538.10
+ LOS ANGELES COUNTY	360	44	253	1		98.04
+ LYNWOOD	18	6	3			2.76
+ MAYWOOD	13	1				0.85
+ MONTEBELLO	31	3	9	1		4.03
+ NORWALK	32	16	232			19.24
+ PARAMOUNT	68	3	186	2		25.35
+ PICO RIVERA	27	16	129			8.48
+ SAN FERNANDO	11	1	21	3		3.90
+ SAN MARINO	5	18				2.36
+ SANTA CLARITA	768	57	439	51		215.68
+ SANTA FE SPRINGS	50	4	219	2		18.50
+ SIGNAL HILL	23	2	73			7.33
+ SOUTH EL MONTE	69	3	120	2		12.29
+ SOUTH GATE	35	1	50			5.70
+ VERNON	24		70			3.64
+ WHITTIER	45	32	28	3		18.55

Non-Pool, Pools etc Column - Total # of insp for source type

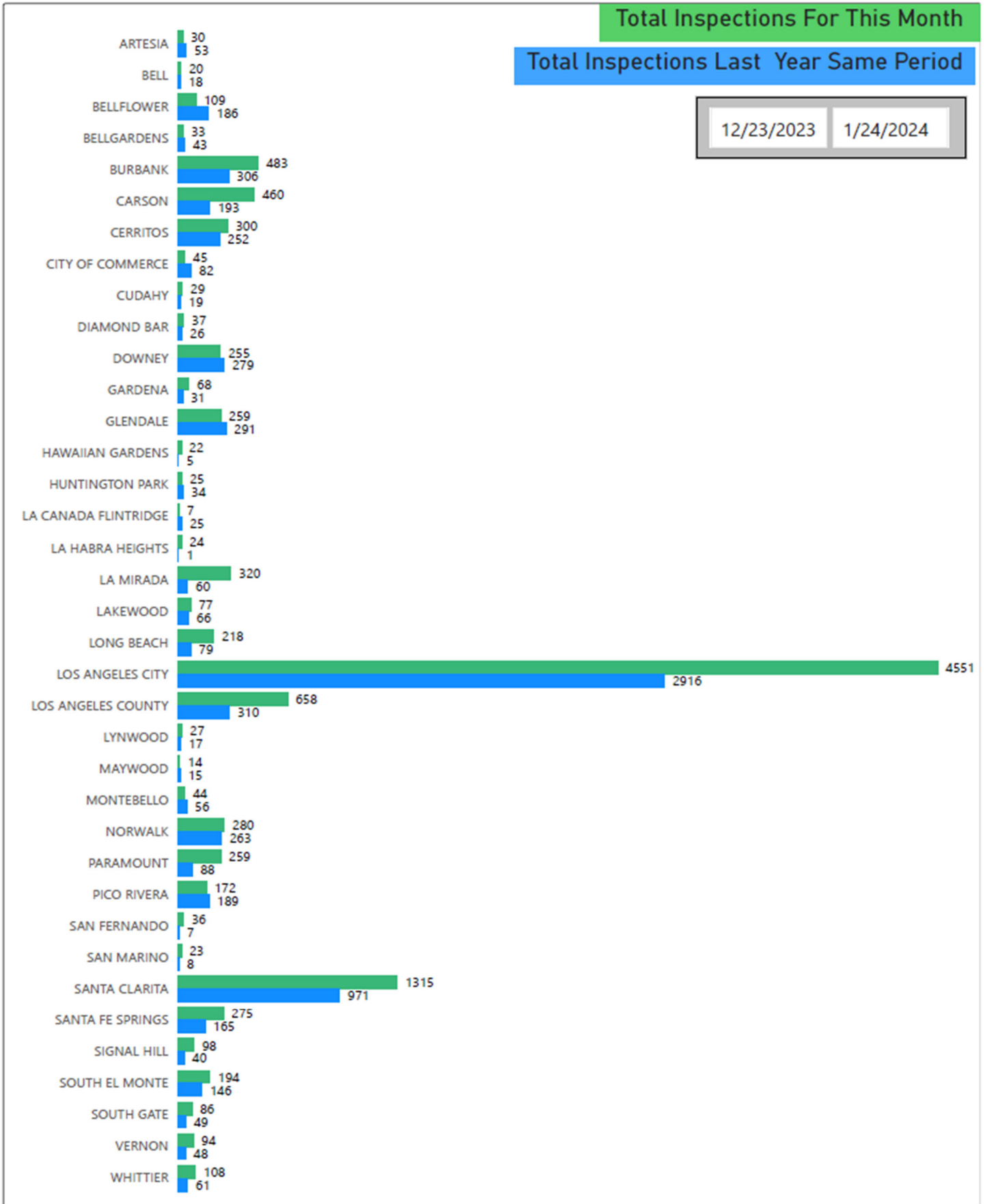
City Column - City name

Total Hrs.Activity Column - Total Activity Hrs for city

12/23/2023

1/24/2024

STAFF REPORT B



GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
COMMUNICATIONS REPORT
January 2024

David Pailin Jr., Communications Manager
Caroline Gongora & Helen Kuan, Acting Public Information Officers
Diana Garcia & Liliana Moreno, Education Program Coordinators
Thomas Dang, Community Liaison

Communication Manager's Summary

Dear Board of Trustees,

January was a foundational month for the Communications Department, wherein standardization and optimization systems were implemented. This was marked by the introduction of the Fiscal Dashboard, wherein key performance indicators for Communications Department impact, activities, and outcomes are tracked monthly, quarterly, and annually according to the GLACVCD fiscal year.

Project leads for 2024 goals were assigned based on strengths illuminated by internal 360 Degree Survey results and supported with collaborative project management software to enhance transparency, communication, and effectiveness.

In addition to creating scalable systems, January was a month of broadening education, research, and re-evaluation. The Communications Department gleaned a deeper understanding of vector-borne diseases, applied technology, and District functions through subject matter experts at the Mosquito and Vector Control Association of California (MVCAC), the GLACVCD Science and Technology Department, and private sector practitioners through conference attendance, underground ride alongs, and independent study.

The collective reflected on these lessons to iterate current collateral and public-facing materials for greater stakeholder value.

Sincerely,

David Pailin Jr.

David Pailin Jr.
Communications Manager

STAFF REPORT C

Social Media & Digital Highlights

- 1,098,222 Subscribers across all digital channels
- 43,031 Impressions across all digital channels
- 332 Engagements across all digital channels
-

Community Outreach Highlights

- Our two (2) acting PIOs attended the MVCAC Conference in Monterey, California, along with the Communications Manager, capturing conference highlights of District speakers while increasing the departmental knowledge of trends, innovations, and the current landscape of vector control.
- A GLACVCD literature drop-off was made reaching 200 GLACVCD residents.
- Development of the GLACVCD Community Outreach Survey and its implementation plan has been drafted; it's undergoing review in preparation for primary research on resident awareness and satisfaction with District services.
- The 2024 GLACVCD Social Media Calendar was created and established, setting the framework for a substantial increase in post frequency and awareness in subsequent months.

Education Program Highlights

- 13 Elementary school presentations were presented to 578 students
- Training and implementation of mobile unit handicap accessibility procedures for students with physical disabilities was learned and demonstrated by both Education Program Coordinators.
- Planning and development of the Virtual Elementary Education Presentation has been initiated, with the goal of bringing on-demand education program viewership and increased accessibility for all GLACVCD elementary students.
- Development of a pre and post-assessment of education program curriculum has begun, to measure the effectiveness of lessons and monitor retention of subject matter covered.

STAFF REPORT C

Communications Department Fiscal Year Dashboard Data Breakdown

Performance Indicator	January Results
Literature Drop-Offs	1
Attendees (Reach) of Literature Drop-Offs	200
EPC / Mobile Unit Presentations	13
Attendees (Reach) of EPC / Mobile Unit Presentations	578
Outreach Emails Subscribers	2,517
Facebook Posts	3
X (Twitter) Posts	3
Instagram Posts	4
TikTok Posts	1
Facebook Engagements	33
X (Twitter) Engagements	19
Instagram Engagements	19
TikTok Engagements	225
Facebook Impressions	394
X (Twitter) Impressions	174
Instagram Impressions	754
TikTok Impressions	4,100
Website Views	37,609
Nextdoor Subscribers	1,086,511
Instagram Followers	1,737
TikTok Followers	651
Facebook Likes	4,683
X (Twitter) Followers	1,503
YouTube Subscribers	390
LinkedIn Followers	230
Website Service Requests	36

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

FISCAL REPORT

January 2024

Vacant, Finance Manager

Yousef Kamara, Acting Finance Analyst

Selina Lopez, Acting Finance Analyst

Our Finance Department and financial consultant firm, Eide Bailly, are working together to reconcile general ledger items through the last quarter of 2024. Until the project is completed, we continue providing limited standardized reporting compared to previous months and are working towards a new format for the Finance Department's staff report. During this month's Board meeting, a member of Eide Bailly's team will provide Trustees with an update on department projects and activities.

The Finance Manager recruitment has concluded, and a conditional offer has been accepted by the successful candidate with a projected start date of February 26th. Trustees will be introduced to our new Finance Manager during March's Board meeting.

Departmental Activities:

Fiscal Consultant Firm Eide Bailly:

- Facilitating financial audit
- Evaluation of finance department processes and activities
- General ledger reconciliation
- Training finance staff on best practices and standardized procedures

Finance Analysts

- Run payroll for employees & Trustees
- Process checks for payables
- Compose Board Package reports
- Upload 457 & 401a contributions for employees
- Upload payables into Sage 50
- Process CalCard statements from all staff with credit cards
- Weekly department meetings & cross-trainings
- Reconcile information across finance and payroll software for accuracy
- Collaborate with HR on multiple ongoing projects

STAFF REPORT E

GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT

HUMAN RESOURCES DEPARTMENT REPORT

January 2024

Vacant, Human Resources Manager
Cindy Reyes, Acting Human Resources Manager
Melissa Munoz, Human Resources Specialist

Manager's Summary

January symbolizes fresh starts and resolutions and is a time for setting intentions for the year ahead. This month, Human Resources reflected and set intentions for 2024. We intend to continue providing exceptional customer service and administrative support to staff while maintaining efficiency. To continue providing outstanding customer service and support, we met with other departments and participated in the annual planning meeting to identify needs.

This month, Human Resources met with Finance and Communications to discuss processes and procedures. Our team has been meeting with the Finance Team on a weekly basis to work on collaborative items and ensure seamless payroll processing. Recently, we focused on Open Enrollment transactions, including employee deductions and benefits billing. Our team also met with the Communications Team to continue working on our plan for streamlining administrative procedures. Human Resources thanks Communications Manager David Pailin Jr. for his support and forward-looking ideas to address administrative obstacles. We are confident that meeting and collaborating with other departments will help our team maintain efficiency.

Human Resources staff met with Operations and the District's management team to discuss the upcoming mosquito season. With the help of Operations, we finalized recruitment plans to meet the needs of the District and carry out our mission. In addition to finalizing recruitment plans, we finalized the seasonal Mosquito Control Technician job posting and began accepting applications. Human Resources also participated in the annual planning meeting this month, and I am happy to report we are on track with the Operations Reorganization and subsequent recruitments.

Our team also coordinated and facilitated our quarterly Safety Committee meeting. The Safety Committee discussed safety topics to ensure workplace accident and injury prevention. The committee continues to work on collaborative items in hopes of extending the effectiveness of our safety program. An upcoming addition to the district's safety program is to create and implement a Workplace Violence Prevention Program. We are doing a workshop with all staff next month to get insight and brainstorm on best ways to keep staff safe at work.

Lastly, our team attended the General Manager's facility tour of the Pacoima property. We enjoyed touring the facility and reconnecting with Sylmar staff. We are excited for the District's future and cannot wait to be a part of it!

Sincerely,



Cindy Reyes, MPA, IPMA-SCP
Acting Human Resources Manager

STAFF REPORT E

Department Trainings & Workshops

Date	Presenter	Topic	Location
1/10/24	IPMA	Pause, Breathe, Restore: Micro Self-Care for Busy HR Professionals	Via Remote Location
1/17/24	AALRR	Wage & Hour Issues - CA Supreme Court Cases & Recordkeeping	Via Remote Location
1/17/24	CPS HR	A Workshop on Achieving Your New Year Goals	Via Remote Location
1/24/24	NEOGOV	Top 5 Public Sector HR Trends Webinar	Via Remote Location
1/29/24	LCW	Labor Relations Roundtable	Via Remote Location

Vacancies

Department	# of budgeted positions	# of filled positions	# of vacant positions
Executive & Administrative Services	12	10	2
Scientific-Technical Services	9	8	1
Operations	59	53	6
Communications	8	6	2
Maintenance	7	7	0
Total	95	84	11

Finance. The Finance Manager position is currently vacant and requires an external recruitment. CPS HR is facilitating all phases of the recruitment.

Finance Manager.

- Anticipated Start Date: 02/26/24

Human Resources. The Human Resources Manager position is currently vacant and requires an external recruitment. The position is currently being filled as an acting role by an internal candidate.

Human Resources Manager.

- Vacancy Posted: 12/07/23
- Written Exam: 01/31/24
- Interviews: 02/2024

Scientific-Technical Services. The Assistant Vector Ecologist/Vector Ecologist position is currently vacant and requires an external recruitment. The position is currently being filled as a limited-term role by an internal candidate.

Assistant Vector Ecologist/Vector Ecologist.

- Vacancy Posted: 01/24/24

STAFF REPORT E

Operations. The Mosquito Control Technician and Administrative Assistant positions are vacant and require an external recruitment. Operations Projects Specialist position is newly created and the remaining positions in the Operations Reorganization will be filled before the season begins.

Mosquito Control Technician.

- Vacancy Posted: 01/24/24

Administrative Assistant.

- Vacancies Posted: 01/24/24

Operations Projects Specialist.

- Vacancy Posted: 01/25/24

Senior Vector Control Specialist.

- Vacancies Posted: 01/25/24

Assistant Vector Control Specialist/ Vector Control Specialist

- Vacancies Posted: 01/25/24