

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
EXECUTIVE BOARD MEETING MINUTES NO. 2020-19**

The meeting of the Executive Board of the Greater Los Angeles County Vector Control District was held at 2:30 p.m. on Thursday, September 3, 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*)
Emily Holman Sec-Treasurer (*City of Long Beach*)

TRUSTEES ABSENT

None

OTHERS PRESENT

Truc Dever, *General Manager*
Mark Daniel, *Director of Operations*
Susanne Klueh, *Director of Sci-tech Services*
Mary-Joy Coburn, *Director of Community Affairs*
Allison Bradley, *Human Resources Director*
Quinn Barrow, *Legal Counsel*

OTHERS ABSENT

Carolyn Weeks, *Director of Fiscal Operations*

• **CALL TO ORDER**

President Appleton called the meeting to order at 2:35 P.M.

• **QUORUM (ROLL) CALL**

Following roll call, it was recorded that all members were present and a quorum was reached.

• **PUBLIC COMMENT**

NONE

• **CONSIDERATION OF EXECUTIVE BOARD MEETING MINUTES FROM AUGUST 6, 2020
(EXHIBIT A)**

Trustee Heinrich moved approval of the minutes. Secretary-Treasurer Holman seconded the motion. The minutes were approved unanimously.

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

General Manager Dever and staff presented to the committee an update on the following topic(s):

- The Districtwide employee survey on COVID-related childcare needs had a good response rate. We are using this information to a) identify which employees may use FFCRA sick leave, b) notify managers to assess gaps in service coverage, and c) have managers work with employees on their job assignments to determine how to best accommodate them. So

far, managers have been able to work with these employees to plan leave days in advance so that the District can operate smoothly.

- If an employee exhausts all FFCRA leave and their own accruals due to COVID-related childcare needs before December 31, 2020, the District will allow the employee to take unpaid leave for a defined amount of time.
- Additional staff reports:
 - Susanne gave a brief update on the District's larviciding WALs project in Studio City. So far, it has been a very positive process. Mark added that staff are being cross-trained on the processes and procedures to share the workload as the District moves forward.
 - Mary-Joy provided an update on outreach activities, and Steve thanked her for the great communication she has had with the City of LA.
- **EXECUTIVE BOARD WILL CONSIDER ADOPTING ADDITIONAL MEASURES TO ADDRESS COVID 19.**

NONE

- **ADJOURNMENT**

President Appleton adjourned the meeting at 3:03 P.M. The next Executive Board meeting will be scheduled on Thursday, September 17, 2020 at 2:30 PM via Zoom teleconference.