

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

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, July 9, 2020, via teleconference at the District office at 12545 Florence Avenue, Santa Fe Springs, California.

**TRUSTEES PRESENT**

Melissa Ramoso, *City of Artesia*  
Pedro Aceituno, *City of Bell Gardens*  
Sonny Santa Ines, *City of Bellflower*  
Dr. Jeff Wasseem, *City of Burbank*  
Mark Bollman, *City of Cerritos*  
Baru Sanchez, *City of Cudahy*  
Steve Tye, *City of Diamond Bar*  
Robert Kiefer, *City of Downey*  
Dan Medina, *City of Gardena*  
Marilyn Sanabria, *City of Huntington Park*  
Leonard Pieroni, *City of La Cañada Flintridge*  
\*7:12pm  
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*  
Marisela Santana, *City of Lynwood* \*7:20pm  
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*  
Hector Delgado, *City of South El Monte*  
Denise Diaz, *City of South Gate*

**TRUSTEES ABSENT**

Ali Saleh, *City of Bell*  
Elito Santarina, *City of Carson*  
Leonard Mendoza, *City of Commerce*  
Vrej Agajanian, *City of Glendale*  
Luis Roa, *City of Hawaiian Gardens*  
Ricardo Lara, *City of Maywood*  
Jay Sarno, *City of Santa Fe Springs*  
Josué Alvarado, *City of Whittier*

**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*  
Jamie Kim, *Benefits Specialist*  
Carolyn Weeks, *Director of Fiscal Operations*  
Allison Bradley, *Director of Human Resources*  
Danyelle Frakes-Lewis, *GIS/IT Helpdesk Coordinator*  
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 7:02pm. The meeting is being 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 26 Trustees were present and ten were absent. Two Trustees joined the meeting after roll call bringing the total to 28 Trustees present and eight absent.

**3. INVOCATION**

The invocation was postponed

**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 Danyelle Frakes-Lewis, GIS/IT Help Desk Coordinator. GM Dever also introduced Allison Bradley, the new Director of Human Resources, who was provided a few moments to introduce herself.

**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 2020-06** of regular Board Meeting held on June 11, 2020. *(EXHIBIT A)*

8.2 Consideration of **Resolution 2020-011** Authorizing Payment of Attached Requisition June 1 through June 30, 2020. *(EXHIBIT B)*

8.3 Consideration of one (1) County of Los Angeles Negotiated Tax Exchange Resolutions (NTER), related to the annexation of Projects L 014-2019 to County Lighting Maintenance District (CLMD) 1687. These proposed exchanges would provide revenue to CLMD 1687 to partially fund the operation and maintenance of new street lighting services to be provided with the annexed territories. A copy of the letter from the Los Angeles Department of Public Works requesting this resolution is attached. *(EXHIBIT C)*.

*Analysis: The NTER from the County of Los Angeles is similar to previous L.A. County tax sharing resolutions and seeks to generate revenue to partially fund the services of CLMD 1687. Similar resolutions have previously been adopted by the Board. These Petitions relate to funding for the operation and maintenance of new street lighting services for properties in unincorporated zones. Although the District gives up a negligible share of its ad valorem property taxes in these exchanges, 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.*

8.4 Review and consideration of District's FY 2020-2021 Investment Policy and **Resolution 2020-12**. *(EXHIBIT D)*

Trustee Copeland made a motion to approve the Consent Agenda items, which was seconded by Trustee Lewis. The Board approved items 8.1 – 8.4 unanimously.

## 9. COMMITTEE REPORTS

### 9.1 Policy and Personnel Committees

S. Croft, Personnel Comm. Chair

- **Review and consideration of new GLACVCD Employee Handbook (4<sup>th</sup> Edition) (EXHIBIT E.1 & E.2, Please refer to handbook enclosure) (VOTE REQUIRED)**

Personnel Committee Chair, Steve Croft, reported that the Personnel and Policy Committees held a joint meeting to review the revised GLACVCD Employee Handbook (4<sup>th</sup> Edition). He thanked the staff for the thorough work on it and made the recommendation, on behalf of both Committees, for the Board to approve the Handbook, with some items pending the completion of the Classification and Compensation Study.

General Manager Dever provided a brief overview highlighting the revisions made to comply with the changing state and federal employment and labor laws. The Employee Handbook was last reviewed and revised in 2003 and needed updates to comply with new laws and practices in a number of areas, including Equal Opportunity, leaves such as FMLA, recruitment and hiring procedures, and compensation practices.

**Trustee Sanchez presented some questions and suggestions regarding the updated Handbook, including a change to language that initially exempted the General Manager, a more robust credit card usage policy, and clarification on the new tattoo policy. An initial motion was made to continue the consideration of the Handbook to August. After further discussion, Trustee Bollman made an alternative motion to approve the manual as discussed with changes to the exemption language for the General Manager. The motion was seconded by Trustee Hansen.**

**Following a roll call vote, it was recorded that there were 10 noes and 17 ayes. The motion passed. President Appleton asked that the item be agendaized for further discussion and clarification in August and any additional amendments to the Handbook would be brought to vote at that time.**

## **10. REVIEW AND CONSIDERATION OF RECOMMENDED COMPARATOR AGENCIES FOR DISTRICT COMPENSATION & CLASSIFICATION STUDY. (EXHIBIT F) (VOTE REQUIRED)**

General Manager Dever presented the list of 12 comparator agencies recommended by the consultants at Koff & Associates based on demographics, population, budget, number of employees and geographic locations.

**A motion to approve the list of 12 comparator agencies was made by Trustee Croft and seconded by Trustee Tye. The motion was approved unanimously.**

## 11. STAFF PROGRAM REPORTS: JUNE 2020

### 11.1 Manager's Report

T. Dever, General Manager

General Manager Dever reported that the District temporarily closed the Santa Fe Springs office as a result of two confirmed cases of COVID-19. The individuals were identified to be exhibiting symptoms from the screening process before entering the premises and were sent home. The District continues to refine the extensive protocols in place and follow exposure guidelines to keep the rest of staff safe and healthy. She thanked the Board for their support.

### 11.2 Scientific-Technical: (Staff Report A)

S. Kluh, Sci.-Tech Services Dir.

Director Kluh reported that the mosquito abundance has decreased back to the five-year average. The City of Long Beach recently reported the first human case for West Nile virus.

### 11.3 Operations (Staff Report B)

M. Daniel, Operations Dir.

Director Daniel had no additions to his written report.

### 11.4 Community Affairs (Staff Report C)

M.J. Coburn, Community Affairs Dir.

Director Coburn thanked the Board for sharing the summer campaign with their cities and highlighted some city partnerships from the City of Bellflower, Los Angeles County Council District 12, Mayor Davila from City of South Gate, and Trustee Lara for sharing the posts on his social media pages. She encourages the Trustees to continue sharing the information with their networks by visiting [TipTossTakeAction.org](http://TipTossTakeAction.org).

### 11.5 Fiscal (Staff Report D)

C. Weeks, Finance Director

Director Weeks had no additional comments.

### 11.6 Human Resources (Staff Report E)

J. Kim, Acting Human Resources Dir.

Acting Director Kim is happy to welcome the new Human Resources Director, Allison Bradley.

### 11.7 Legal Counsel Report

Q. Barrow, Legal Counsel

Legal Counsel Barrow had no additional comments.

## 12. OTHER

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

## 13. ADJOURNMENT

**President Appleton adjourned the meeting at 8:35 PM. The next scheduled Board meeting will be held at 7:00 PM on Thursday, August 13, 2020 via Zoom teleconference.**