

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
EXECUTIVE BOARD MEETING MINUTES NO. 2020-15**

The meeting of the Executive Board of the Greater Los Angeles County Vector Control District was held at 2:30 p.m. on Thursday, July 2, 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*
Mary-Joy Coburn, *Director of Community Affairs*
Jamie Kim, *Acting Human Resources Director*
Carolyn Weeks, *Director of Fiscal Operations*
Quinn Barrow, *Legal Counsel*

• **CALL TO ORDER**

President Appleton called the meeting to order at 2:33 P.M.

• **QUORUM (ROLL) CALL**

Following roll call, it was recorded that all three members of the Executive Board of Trustees were present.

• **PUBLIC COMMENT**

None

• **CONSIDERATION OF EXECUTIVE BOARD MEETING MINUTES FROM JUNE 18, 2020
(EXHIBIT A)**

Trustee Heinrich moved approval of the minutes. Sec-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 District confirmed two COVID-positive employees at the Santa Fe Springs office on June 28 and closed the facility for disinfection by a certified company. Contact tracing was conducted and additional staff were quarantined. Existing protocols helped to mitigate the impact of the situation; however, it was evident that stricter guidelines would need to be implemented, including those for traveling between the Santa Fe Springs and Sylmar

offices and how to conduct face-to-face meetings with individuals and small groups of staff.

- The Executive Committee discussed current test-based clearance protocols for staff who may have been exposed to COVID-positive patients. Due to the decreased availability for tests and better understanding of the virus, it was recommended by Trustee Holman and agreed upon by the Executive Committee that the District move to an equally acceptable symptom-based clearance protocol as outlined by the CDC.
 - Staff updated the Committee on the status of available PPE's. The Operations Supervisors acquired 1,000 N95 masks which will get the District through mid-November if they are only distributed to seasonal staff. Full-time staff will continue to use half-masks with cartridges.
 - The GM provided an update on COVID grant funding, explaining that the District's DUNS number was originally registered under Los Angeles County. GM Dever had to re-register the number and is awaiting clearance before completing the FEMA application.
 - GM Dever also sent a draft mutual aid agreement prepared by OCMVCD to Quinn Barrow for review and comments.
 - President Appleton inquired about outreach and education efforts in the event the District must shut down again due to COVID. Mary-Joy Coburn provided him with an update on the extensive outreach efforts currently in place and will further discuss with staff how to accelerate the message as needed.
- **EXECUTIVE BOARD WILL CONSIDER ADOPTING ADDITIONAL MEASURES TO ADDRESS COVID 19.**

It was recommended that staff update the District's COVID-19 exposure guidelines to reflect a symptom-based clearance protocol.

- **ADJOURNMENT**

President Appleton adjourned the meeting at 3:10 P.M. The next Executive Board meeting will be scheduled on Thursday, July 30, 2020 at 2:30 PM via Zoom teleconference.