

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
EXECUTIVE BOARD MEETING MINUTES NO. 2020-13**

The meeting of the Executive Board of the Greater Los Angeles County Vector Control District was held at 2:30 p.m. on Thursday, June 11, 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*  
Susanne Klueh, *Director of Scientific-Technical Services*  
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 2:37 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 4, 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):

- A “Return to Work” plan has been developed and will be a living document subject to updates as state and local guidelines change.
- Susanne Klueh took the lead on drafting the plan which is aligned with LA County’s five phase roadmap. She briefly discussed the thresholds between each phase and highlighted some of the main provisions of the document, including continued policies on face coverings, physical distancing, non-essential business travel, limited access to District facilities, and limiting property inspections to appointments only. It was emphasized that

the plan is a reflection of what staff are already doing and what we need to do to return to normal operations.

- President Appleton recommended adding an “exceptions” report when circumstances lead to unavoidable “non-compliance” with physical distancing protocols. Susanne offered an example when her staff responded to a dead bird pick-up call and the resident came out to speak to them. Documenting such occurrences may help with future contact tracing, if needed.
- Sec.-Treasurer Holman commended staff and commented that the document is very thorough. She added that while we are currently in phase 2 of the recovery roadmap in LA County, data on cases following recent protests may shift our standing. They are already seeing increases in cases in long-term care facilities.
- There was a discussion regarding how to address quarantining and self-monitoring. While we follow CDC guidelines, Sec.-Treas. Holman recommended categorizing exposure situations as low risk versus medium to high risk. For example, if there was face-to-face interaction using masks for less than 10 minutes, the District might notify those who were possibly exposed but would categorize as low-risk, therefore the employees would not be taken off work.

- **EXECUTIVE BOARD WILL CONSIDER ADOPTING ADDITIONAL MEASURES TO ADDRESS COVID 19.**

- It was recommended that staff would add an Exceptions Report to the “Return to Work” Plan.
- It was recommended that staff would implement suggestions to look at high-risk versus low-risk exposures.

- **ADJOURNMENT**

President Appleton adjourned the meeting at 2:59 P.M. The next Executive Board meeting will be scheduled on Thursday, June 18, 2020 at 2:30 PM via teleconference at the District’s headquarters at 12545 Florence Ave., Santa Fe Springs.