

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT
EXECUTIVE BOARD MEETING MINUTES NO. 2020-20**

The meeting of the Executive Board of the Greater Los Angeles County Vector Control District was held at 2:30 p.m. on Thursday, October 1, 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*
Allison Bradley, *Human Resources Director*
Carolyn Weeks, *Director of Fiscal Operations*
Quinn Barrow, *Legal Counsel*

OTHERS ABSENT

Susanne Klueh, *Director of Sci-tech Services*

• **CALL TO ORDER**

President Appleton called the meeting to order at 2:30 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 SEPTEMBER 3, 2020 (EXHIBIT A)**

Trustee Heinrich moved approval of the minutes. President Appleton 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):

- GM Dever reported that the District received a letter from CalOES notifying us that our grant application was accepted. The award amount is still pending.
- Staff are strategizing on how to deal with long-term COVID precautions. This includes looking at extending the rental of the mobile trailer in Santa Fe Springs to ensure adequate workspace over the winter, especially on rainy days when staff cannot be out in the field.

President Appleton suggested that we consider re-convening the Real Estate Ad Hoc Committee to look at options for purchasing mobile trailers.

- Management staff continue to monitor changing rules related to extended family and sick leave and COVID reporting requirements. Quinn added that he has approximately 6 attorneys at his firm updating clients on the new rules.
- Additional staff reports:
 - Mark took the lead in developing an Air Quality Protocol due to recent wildfires. Staff can all monitor AQI on their tablets and have been trained on procedures if AQI is elevated beyond a safe level. Staff are able to report potential symptoms of poor air quality without fear of reprisal and may be sent to our occupational health clinic for assessment and treatment if necessary.
 - The first wave of seasonal employees will be released on October 30th.
 - The executive committee was updated on plans for a virtual employee appreciation day this year.
 - In response to a question from Vice President Heinrich, it was reported that a new, shorter version of the phone tree was recorded for the District.

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

NONE

- **ADJOURNMENT**

President Appleton adjourned the meeting at 2:51 P.M. The next Executive Board meeting will be scheduled on Thursday, October 15, 2020 at 2:30 PM via Zoom teleconference.