

**MINUTES of the San Gabriel Valley Mosquito and Vector Control District
Board of Trustees Meeting
1145 N. Azusa Canyon Road, West Covina, CA 91790
April 10, 2020**

Trustees Attending

Stephen Sham (Alhambra)
Roger Chandler (Arcadia)
Joseph Rocha (Azusa)
Manuel Lozano (Baldwin Park)
Richard Barakat (Bradbury)
Corey Calaycay (Claremont)
Margaret Finlay (Duarte)
Jerry Velasco (El Monte)
Catherine Marcucci (Industry)
Dan Holloway (La Puente)
Elyse Rasmussen (La Verne)
Jamie Bissner (L.A. County)
Becky Shevlin (Monrovia)
Joseph Leon (Monterey Park)
Rachel Janbek (Pasadena)
Tim Sandoval (Pomona)
Sandra Armenta (Rosemead)
Emmett Badar (San Dimas)
Juli Costanzo (San Gabriel)
Cynthia Sternquist (Temple City)
Allen Wu (Walnut)
Lloyd Johnson (West Covina)

Trustees Absent

Henry Morgan (Covina)
Charles Myers (Glendora)
Manuel Garcia (Irwindale)
John Capoccia (Sierra Madre)
Marina Khubesrian (So. Pasad.)

Staff Attending

Rose Alba
Jason Farned
Melissa Doyle
Levy Sun
Marta Tanaka
Pablo Cabrera
Kriztian Luna

1. Call to order

Board President Becky Shevlin called the meeting to order at 7:07 a.m.

2. Pledge of Allegiance and Roll Call

Trustee Tim Sandoval led the Pledge of Allegiance and Attendance was taken by roll call.

3. Opportunity for Public Comment on Non-Agenda Items

None

4. Consent Calendar

A motion made by Trustee Margaret Finlay and seconded by Trustee Corey Calaycay to approve consent calendar was approved by a roll call vote.

**5. Consider Amendment to Personnel and Salary Resolution No. 92-11:
Article IV Section 10 - Rights of Victims of Domestic Violence ***

District Manager Jared Dever advised that this code was passed in 2017 but was not formally adopted by resolution to district policies at that time.

District Manager Dever explained that this law allows employees to take time off work to deal with issues of domestic violence.

A motion made by Trustee Richard Barakat and seconded by Trustee Joseph Leon to Amend Personnel and Salary Resolution No. 92-11: Article IV Section 10 – Rights of Victims of Domestic Violence was approved by a roll call vote.

6. Consider Amendment to Personnel and Salary Resolution No. 92-11: Article VIII Section 6 - Lactation Accommodation Policy*

District Manager Jared Dever advised this agenda item was carried over from the March 2020 board meeting that was cancelled.

Dever reported that this new law stipulates that employers provide break periods, private area(s) for employees to express breast milk, electrical outlets, and refrigeration for storage.

Dever further advised that the Amendment date listed on the resolution will be changed to April 10, 2020.

A motion made by Trustee Richard Barakat and seconded by Trustee Emmett Badar to Approve Personnel and Salary Resolution No. 92-11: Article VIII Section 6 - Lactation Accommodation Policy was approved by roll call vote.

7. Ratify Executive Committee Action Taken on March 17, 2020: Administrative Declaration of Local Emergency*

District Manager Jared Dever reported that a meeting of the Executive Committee was convened on March 17, 2020, to vote on an Emergency Declaration of Local Emergency. The Declaration was composed to comply with state mandates to implement social distancing orders, reduce occupancy levels in office, and take additional measures to protect employees and public.

Dever explained that the Emergency Declaration allows the District Manager to stagger shifts, place employees on paid leave or work-from-home status, close the facility to the public, and suspend service requests. Dever advised that the Emergency Declaration could be discontinued or suspended at any time by action of the Executive Committee, or superseded by action of the Governor of California or Health Officer of the State of California.

Dever stated that the Emergency Declaration was reviewed legal counsel and advised that it may allow the district to recoup funds expended during the emergency at a later time.

A motion made by Trustee Bissner and seconded by Trustee Calaycay to Ratify the Executive Committee Action Taken on March 17, 2020: Administrative Declaration of Local Emergency was approved by roll call vote.

8. 2020 SGVMVCD Board of Trustees Committee Assignments*

Board President, Becky Shevlin reported that the final Committee Assignments were included in the board package and thanked trustees for their service.

9. District's Administration

9.1.1 COVID-19 Response Update

District Manager Jared Dever reported the efforts undertaken by district staff to maintain services while complying with social distancing orders. He detailed that the Communications Department has shifting to outreach and education to all digital platforms, field staff are monitoring only sources not located on personal property, and multiple department staff members are working staggered schedules.

Dever reported that while the district is closed to the public, service requests are still being taken and will be responded to when restrictions are lifted and regular services can resume.

Dever explained that a recent challenge has been lack of restroom access for field staff, and asked Trustees to request access to city facilities for staff use. Dever offered to provide a letter of essential services if needed.

Other changes include approving compensation for purchase of facemasks by staff and implementation of daily health check questionnaire.

9.1.2 Mosquito and Vector Control Association of California 2020 Legislative Day

District Manager Jared Dever reported that all legislation and funds discussed at the Mosquito and Vector Control Association of California 2020 Legislative Day are no longer available since the legislature is focusing on bills relating to COVID 19 at this time.

10. Department Reports

Board President Becky Shevlin pointed out that the Department Reports were included in the Consent Calendar and will continue in written format while meetings are held by teleconference.

11. Trustee Reports

Trustee Roger Chandler reported that Trustee Jamie Bissner's father passed away and offered condolences.

12. New Business

12.1 Trustee Chandler requested future agenda items to include the annual performance review for the District Manager.

12.2 Board President Becky Shevlin reported that a meeting of the Personnel and Policy Committee will need to be convened prior to the May board meeting.

13. Adjournment

The meeting was adjourned at 7:57 a.m.