

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT  
EXECUTIVE BOARD MEETING MINUTES NO. 2021-03**

The meeting of the Executive Board of the Greater Los Angeles County Vector Control District was held at 2:30 p.m. on Thursday, February 4, 2021, via teleconference at the District Headquarters, 12545 Florence Avenue, Santa Fe Springs, California.

**TRUSTEES PRESENT**

Heidi Heinrich, President (*City of Santa Clarita*)  
Emily Holman, Vice President (*City of Long Beach*)  
Scott Kwong, Sec-Treasurer (*City of San Marino*)

**TRUSTEES ABSENT**

NONE

**OTHERS PRESENT**

Truc Dever, *General Manager*  
Mark Daniel, *Director of Operations*  
Susanne Klueh, *Director of Sci-tech Services*  
Mary-Joy Coburn, *Director of Community Affairs*  
Allison Bradley, *Human Resources Director*  
Carolyn Weeks, *Director of Fiscal Operations*  
Quinn Barrow, *Legal Counsel*

• **CALL TO ORDER**

President Heinrich called the meeting to order at 2:32 P.M.

• **QUORUM (ROLL) CALL**

Following roll call, it was recorded that all Executive members were present and a quorum was reached.

• **PUBLIC COMMENT**

NONE

• **CONSIDERATION OF EXECUTIVE BOARD MEETING MINUTES FROM JANUARY 21, 2021 (EXHIBIT A)**

Trustee Kwong moved approval of the minutes. Vice President 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):

- Most staff will be eligible for vaccinations during Phase 1C of the vaccine rollout, which is projected to occur in late April or early May. Staff looked into district liability should mandatory vaccinations result in adverse reactions to the employee. The District's workers' compensation administrator indicated that such cases would be evaluated on a case-by-case basis.

- Employees eligible for vaccinations would be encouraged to set up appointments during non-work hours; however, if appointments are difficult to schedule, the Executive Committee agreed that the District would cover 2 hours of paid time off for appointments. In order to be eligible for the paid time, employees would need to provide proof of appointments and vaccinations. Staff will discuss how to manage schedules and flex time off if too many employees are gone from any one department.
- The Executive Committee agreed to continue these meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month.

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

NONE

- **ADJOURNMENT**

President Heinrich adjourned the meeting at 2:53 P.M. The next Executive Board meeting will be scheduled on Thursday, March 4, 2021 at 2:30 PM via Zoom teleconference.