

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT
BOARD MEETING
MINUTES NO. 21-1

A meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, January 11, 2021, via teleconference pursuant to Governor's Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

TRUSTEES PRESENT	Perry Carlston, President Lola Odunlami, Vice President Daniel Pellegrini, Secretary Richard Ainsley Warren Clayton Chris Cowen Randall Diamond Jim Fitzsimmons Jen Hogan Peggie Howell Michael Krieg Kevin Marker Thomas Minter Shiva Mishek James Murray Peter Pay Jim Pinckney Darryl Young
TRUSTEES ABSENT	Duy Nguyen
VACANCIES	Brentwood Moraga San Pablo
OTHERS PRESENT	Paula Macedo, General Manager Maria Bagley, Administrative Services Manager Natalie Martini, Administrative Analyst II Douglas Coty, Legal Counsel David Alvey, Maze & Associates

CALL TO ORDER

President Carlston called the meeting to order at 7:01 p.m.

ROLL CALL

A roll call indicated that 18 Trustees were present, one was absent, and there are three vacancies.

1. APPROVAL OF THE AGENDA AS POSTED

** Motion was made by Trustee Diamond and seconded by Trustee Ainsley to approve the agenda as posted. *Motion passed unanimously.*

2. PUBLIC INPUT ON NON-AGENDA ITEMS – None

3. PRESENTATION – Trustee Shiva Mishek was appointed as Trustee by the City of Richmond. She spoke about her background and stated she has resided in Richmond for approximately two years, and lived in New York for several years prior to that. Trustee Mishek understands the importance of mosquito and vector control operations and is looking forward to learning more about operations within Contra Costa County.

4. CONSENT CALENDAR

A. MINUTES – Approval of Minutes 20-6, Regular Board Meeting, held on November 9, 2020.

B. EXPENDITURES –Approval of expenditures of October 1, 2020 through November 30, 2020 including:

- Accounts payable October 15th checks No. 028855 through No. 028881
- Payroll checks No. 028882 through 028884
- Voided Payroll Checks No. 028885 through 028887
- Accounts payable October 30th checks No. 028888 through No. 028910
- Accounts payable November 13th checks No. 028911 through No. 028937
- Payroll checks No. 028938 through 028946
- Accounts payable November 30th checks No. 028947 through No. 028969

Accounts Payable Total: **\$259,518.88**

Payroll Total: **\$748.72**

C. DIRECT DEPOSIT EXPENDITURES FOR PAYROLL & ACCOUNTS PAYABLE OCTOBER & NOVEMBER 2020 – Approval of payroll expenditures of October 1, 2020 through November 30, 2020, No. D16817 through No. D16975, in the amount of \$364,206.73.

D. TRANSACTION ACTIVITY REPORT FOR OCTOBER & NOVEMBER 2020

E. FINANCIAL REPORT

** Motion was made by Trustee Pellegrini and seconded by Trustee Pinckney to approve the consent calendar. *Motion passed unanimously.*

5. ACTION ITEMS

A. District FY 19/20 Financial Audit and Memorandum on Internal Control – Chair Fitzsimmons provided the Board with an update from the Audit Committee special meeting held on December 7, 2020, where they met with the auditor, David Alvey, Maze & Associates and discussed the final audit for FY 19/20. The committee recommended the final audit to the Board for approval.

** A motion was made by Trustee Diamond and seconded by Trustee Howell to accept the Report on District FY 2019/2020 Financial Audit and Memorandum of Internal Control. *Motion passed unanimously.*

B. Board Nomination and Election of 2021 Officers for Board President, Vice President, and Secretary – the eligibility list for each office and the Resolution 20-4, adopting a Revised Procedure for Election Board Officers, were provided to Trustees.

** Motion was made by Trustee Carlston and seconded by Trustee Pinckney to nominate Trustee Peggie Howell for 2021 President. *Motion passed 17 to 1. Trustee Howell abstained from this item.*

Ayes: Ainsley, Carlston, Clayton, Cowen, Diamond, Fitzsimmons, Hogan, Krieg, Marker, Mishek, Minter, Murray, Odunlami, Pay, Pellegrini, Pinckney, Young.

Noes: None

Absent: Nguyen

Abstain: Howell

** Motion was made by Trustee Carlston and seconded by Trustee Fitzsimmons to nominate Trustee Peter Pay for 2021 Vice President. *Motion passed 17 to 1. Trustee Pay abstained from this item.*

Ayes: Ainsley, Carlston, Clayton, Cowen, Diamond, Fitzsimmons, Hogan, Howell, Krieg, Marker, Mishek, Minter, Murray, Odunlami, Pellegrini, Pinckney, Young.

Noes: None

Absent: Nguyen

Abstain: Pay

** Motion was made by Trustee Carlston and seconded by Trustee Odunlami to nominate Trustee Daniel Pellegrini for 2021 Secretary. *Motion passed 17 to 1. Trustee Pellegrini abstained from this item.*

Ayes: Ainsley, Carlston, Clayton, Cowen, Diamond, Fitzsimmons, Hogan, Howell, Krieg, Marker, Mishek, Minter, Murray, Odunlami, Pay, Pinckney, Young.

Noes: None

Absent: Nguyen

Abstain: Pellegrini

C. Board Consideration and Approval of Committee Charges – the committee charges were reviewed.

** Motion was made by Trustee Pellegrini and seconded by Trustee Odunlami to approve the committee charges. *Motion passed unanimously.*

D. Board Consideration and Approval of Trustee Attendance to the Mosquito and Vector Control Association of California Annual Meeting - per Board resolution, attendance to MVCAC Annual conference is approved for the Board President and Vice President. The 2021 MVCAC Annual conference will be held virtually on February 1-3, 2021, which is a great opportunity for more Trustees to attend. Board authorization is needed for any other Trustees that would like to attend the meeting. Board discussed the opportunity to attend this important conference virtually, at a much lower cost and no travel involved. Interested Trustees should contact the General Manager.

** Motion was made by Trustee Fitzsimmons and seconded by Trustee Odunlami to approve Trustees requesting attendance to the virtual 2021 MVCAC Annual Conference. *Motion passed unanimously.*

E. Board Consideration and Approval of Board Resolution 21-1 Delegating Authority for Destruction of Records According to the Records Retention Policy - the District's Records Retention Policy was approved on November 9, 2020 and at the time the Board also delegated the authority to begin segregation and destruction of records according to the policy to staff, with the recommendation that a resolution be adopted at the January 2021 Board meeting to dispose of the records. The resolution was discussed.

** A motion was made by Trustee Pellegrini and seconded by Trustee Carlston to adopt Resolution 21-1, Delegating Authority for Destruction of Records According to the Records Retention Policy. *Motion passed unanimously.*

F. Personnel Committee Report – Chair Odunlami reported on the Personnel Committee special meeting held on December 21, 2020, when the committee discussed the updates to the Employee Handbook, pay differentials and updates to the job descriptions and proposed salaries of the Administrative Analyst II and Administrative Analyst I.

- i.* Discussion and consideration of the new Employee Handbook – Updates were made to the Employee Handbook and a summary of the changes was provided to Trustees, along with copies of the previous and proposed handbook. The Personnel committee has reviewed the handbook and recommended changes, which were made. The committee is presenting the current version for Board approval, formatting changes and inclusion of table of contents will be allowed after approval.

****** Motion was made by Trustee Cowen and seconded by Trustee Clayton to approve the new Employee Handbook, with authorization to the General Manger to make formatting changes where necessary. *Motion passed unanimously.*

- ii.* Discussion and consideration of proposed pay differentials – the committee recommended approval of pay differentials in recognition of unusual competencies, circumstances, increased complexity or skill/knowledge required during the absence of the Accounting and Benefits Specialist.

Employee: Natalie Martini, Administrative Analyst II, 5% pay differential from June 2020 through December 2020.

Employee: Areej Al Bahrani, Administrative Analyst I, 5% pay differential from September 2020 through December 2020.

****** Motion was made by Trustee Ainsley and seconded by Trustee Pinckney to approve the 5% differential pay for Natalie Martini, Administrative Analyst II, from June 2020 through December 2020, and 5% differential pay for Areej Al Baharani, Administrative Analyst I, from September 2020 through December 2020. *Motion passed unanimously.*

- iii.* Discussion and consideration of the updated job descriptions for Administrative Analysts I and II and proposed salary adjustments - The District proposed a reclassification of the job descriptions above, following the reconfiguration and streamlined processes in the Administration department. The committee discussed 5% adjustments to the salary ranges accordingly, and is recommending those to the Board for approval.

****** Motion was made by Trustee Clayton and seconded by Trustee Cowen to approve the reclassified job descriptions of Administrative Analyst II and Administrative Analyst I and 5% salary increase for both positions. *Motion passed unanimously.*

CLOSED SESSION – 8:08 p.m.

6. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957.6(a) TO REVIEW THE DISTRICT'S POSITION ON SALARY AND BENEFITS FOR REPRESENTED EMPLOYEES

Agency Negotiators: Paula Macedo, General Manager, Michael Jarvis, LCW, and Lola Odunlami, Chair of the Personnel Committee

Titles: All represented employees (SEIU Local 2021)

RETURN TO OPEN SESSION – 8:39 p.m.

REPORT FROM CLOSED SESSION – No reportable action.

Trustee Diamond left the meeting at 8:45 p.m.

7. BOARD AND STAFF REPORTS

A. BOARD – None

B. GENERAL MANAGER – General Manager Macedo mentioned there will be a special meeting of the Board on Monday, January 25, 2021 at 7:00 p.m. to approve the 2021 committee members and meeting calendar. A special meeting is necessary due to upcoming union negotiations, wherein the Personnel Committee will need to meet prior to the usual approval of committees and meetings which typically would happen during the March meeting. General Manager Macedo requested Trustees submit their committee choices by no later than Friday, January 15, 2021, to be reviewed by President Howell prior to finalizing the agenda packet for the January 25th special meeting.

General Manager Macedo provided the Board with an update on COVID-19; there have been no new positive cases within the District since the two positive cases in 2020. There was a new COVID prevention policy mandated by OSHA, and the District created a corresponding CPP Policy which was provided to all employees. As this week, the field staff returned to work in the office because of the winter/raining season, with the Board room now converted to accommodate appropriately spaced work stations, separated by polycarbonate dividers. In order to eliminate the number of people in the building at one time, all administrative staff have returned to an alternating schedule between working remotely and working in the office at least one day per week. The best way for the Board to reach administrative staff is via District cell phone due to the alternating work schedules.

CSDA continues efforts for Special Districts to secure access to emergency COVID relief funds, although to date has been unable to secure any access to relief funds since Special Districts are considered under the umbrella of local government and don't qualify to receive the tax credits for the FFCRA leaves that employees had to take in 2020.

The SDLA (Special District Leadership Academy) will be held virtually in 2021, with the Module 1: Governance, recommended for all Trustees and scheduled for March 24th & 25th. Module 2: Setting Direction, is scheduled for April 12th & 13th, Module 3: Boards Role in Finance is scheduled for May 12th & 13th, and the Boards Role in HR is May 26 & 27, 2021. Per Resolutions the President and Vice President are allowed to attend without Board approval, however if any other Trustee would like to attend any of the modules, there will be an action item at the March meeting for approval of Trustee travel to attend the virtual Modules for SDLA Certifications.

General Manager Macedo mentioned that Staff will be presenting talks at an operational symposium at the upcoming virtual MVCAC annual conference and recommended Trustees who are attending the conference to sit in during those operational symposiums.

- C. STAFF – Administrative Analyst II Martini informed the Board that Trustee Fitzsimmons has been reappointed by the City of Lafayette to a four year term and Trustee Howell has been reappointed by the City of Clayton to a two year term.

For the Trustees who have not set up their District Gmail account, please contact Administrative Analyst II Martini for directions on how to forward those emails to their personal accounts now that all District correspondence is sent to the District email addresses.

She also requested that Trustee compensation election forms be returned no later than January 20, 2021, for updated information to the District payroll system before the end of the month payroll run.

Administrative Analyst II Martini mentioned that all authorized Trustee contact information will be sent to Trustees this week. Lastly, she mentioned that the 2020 Conflict of Interest Form 700 filings will be done via NetFile once again, due by April 1, 2021. Trustees were asked to use their personal email accounts for log in purposes.

- D. LEGAL COUNSEL – None

8. ADJOURNMENT – 8:55 p.m.

I certify the above minutes were approved as read or corrected at the meeting of the Board held on March 8, 2021.

Ayes: 16

Noes: 0

Abstain: 0

Absent: 3



Daniel Pellegrini
2021 Secretary, Board of Trustees