



**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 9, 2021**

**TRUSTEES PRESENT**

Stephen Sham (Alhambra)  
Roger Chandler (Arcadia)  
Robert Gonzales (Azusa)  
Richard Barakat (Bradbury)  
Corey Calaycay (Claremont)  
Henry Morgan (Covina)  
Margaret Finlay (Duarte)  
Jerry Velasco (El Monte)  
Jackie Doornik (Glendora)  
Catherine Marcucci (Industry)  
Manuel Garcia (Irwindale)  
Charlie Klinakis (La Puente)  
Becky Shevlin (Monrovia)  
Rachel Janbek (Pasadena)  
Tim Sandoval (Pomona)  
Sandra Armenta (Rosemead)  
Denise Menchaca (San Gabriel)  
John Capoccia (Sierra Madre)  
Robert Joe (So. Pasadena)  
Cynthia Sternquist (Temple City)  
Allen Wu (Walnut)  
Lloyd Johnson (West Covina)

**TRUSTEES ABSENT**

Elyse Rasmussen (La Verne)  
Jamie Bissner (Los Angeles Co.)  
Joseph Leon (Monterey Park)  
Ryan Vienna (San Dimas)

**STAFF PRESENT**

Jared Dever  
Rose Alba  
Levy Sun  
Melissa Doyle  
Jason Farned  
Evelyn Gutierrez  
Marta Tanaka

**GUESTS PRESENT**

Representatives, Lewis Brisbois Bisgaard  
and Smith (Legal counsel)

**1. Call to Order**

Board President Becky Shevlin called the meeting to order at 7:00 AM, Trustee Corey Calaycay led the Pledge of Allegiance, and Clerk of the Board, Marta Tanaka, took Roll Call.

**2. Opportunity for Public Comment on Non-Agenda Items**

None

**3. Consent Calendar**

A motion made by Trustee Margaret Finlay and seconded by Trustee Cynthia Sternquist to approve the Consent Calendar passed unanimously.

**4. Presentation**

None

**5. Employee Class and Compensation Proposal for FY 2021/22**

District Manager Jared Dever reviewed a proposal to increase wages and benefits based on class and compensation surveys conducted by Southern California vector control agencies. The proposal details two options for bringing all staff to the median wage earner level and improve the District cafeteria plan over multiple years.

Personnel and Policy Committee Chair Richard Barakat reported that the committee met and discussed the proposal. At the conclusion of the discussion, a consensus was reached to recommend all median wage increases be allocated in FY2021/22 and provide incremental increases to the cafeteria benefits plan over the next 5 fiscal years. Finance and Audit Committee Chair Lloyd Johnson concurred with the recommendation on behalf of Finance and Audit Committee members.

Dever informed the Board that their preference for a 1-year wages/ 5-year benefits plan would be incorporated into the Draft FY2021/22 Annual Budget, which will be presented for consideration at the May 14, 2021 Board of Trustees Meeting.

**6. Closed Session: Public Employee Evaluation**

District Counsel Representative reported that the employee review is ongoing, and the board has directed counsel to prepare a contract amendment to be consider at the May 14, 2021 Board of Trustees Meeting.

**Point of Order**

District counsel advised that a virtual poll vote would be required to approve the Consent Calendar Items. A virtual poll vote was conducted, and the Consent Calendar passed unanimously.

**7. Consider Amendments to Personnel and Salary Resolution 92-11, Article XI Leave Provisions**

District Manager Jared Dever detailed amendments to the Personnel and Salary Resolution, Leave Provision Section, incorporating new rules and rights guaranteed by the California Family Rights Act and Pregnancy Disability Leave. Dever noted that additional amendments were made to align the language of the policy with at-will personnel practices.

Motion by Trustee Corey Calaycay and seconded by Margaret Finlay to approve amendments to Personnel and Salary Resolution 92-11, Article XI, Leave Provisions, passes.

**8. Consider Amendments to Personnel Job Description and Duties: Position Title – Executive Assistant/Clerk of the Board**

District Manager Jared Dever announced that Marta Tanaka, current Clerk of the Board, would be retiring from the district at the end of April 2021. Upon review of the current job description, significant revision was determined to be necessary to correctly describe the duties and requirements of the position prior to recruitment. Dever informed the board that the recruitment process would take approximately 4-6 weeks.

**9. District Administration****9.1 Upcoming Committee Meetings: Finance and Audit Committee**

District Manager Jared Dever reported that the Finance and Audit Committee would be convened prior to the May Board Meeting to review the Draft FY2021/22 Annual Budget and discuss additional pension and OPEB prefunding options.

**10. Committee Reports**

**10.1 Joint Meeting of the Finance and Audit and Personnel and Policy Committees – March 23, 2021**

Finance and Audit Committee Chair Lloyd Johnson and Personnel and Policy Committee Chair Richard Barakat had no additional committee agenda items to report.

**10.2 Personnel and Policy Committee – April 8, 2021**

Personnel and Policy Committee Chair Richard Barakat had no additional committee agenda items to report.

**11. Trustee Reports**

Trustee Denise Menchaca complimented Levy Sun and the Communications Department staff on their Bite Back Tour outreach program and encouraged other Trustees to participate when the Tour is scheduled to visit their respective cities.

**12. New Business**

Board President Becky Shevlin shared that an opinion poll would be conducted by district staff to gauge the level of interest and comfort for in-person committee and Board of Trustee meetings. President Shevlin will announce the results of the poll at the May 14, 2021 Board of Trustees Meeting.

**13. Adjournment**

The meeting was adjourned at 8:09 a.m.