



San Gabriel Valley Mosquito and Vector Control District  
Personnel and Policy Committee Meeting  
November 12, 2021 – Approx. 8:20 AM  
1145 N. Azusa Canyon Road, West Covina, CA 91790

**HOW TO OBSERVE THE MEETING:**

Telephone: Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 846 4392 9409 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/ackGc2g5eB> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/82112033347> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Log in through the Zoom mobile app on a smartphone and enter Meeting ID# 821 1203 3347.

**HOW TO SUBMIT PUBLIC COMMENTS:**

**Before the Meeting:** Please email your comments to [district@sgvmosquito.org](mailto:district@sgvmosquito.org), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 11:00 a.m. the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Trustees at the meeting. Comments received after this time will be treated as contemporaneous comments.

**Contemporaneous Comments:** During the meeting, the Committee Chair or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Please email your comments to [district@sgvmosquito.org](mailto:district@sgvmosquito.org), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all comments timely received will be read aloud at the meeting (not to exceed three minutes at staff's cadence). Comments received after the close of the public comment period will be added to the record after the meeting.

**1. Call to order**

1.1 Roll Call Attendance

1.2 ORDER OF BUSINESS – Review and prioritization of Agenda Items including, if necessary, identification of any emergency items arising after posting of the Agenda and requiring action prior to next regular meeting.

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

(Individual Public Comments may be limited to a 3-minute or less time limit) During Public Comments, the public may address the Committee on any issue within the District's jurisdiction that is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Committee for consideration. There will be no dialog between the Committee and the Commenter. Any clarifying questions from the Committee must go through the Committee Chair.

**3. Personnel and Policy Handbook Revision Request For Proposal (RFP)**

**Submission Review** (Managers Report)(Discussion)(Respondent Interview Selection)  
Committee Chair, Richard Barakat

**4. Adjournment**

**Personnel and Policy Committee**

Richard Barakat (Chair)  
Corey Calaycay  
Roger Chandler  
Robert Joe  
Ryan Vienna

Jamie Bissner  
John Capoccia  
Margaret Finlay  
Cynthia Sternquist

## **CERTIFICATE OF POSTING**

This agenda shall be made available upon request in alternative formats to persons with a disability as required by the American with Disabilities Act of 1990 (42 U.S.C. §12132) and the Ralph M. Brown Act (California Government Code §54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the San Gabriel Valley Mosquito and Vector Control District at (626-814-9466) during regular business hours, at least twenty-four hours prior to the time of the meeting.

Materials related to an item on the Agenda submitted after distribution of the agenda packet are available for public inspection in the San Gabriel Valley Mosquito & Vector Control District Office located at 1145 North Azusa Canyon Road, West Covina, CA 91790 during normal business hours.



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Jared Dever  
District Manager, San Gabriel Valley MVCD

## **Notice to the Public**

It is the intention of the San Gabriel Valley Mosquito and Vector Control District (District) to comply with the Americans With Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the District will attempt to accommodate you in every reasonable manner.

Please contact the Clerk of the Board at (626) 814-9466. Assisted listening devices are available at the meeting for individuals with hearing impairments. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35. 102-35. 104 ADA Title II)

San Gabriel Valley Mosquito and Vector Control District  
District Manager's Report

Date: November 12, 2021

Meeting of: San Gabriel Valley Mosquito and Vector Control District Board of Trustees

Subject: **Personnel and Policy Handbook Revision Request For Proposal (RFP) Submission Review**

Exhibit(s): **Respondent RFP's (5)**

Background

The Personnel and Salary Resolution (PSR) is the policy and procedures handbook for all District employees. In addition to ensuring the District is compliant with state and federal labor regulations, the PSR also defines general working conditions, schedules, compensation practices, performance standards, grievance protocols, promotion and demotion rules, and many other internal employment policies.

As a prudent management practice, any agency policy manual should periodically be comprehensively reviewed to ensure all rules and regulations are current, legal, and appropriately reflect the actual work practices. The PSR has undergone constant revision and amendments over the past four and a half years to bring our policies into compliance with rapidly changing employment regulation changes. These amendments have kept the district in legal compliance, but many policy areas of the PSR are antiquated and have not been adequately addressed. Given the significant personnel time necessary to revise the document in its entirety, staff is recommending contracting for professional legal services to conduct the revision project in collaboration with District Human Resources staff.

Fiscal Impact:

If the Committee selects a respondent, or respondents, for the interview process and subsequent recommendation to the Board of Trustees, capital funding will need to be considered prior to the award of contract. Authorization of these monies may be considered at a future Board of Trustees meeting.

Committee Action Options:

- Committee Action Required: If the Committee concurs, following the public discussion by members of this item, the appropriate action is to select a respondent, or respondents, for the interview process and subsequent recommendation to the Board of Trustees.
  
- Alternative Committee Action: If after discussion by members of this item, the Committee may choose to not select a respondent, or respondents, for the interview process and subsequent recommendation to the Board of Trustees.

Submitted by:

Jared Dever  
District Manager