

MINUTES of the San Gabriel Valley Mosquito and Vector Control District
EMERGENCY Executive Committee Meeting: TELECONFERENCE
Government Code 54956.5

Tuesday, March 17, 2020 – 10:30 AM
1145 N. Azusa Canyon Road,
West Covina, CA 91790

Committee Members Attending

Becky Shevlin (Monrovia) - **CHAIR**
Tim Sandoval (Pomona)
Lloyd Johnson (West Covina)

Trustees Attending

Catherine Marcucci (Industry)
Sandra Armenta (Rosemead)

Committee Members Absent

Corey Calaycay (Claremont)

Others Attending

Jared Dever, District Manager
William P. Curley III, District Counsel

1. **Call to Order and Roll Call**
Executive Committee Chair and Board President, Becky Shevlin, called the meeting to order at 10:33 am.
2. **Opportunity for Public Comment on Non-Agenda Items**
None
3. Discussion of District Activities in Response to COVID-19/Suspension of District Operations (Board President, Shevlin)(Discussion)

Board President Shevlin, enumerated the actions taken thus far by district staff to help prevent the spread of COVID -19. Those actions include the following:

- a. Strictly enforced hygiene practices, sick employee isolation, and social distancing since February 1, 2020.
- b. Cancelled March 13, 2020 Board of Trustees Meeting and Committee Meeting(s).
- c. Cancelled all travel to local, state, and national conferences and meetings.
- d. Suspended Seasonal staff hiring.
- e. Suspended vacant position recruitments and onboarding of new hire employees.
- f. Closed District facility to public (March 16, 2020).
- g. Suspended Service Requests that require direct interaction with public (March 16, 2020).

District Manager, Jared Dever, explained that while every effort has been made to comply with all public health mandates to prevent the spread of COVID-19, the latest guidelines for public gathering and separation of workspaces are not able to be met. The district facility open floor

plan and lack of separating wall and doors make this isolation requirement impossible. Dever, recommended that the district must take additional steps to protect employees and the public we serve.

3. Consideration of Subsidiary District Emergency Declaration and Response Level.*
(Board President, Shevlin)(Approve/Deny)

Board President, Shevlin introduced the components of the SGVMVCD Administrative Declaration of Local Emergency. The key components of the Declaration are as follows:

- a. Formally announces closure of District facilities to the public.
- b. Establishes a staggered shift schedule and paid leave for employees instructed to not report to the district headquarters. On days in which employees are not assigned to report to the district, they are required to carry a district assigned cell phone and respond to a “request to return” to work request within a reasonable time. Out of office employees are also required to respond to requests for information and other work-related inquiries from district administration.
- c. All actions defined in the SGVMVCD Declaration of Local Emergency can be superseded by CA Governor or Los Angeles public health officer declaration of additional isolation and/or preventative measures.
- d. If the Declaration of Local Emergency is approved by Executive Committee administrative declaration, the full Board will ratify the action at the April 10, 2020 Board of Trustees Meeting.

Following a presentation of the key components of the Administrative Declaration of Local Emergency, Board President, Shevlin called for a vote of attending committee members. Secretary/Treasurer, Johnson made a motion to approve the Administrative Declaration of Local Emergency, seconded by Vice President, Sandoval, and approved unanimously.

4. **Adjournment**

The meeting was adjourned at 10:57 a.m.