

**San Gabriel Valley Mosquito & Vector Control District**  
**Board of Trustees Meeting**  
**January 12, 2018 7:00 AM**

**Trustees Attending**

- 1 Stephen Sham (Alhambra)
- 2 Roger Chandler (Arcadia)
- 3 Joseph Rocha (Azusa)
- 4 Rick Barakat (Bradbury)
- 5 Corey Calaycay (Claremont)
- 6 Jamie Bissner (Co. of LA)
- 7 Henry Morgan (Covina)
- 8 Jerry Velasco (El Monte)
- 9 Charles Myers (Glendora)
- 10 Abraham Cruz (Industry)
- 11 Manuel Garcia (Irwindale)
- 12 Dan Holloway (La Puente)
- 13 Robert Neher (La Verne)
- 14 Becky Shevlin (Monrovia)
- 15 Joseph Leon (Monterey Park)
- 16 Tim Sandoval (Pomona)
- 17 Sandra Armenta (Rosemead)
- 18 Emmett Badar (San Dimas)
- 19 Juli Costanzo (San Gabriel)
- 20 John Capoccia (Sierra Madre)
- 21 Mary Su (Walnut)
- 22 Mike Spence (West Covina)

**Trustees Absent**

1. Vacant (Baldwin Park)
2. Margaret Finlay (Duarte)
3. Cynthia Sternquist (Temple City)
4. Marina Khubesrian (So. Pasadena)
5. Vacant (Pasadena)

**Staff Attending**

Jared Dever  
Rose Alba  
Jason Farned  
Esther Elliott  
Carol Anne Hagele  
Ramona Deacon  
Kim Nelson  
Gimena Ruedas  
Levy Sun  
Pablo Cabrera

**Minutes**

**1. Call to Order**

President Jamie Bissner called the meeting to order at 7:00 am

**2. Pledge of Allegiance and Silent Roll Call**

Trustee Corey Calaycay led the flag salute

**3. Oath of Office**

*(Government Code, Title 1. General. Division 4. Public Officers and Employees, Chapter 2, Article 4. Oath of Office, 1360. Unless otherwise provided, before any officer enters on the duties of his office, he shall take and subscribe the oath or affirmation set forth in Section 3 of Article XX of the Constitution of California. 1362 Unless otherwise provided, the oath may be taken before any officer authorized to administer oaths.)*

District Manager Jared Dever asked members of the Board to please stand, raise their right hand and recite together the Oath of Office. He

then asked that all Board members sign the Oath of Office form provided. Forms will be signed by the Board Clerk and filed in Trustee's city files.

**4. Welcome Reappointed Trustees**

President Bissner welcomed reappointed trustees:

<b>Corey Calaycay</b>	<b>City of Claremont</b>
<b>Joseph Leon</b>	<b>City of Monterey Park</b>
<b>Margaret Finlay</b>	<b>City of Duarte</b>
<b>Dan Holloway</b>	<b>City of La Puente</b>
<b>Mike Spence</b>	<b>City of West Covina</b>
<b>Jamie Bissner</b>	<b>County of Los Angeles</b>

**5. Introduction of New Trustees**

President Bissner welcomed new Trustees.

<b>Jerry Velasco</b>	<b>City of El Monte</b>
<b>Sandra Armenta</b>	<b>City of Rosemead</b>
<b>Marina Khubesria, M.D.</b>	<b>City of South Pasadena</b>

**6. Election of the 2018 Board of Trustees Officers**

President Bissner turned control of the meeting over to Trustee Henry Morgan, Nominations Committee Chairperson, who conducted the election of 2018 Board Officers.

*Election Procedure: To conduct the election, the Nominations Committee Chairman takes control of the meeting. The Chair presents the prospective nominees and accepts nominations from the floor.*

*The Board votes for the following: President, Vice President, Secretary, and Treasurer. At the conclusion of the election process the Chair turns over control of the meeting to the new President.*

Nominations Committee Chairman Trustee Henry Morgan introduced the following slate of nominated candidates for 2018 Board Officers:

<b>President</b>	<b>Cory Calaycay, City of Claremont</b>
<b>Vice President</b>	<b>Becky Shevlin, City of Monrovia</b>
<b>Treasurer</b>	<b>Margaret Finlay, City of Duarte</b>
<b>Secretary</b>	<b>Henry Morgan, City of Covina</b>

Chairman Morgan asked for nominations from the floor. There were no additional nominations from the floor.

A motion by Trustee Barakat to vote for all candidates at the same time was seconded and approved.

Chairperson Morgan called for the vote for 2018 Board Officers: Trustee Corey Calaycay for President, Trustee Becky Shevlin for Vice President, Trustee Henry Morgan for Secretary and Trustee Margaret Finlay for Treasurer.

The vote from the 22 Trustees present was unanimous for the 2018 Slate of Officers.

Chairperson Morgan turned control of the meeting over to the new President.

President Corey Calaycay presented outgoing President Jamie Bissner with a plaque of appreciation from the Board for his dedicated services to the Board and the District these last two years.

Jamie thanked the Board and Districts staff for their support and assistance.

District Manager Dever informed the Board that additional seating in the Board Room was added to accommodate the addition of three new Trustees representing the cities of Baldwin Park, Pasadena and South Pasadena. At the February meeting the new Officers will be seated together in the front of the Board Room.

**7. Opportunity for Public Comment on Non-Agenda Items**  
None

**8. Consent Calendar**

- A. List of Claims for December 2017**
- B. Budget Status Report for December 2017**
- C. Minutes of Board of Trustees' Meeting December 2017**
- D. Operations Report**
- E. Surveillance Report**
- F. Communications Report**
- G. November 2017 Monthly Treasurer's Report / District Working Balance Report for January 2018**

A motion by Trustee Morgan to approve the Consent Calendar as presented was seconded by Trustee Sandoval and unanimously approved.

**9. District Manager's Employment Agreement Amendment**

Office Manager Rose Alba reported that the Policy/Personnel Committee met after the December Board of Trustees meeting to discuss the District Manager's amended agreement.

Rose reported that the original agreement stated that the District Manager would have an initial review at six months and then an annual review one year from the six month review making that one and half years from the date of hire.

Staff was directed to amend the agreement stating that the District Manager will be evaluated at 6 months and then six months after the evaluation he would have his annual review which would make it one year from the date of hire.

Trustee Capoccia asked how the review is conducted.

Trustee Chandler informed the Board that a written review is distributed to the Personnel Committee who returns it to Rose after it has been filled out. Rose tallies the scores with the results reported to the Committee.

Trustee Chandler added that if the scores were within accepted range, there were no issues reported, or requests for salary increase then the amended agreement would go back to the Board with the Committees' recommendation. .

A motion by Trustee Morgan to approve the District Manager's amended Employment Agreement as recommended by the a Policy/Personnel Committee was seconded by Trustee Leon and unanimously approved.

**10. Board of Trustees Standing Committee Composition and Charges Discussion. Call for Volunteers for the Ad Hoc Legal Counsel RFP Committee.**

President Calaycay encouraged the Trustees to fill out the questionnaire asking for their committee preferences based on their area of interest and return it to the clerk. At the February meeting a 2018 Roster of Committees based on the survey will be presented.

Corey asked for volunteers to serve on the Ad Hoc Legal Counsel RFP Committee. Trustee Morgan volunteered. Corey announced that the Ad Hoc Committee will meet immediately after the Board adjourns. .

**11. District Administration**

**A. District Public Information Officer**

District Manager Dever introduced Levy Sun, the District's new Public Information Officer. Levy has a background in public information and marketing and looks forward to meeting each of the Trustees and working with their cities.

**B. Science Program Manager Recruitment Update**

Jared reported that the interview panel completed the second round of interviews for the Science Program Manager. No decision has been made from a slate of highly qualified candidates. He will apprise the Board as the selection process continues.

**C. Trustee Orientation and Ride Along Program**

Jared reported that the District has initiated a Trustee Orientation and Ride Along program for new and seasoned Trustees. For many years he ran this program and found that Trustees found tremendous value in this comprehensive look at what the District does. The orientation presentation is followed by a tour of the facility.

The Trustees will then be given the opportunity to ride-along with the vector control specialist assigned to their city. Trustees will be able to see up close their city streets and hear from the specialist the issues and challenges they confront on a day to day basis. Through this process Trustees will get a better understanding of how they can assist the District.

He will send out an email to all Trustees encouraging them to sign up for this opportunity to learn more about the District.

**D. Monthly Updates**

Jared informed the Trustees that it is his intension to bring back the educational component of the Board meeting with a brief presentation on vector control at each Board meeting. Presentations will address topics of concern that are threatening our community so that Trustees can speak eloquently about what we do to the members of their communities.

**12. Trustee Reports**

Trustee Capoccia expressed his concern over the growing number of invasive *Aedes* mosquitoes collected in the District based on what he sees on the reports given to the Board.

Trustee Sandoval asked what video are available to use.

Jared reported that we have some videos we can display and access to videos developed by other Districts with the same core message and education. He will have Levy send out a link to the videos.

The President reported that Jason had set up Facebook page and encouraged Trustees to follow the page.

Trustee Velasco asked if we have used city cable stations.

Jason Farned assured him we have given cities videos in any format that the city required. He is sure El Monte has used them before, but will be sure to reboot this effort once again.

**13. New Business**

None

**14. The Ad Hoc RFP Legal Counsel Committee met immediately after the Board adjourns.**

**15. Adjournment**

No motion: The meeting was adjourned at 7:41 am