

EXECUTIVE COMMITTEE SPECIAL MEETING
MINUTES

An Executive Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, June 28, 2023, at the District office located at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT Darryl Young, Acting Chair
 Wade Finlinson
 Michael Krieg
 Daniel Pellegrini

TRUSTEES ABSENT None

OTHERS PRESENT Paula Macedo, General Manager
 Natalie Martini, Financial Administrator

1. **CALL TO ORDER** – Board Vice President and Acting Executive Committee Chair Young called the meeting to order at 6:00 p.m. Roll Call indicated that 4 Trustees were present, and none were absent.
 2. **AGENDA MANAGEMENT**- Agenda was adopted by rule.
 3. **PUBLIC INPUT ON NON-AGENDA ITEMS** – None
 - 4.* **APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE SPECIAL MEETING HELD ON MAY 15, 2023** – Minutes from Executive Committee special meeting held on May 15, 2023 were attached.
- ** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the minutes from the Executive Committee special meeting held on May 15, 2023. *Motion passed unanimously.*
5. **REVIEW OF ELIGIBILITY CRITERIA AND PROCESS FOR NOMINATION AND ELECTION OF BOARD OFFICERS** – Previous resolutions related to the eligibility criteria and nomination process were reviewed and discussed by the committee for Board Officer nominations and elections. The new process would require a new resolution to be proposed at the next Board meeting.
 6. **DISCUSSION OF PROCESS FOR REVIEWING POLICIES AND RESOLUTIONS** – The committee discussed how policies and resolutions are reviewed. As part of the updates to the Trustee Manual, staff has been working on a summary of all resolutions. The committee suggested reviewing policies every few years to decide if they should be updated or removed.

7. **REVIEW OF BOARD MEETING AGENDA POSTING AND MAILING TIMELINE** – The current practice followed by the District was to mail the meetings packets and post meeting agendas ten days before the meetings for both full Board and committee meetings. The Brown Act only requires 72 hours. The committee discussed whether the current practice should change and suggested further discussion from other members of the Board at the next meeting with a recommendation to align with the Brown Act requirement to allow staff more time to prepare the documents and to have more timely information provided.

CLOSED SESSION – 7:06 p.m.

8. **PUBLIC EMPLOYEE PERFORMANCE APPRAISAL PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957**

Title: General Manager

9. **CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54957.6**

Agency Designated Representative: Darryl Young, Board Vice President

Unrepresented Employee: General Manager

RETURN TO OPEN SESSION – 7:38 p.m.

REPORT FROM CLOSED SESSION – No reportable actions

10. **BOARD AND STAFF ANNOUNCEMENTS** – the committee requested an item at the Board meeting agenda to discuss the possibility of changing the regular Board meeting dates and times.
11. **ADJOURNMENT** – 7:48 p.m.

I certify the above minutes were approved as read or corrected at a special meeting of the Executive Committee held on June 17, 2024.

Darryl Young, 2024 Board President
Chair Executive Committee