



155 Mason Circle
Concord, CA 94520
phone (925) 685-9301
fax (925) 685-0266
www.contracostamosquito.com

BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
****MONDAY, JUNE 17, 2024****
AGENDA
6:00 PM

TIME: 6:00 PM

LOCATION: Hybrid meeting of the Board of Trustees
Physically held at the District office located at
155 Mason Circle, Concord, CA 94520
By teleconference at:

<https://us06web.zoom.us/j/82235512248?pwd=sH6hjc54wWvVzBABU0hSHDv1vn4a6x.1>

Meeting ID: 822 3551 2248
Passcode: 224203

Members of the public may participate in the meeting via teleconference or in-person. Public comments may be submitted in advance of the meeting by emailing Paula Macedo at pmacedo@contracostamosquito.com. Alternatively, members of the public may offer spoken comments when public comment is requested, either at the beginning of the meeting as to non-agenda items, or regarding an agenda item at the time the item is considered. Comments shall be limited to three minutes per person, unless different time limits are set by the Chairperson.

In compliance with the Americans with Disabilities Act, if you need a disability-related modification or accommodation to participate in this meeting, please contact Paula Macedo, General Manager, as early as possible, and at least 48 hours before the meeting at (925) 457-8464 or pmacedo@contracostamosquito.com.

Protecting Public Health Since 1927

BOARD OF TRUSTEES

President **DARRYL YOUNG** Contra Costa County • Vice President **PETER PAY** San Ramon • Secretary **DANIEL PELLEGRINI** Martinez
Antioch **Vacant** • Brentwood **VINOY MEREDDY** • Clayton **ERIC HINZEL** • Concord **PERRY CARLSTON** • Contra Costa County **JIM PINCKNEY & CHRIS COWEN** • Danville **RANDALL DIAMOND**
El Cerrito **JIM DOLGONAS** • Hercules **DAMIAN WONG** • Lafayette **Vacant** • Moraga **JAMES FRANKENFIELD** • Oakley **MICHAEL KRIEG** • Orinda **KEVIN MARKER**
Pinole **WARREN CLAYTON** • Pittsburg **RICHARD AINSLEY, PhD** • Pleasant Hill **JENNIFER HOGAN** • Richmond **CHRIS DUPIN** • San Pablo **Vacant** • Walnut Creek **PEGGIE HOWELL**

AGENDA

1. CALL TO ORDER

Roll Call
Pledge of Allegiance

2. AGENDA MANAGEMENT

3. PUBLIC INPUT ON NON-AGENDA ITEMS

This time is reserved for members of the public to address the committee relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above and will be limited to three minutes per person.

4. APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE SPECIAL MEETING HELD ON JUNE 28, 2023

5. DISCUSSION OF RECOMMENDATIONS FROM THE 2023 TRUSTEE WORKSHOP

CLOSED SESSION

6. PUBLIC EMPLOYEE PERFORMANCE APPRAISAL PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957

Title: General Manager

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

Agency Designated Representative: Darryl Young, Board President
Unrepresented Employee: General Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

8. BOARD AND STAFF ANNOUNCEMENTS

9. ADJOURNMENT

I hereby certify that the District Board of Trustees Executive Committee Meeting Agenda was posted 3 days before the noted meeting.

Christine Widger, Customer Service Specialist

6/14/2024

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

JUNE 17, 2024 EXECUTIVE COMMITTEE MEETING
STAFF REPORT

1. No comment
2. **AGENDA MANAGEMENT** – Consider order of items.
3. **PUBLIC INPUT ON NON-AGENDA ITEMS**
4. **APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE SPECIAL MEETING HELD ON JUNE 28, 2023 (Pages 4-5)** – Minutes from Executive Committee special meeting held on June 28, 2023 were attached.
5. **DISCUSSION OF RECOMMENDATIONS FROM THE 2023 TRUSTEE WORKSHOP** – The committee will discuss the recommendations from the 2023 Trustee Workshop.
6. **PUBLIC EMPLOYEE PERFORMANCE APPRAISAL PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957**

Title: General Manager

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

Agency Designated Representative: Darryl Young, Board President
Unrepresented Employee: General Manager

RETURN TO OPEN SESSION

REPORT FROM CLOSED SESSION

- 8, 9. **BOARD AND STAFF ANNOUNCEMENTS / ADJOURNMENT**

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