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BOARD OF TRUSTEES
EXECUTIVE COMMITTEE SPECIAL MEETING
****MONDAY, MAY 15, 2023****
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/94095162206?pwd=amp0UXhCSEt3a0Qxc2ludWJnVmVmZz09>

Meeting ID: 940 9516 2206
Passcode: 866980

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

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 MEETING HELD ON JUNE 27, 2022**

5. **COMMITTEE DISCUSSION OF GOALS AND TOPICS FOR TRUSTEE WORKSHOP**

6. **COMMITTEE DISCUSSION OF GOALS AND TOPICS FOR ENHANCING STANDING COMMITTEE EFFICIENCIES**

7. **BOARD AND STAFF ANNOUNCEMENTS**

8. **ADJOURNMENT**

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

Christine Widger, Customer Service Specialist

5/12/2023

Date

CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT

MAY 15, 2023 EXECUTIVE COMMITTEE SPECIAL 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 27, 2022 (Pages 4-5)** – Minutes from Executive Committee special meeting held on June 27, 2022 were attached.
5. **COMMITTEE DISCUSSION OF GOALS AND TOPICS FOR TRUSTEE WORKSHOP** - The Five-Year Plan Goal D-1-a-3 calls for annual Trustee Workshops. Board President Murray is looking for input from the Executive Committee on what, how and who is required to provide District Staff guidance on preparing for and scheduling such workshops.
6. **COMMITTEE DISCUSSION OF GOALS AND TOPICS FOR ENHANCING STANDING COMMITTEE EFFICIENCIES**
The Five-Year Plan Goal D-1-a-4 calls for a review for opportunities to enhance the efficiency of the various Board Committees. Board President Murray is seeking input from the Executive Committee on this goal and would like to have District Staff and Board Committees kickoff such reviews. Example topics to be discussed are dashboards/metrics, membership experience and succession, oversight, and how committees can work more proactively/less reactively.
- 7, 8. **BOARD AND STAFF ANNOUNCEMENTS / ADJOURNMENT** – No comment

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 27, 2022, via teleconference.

TRUSTEES PRESENT Michael Krieg, Chair
 Perry Carlston
 Peggie Howell
 Peter Pay
 Daniel Pellegrini

TRUSTEES ABSENT None

OTHERS PRESENT Paula Macedo, General Manager
 Natalie Martini, Administrative Analyst II

1. **CALL TO ORDER** – Board President and Executive Committee Chair Krieg called the meeting to order at 6:00 p.m.
 Roll Call indicated that 5 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 JUNE 27, 2022**

** Motion was made by Trustee Pellegrini and seconded by Trustee Howell to approve the minutes from the Executive Committee special meeting held on June 27, 2022. *Motion passed unanimously.*

CLOSED SESSION – 6:03 p.m.

5. **GENERAL COUNSEL PERFORMANCE EVALUATION PURSUANT TO CALIFORNIA GOVERNMENT CODE 54957**
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: Michael Krieg, Board President

Unrepresented Employee: General Manager

RETURN TO OPEN SESSION – 6:25 p.m.

REPORT FROM CLOSED SESSION – No reportable action

- 8. DISCUSSION OF PROCESS AND TIMELINE FOR TRUSTEE MANUAL UPDATE** - The committee discussed the progress on the Trustee Manual revision, which was initiated in 2019 by the Ad Hoc Trustee Manual Committee. The last meeting date for that committee was in September of 2019, and the partial revision was approved by the Board in 2020. The Executive committee asked staff to continue working on the manual as time allowed and to present a draft to the committee at an undetermined date.
- 9. BOARD AND STAFF ANNOUNCEMENTS**
- 10. ADJOURNMENT – 6:31 p.m.**

I certify the above minutes were approved as read or corrected at a special meeting of the Executive Committee held on May 15, 2023.

Jim Murray, 2023 Chair
Executive Committee