



CLACKAMAS COUNTY
VECTOR CONTROL DISTRICT

MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES
October 10, 2017

A Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on October 10, 2017. The meeting was called to order at 2:35 p.m., by Chairman Dan Green.

Board of Trustees Members Present: Dan Green - Chairman
John Borden–Vice Chairman arrived at 3:38 p.m.
Gordon Young - Secretary
Mike Bondi – Board Member
Lowell Hanna - Treasurer

Staff: George Peck
Theresa Micallef
Josh Jacobson
Jensen Price

Absent: None

Guest: Michael Shaw

Items before the Board:

Approval of September 12, 2017 Regular Meeting Minutes – A motion was made by Board Member Mike Bondi, seconded by Secretary Gordon Young, to approve the September 12, 2017 Regular Business Meeting Minutes as submitted via e-mail. With no further discussions, motion unanimously approved. The original copy of the approved minutes were signed by Secretary Gordon Young.

Public Comment – Limited to 5 minutes per person:
No comments.

Bills & Checks - Bills and Checks were given to Board Members for review and approval. Bills and checks were approved as presented by way of review and signatures.

PAC/WEST Analysis – A discussion was held regarding the PAC/WEST budget and the September billing statement. Chairman Dan Green was concerned with the direct mailing being sent out too late in the season. A motion was made by Secretary Gordon Young, seconded by Treasurer Lowell Hanna to authorize payment of \$29,171.32, Invoice #4577 for PAC/WEST Communications. With no further discussions, motion unanimously approved. Board Members asked for the direct mailing section of the recorded meeting minutes of September 12, 2017 be transcribed or a copy of the recording be sent to each Board Member within the next month.

Monthly Master Spreadsheet – Monthly master spreadsheets were distributed to the Board Members. Treasurer Lowell Hanna read the monthly master spreadsheet to the Board Members, a discussion followed. Treasurer Lowell Hanna asked that the monthly master spread sheet have deposits individually listed with who they came from, what it is for and the dollar amount. Treasurer Lowell Hanna asked that the monthly master spreadsheet be given to him before the Board Meetings so that he can look over the information and match it with the reconciliation.

Discuss Seasonal Employee Retention Report – Executive Director George Peck distributed to Board Members paperwork titled ‘Seasonal Employee Report’. Executive Director George Peck briefly explained the report to the Board Members. Chairman Dan Green asked if there were seasonal employees being retained at this time. Executive Director George Peck informed the Board Members that there were no seasonal employees retained. Treasurer Lowell Hanna asked if there is a need for seasonal employees to be carried over into the winter if there are things that need to be done. Executive Director George Peck stated that he would like to have a Field Manager hired by January, so that they may be trained by the spring season. Executive Director George Peck informed the Board Members that in the minutes of the September 26th Long Term Planning Committee meeting there was a “discussion about having seasonal employees to help with work during the winter months, and it will need to be in a written document approved by the Board Members before a commitment is made”, and the answer to Lowell’s question is “no”, we do not need seasonal employees retained this winter.

Biologist Summary of Mosquito Surveillance for 2017 Season – Biologist Josh Jacobson distributed to Board Members paperwork titled “Surveillance Summary 2017 vs. 2016”. Biologist Josh Jacobson summarized the 2017 season for the Board Members. Board Members were concerned about the lower number of larvae in 2017 compared to 2016. Biologist Josh Jacobson explained to the Board Members that spring came late for Clackamas County, it was very cold, wet and that the Biologist George Cashdollar was absent in 2017. Chairman Dan Green asked if trapping surveillance was less in 2017. Biologist Josh Jacobson informed the Board Members that Biologist George Cashdollar did not work at CCVCD in 2017 so there was one person less in the lab and that contributed to less traps being set. A discussion was held regarding changing the lab work process, training seasonal employees to set mosquito traps for regular site trapping, service request trapping, and hiring more seasonal employees to help with trapping. Treasure Lowell Hanna

informed the Board Members that he is “very concerned about the Biologist being out in the field setting and retrieving mosquito traps when the Biologist’s value is in the lab, and that there should be a better way of trapping that is more beneficial” to CCVCD. Biologist Josh Jacobson informed the Board Members that “just taking care of the duties in the lab does not fill the entire day. The time that is not filled by lab duties is spent trapping, and if there were extra people setting more traps then there would be more mosquitoes to process in the lab and that would add to the time spent in the lab.” Board Members asked that Executive Director George Peck and Staff plan for efficiencies in the lab for the next mosquito season, and in the next month or two have an agenda item to discuss for the Board meeting. Treasure Lowell Hanna asked that Biologist Josh Jacobson add years 2014 and 2015 into the Surveillance Summary document.

Long Term Planning Committee (LTPC) Meeting Follow Up – Copies of the Long Term Planning Committee Meeting Oral Recording Transcription were distributed to Board Members. Board Member Mike Bondi informed the Board Members that a date needed to be set for the next LTPC meeting. Board Members set the date of November 14th, 2017, directly following the regular Board Meeting for the LTPC meeting to occur. Board Member Mike Bondi stated that the September LTPC meeting was about programs and personnel. The next step should be facilities, operation and budget. Board Members asked that Executive Director prepare a summary document of the LTPC Meeting Oral Transcription by the first week of November, along with an agenda, so Board Members may review it by the next LTPC meeting.

- Vice Chairman John Borden arrived at 3:38 p.m.

Field Manager Recruitment – Executive Director George Peck informed the Board members that there were five applicants and each Board Member received a packet including all five applicants’ information. A discussion followed regarding the hiring process, hiring committee, and pay rate for the Field Manager position. Executive Director George Peck ask Board Members if a conflict of interest form needed to be signed by the hiring committee members. Board Member Mike Bondi stated that it is important to not have nepotism or conflict of interest in a hiring process and in his organization they have an understanding of what conflict of interest is, all members of the hiring committee with a conflict of interest declare it at the beginning of the hiring process, it is managed by the hiring committee and there is no form needed to be signed. Dan Green suggested that one Board Member be on the hiring committee. Vice Chairman John Borden agreed to be on the hiring committee. Treasurer Lowell Hanna stated that there should be no nepotism in the hiring of the Field Manager Position. Chairman Dan Green stated that Executive Director George Peck has the authority to hire and set the pay scale. Vice Chairman John Borden suggested that if the Field Manager is hired at step 4 or below of the 10 step pay schedule Executive Director George Peck would have the authority to do so and anything above a step 4 should be authorized by the Board Members. Chairman Dan Green asked the Board Members if they wanted to give Executive Director George Peck the ability to give the job to someone above the first step of the pay scale. Board Members agreed to authorize Executive Director to negotiate up to step 4, anything above step 4 please bring to the Board Members for discussion

Vector News – Executive Director George Peck distributed news information to Board Members titled ‘ ‘Creating Buzz: Proposing a Mosquito Emoji for Public Health’, ‘How Zika Became So Dangerous For Babies’, ‘CDC’s Response to Zika’, Modeling the Environmental Suitability for Aedes (Stegomyia) albopictus (Diptera: Culicidae) in the Contiguous United States’, and ‘Deadly West Nile virus cases are spiking in LA. The first line of defense: chickens’. A discussion followed.

Executive Director George Peck informed the Board Members that during the Clackamas County Fair there were 720 calendars, and 800 grocery bags distributed. The calendar distribution was about 300 lower than last year and the grocery bags were about 200 higher than last year. PAC/WEST paper work shows that Face Book likes for CCVCD are at 257, up from 122 when PAC/WEST first started working for CCVCD, and CCVCD’s logo is in the Lake Oswego Newspaper. A discussion followed.

Executive Director informed the Board Member that the District had a new electrical main breaker box installed. This was done to bring the District up to code compliance and to replace a bent main line mast.

Items that may occur before the meeting:

Michael Shaw offered Executive Director George Peck his help with trapping and lab information.

The Board Members thanked Michael Shaw for hosting the end of season Party.

Adjournment:

There being no further business before the Board, the meeting was adjourned at 4:12 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: _____
Secretary Gordon Young