



CLACKAMAS COUNTY  
**VECTOR CONTROL DISTRICT**

**MINUTES OF THE REGULAR BUSINESS MEETING OF THE BOARD OF TRUSTEES**  
January 12<sup>th</sup>, 2021

An audio recorded Regular Business Meeting of the Clackamas County Vector Control District Board of Trustees was held on January 12<sup>th</sup>, 2021. The meeting was called to order at 2:30 p.m., by Chairman Dan Green.

**Board of Trustees Members Present:** Dan Green – Chairman  
Dakota Hufford–Vice-Chairman, Via Zoom phone  
Michael Shaw – Secretary  
Lowell Hanna–Treasurer, Via Zoom phone

**Staff:** Josh Jacobson – Executive Director  
Theresa Micallef – Office Manager  
Maggie Atchley – Field Manager

**Absent:** Sarah Present – Ex Officio Member

**Guest via Zoom/Zoom Phone:** Attorney for CCVCD, Mr. William Cloran - Via Zoom phone

**Guest via telephone:** None.

**Items before the Board:**

**Election of Officers** - Officers in attendance at the meeting discussed their current positions. A motion was made by Treasurer Lowell Hanna, seconded by Secretary Michael Shaw to elect the current officers back to their current positions for 2021 with the exception of the vacant position of Vice-Chairman to be filled by Dakota Hufford, Officers for 2021 are as follows; Chairman - Dan Green, Vice-Chairman - Dakota Hufford, Secretary - Michael Shaw, and Treasurer - Lowell Hanna,. With no further discussions, motion unanimously approved. (2021-003)

**Approval of December 8<sup>th</sup>, 2020 Regular Meeting Minutes** – A motion was made by Secretary Michael Shaw, seconded by Treasurer Lowell Hanna to approve the December 8<sup>th</sup>, 2020 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 Michael Shaw. (2021-004)

**Approval of December 15<sup>th</sup>, 2020 Special Meeting Minutes** – A motion was made by Vice-Chairman Dakota Hufford, seconded by Secretary Michael Shaw to approve the December 15<sup>th</sup>, 2020 Special 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 Michael Shaw. (2021-005)

**Bills & Checks** – No Bills and Checks were given to Board Members for review/approval.

**Monthly Master Spreadsheet** – A copy of the ‘Monthly Master Spreadsheet’ was distributed to the Board Members. Treasurer Lowell Hanna explained the ‘Monthly Master Spreadsheet’ to the Board Members, a discussion followed.

**Pesticide Use Plan** – Copies of the Draft ‘2021 Annual Pesticide Use Plan’ were distributed to Board Members. A discussion followed. A motion was made by Treasurer Lowell Hanna, seconded by Secretary Michael Shaw to accept the ‘2021 Annual Pesticide Use Plan’ as presented. With no further discussions, motion unanimously approved. (2021-006)

**Annual Work Program, Approval** – Copies of the Draft ‘Annual Work Program Fiscal Year 2021-2022’ were distributed to Board Members. A discussion followed. A motion was made by Treasurer Lowell Hanna, seconded by Secretary Michael Shaw to approve the ‘Annual Work Program Fiscal Year 2021-2022’ as presented. A discussion was held regarding when the ‘Annual Work Program’ would be presented to the Clackamas County Commissioners, motion unanimously approved. (2021-007)

**Set COLA for Budget** – Paperwork was distributed to the Board Members regarding ‘COLA’ wage increases. The discussion at this meeting is for budget purposes only. Any actual salary increases are determined by the Board Members at the June Board Meeting. Actual salary increases cannot be more than the amount budgeted. After a discussion the Board Members decided that 3% would be the figure to work within. A motion was made by Treasurer Lowell Hanna, seconded by Secretary Michael Shaw, to place a 3% ‘COLA’ increase in the FY 2021-2022 budget that will be reviewed in June to determine the actual amount to be given, not to exceed 3%. Motion unanimously approved. (2021-008)

**Maternity/Paternity Leave** – Paperwork was distributed to the Board Members regarding maternity/paternity leave. A discussion was held, the Board Members asked that Executive Director Josh Jacobson look into creating a policy regarding Maternity/Paternity Leave for CCVCD’s Personnel Policies.

**ABC Applicants** – Executive Director Josh Jacobson and Office Manager Theresa Micallef updated the Board Members regarding the ABC applicants for the one (1) open CCVCD Board position. A discussion followed. The Board Members agreed to keep the ABC posting open for another month.

**Items That May Occur Before the Meeting:**

Vice-Chairman Dakota Hufford exited the Board Meeting at 3:28p.m.

Executive Director Josh Jacobson distributed paperwork from Clackamas County regarding the rollover of unused vacation hours during 2020-2021, a discussion followed. A motion was made by Treasurer Lowell Hanna, seconded by Vice-Chairman Dakota Hufford to remove the cap on vacation leave accrual through January 2022. A discussion occurred regarding Executive Director Josh Jacobson’s accrued time off. Motion approved by “Yes” vote from Chairman Dan Green, Secretary Michael Shaw, and Treasurer Lowell Hanna. Vice-Chairman Dakota Hufford exited the Board Meeting prior to voting. (2021-009)

**\*The Regular Business Meeting of the Board of Trustees ended at 3:31 p.m.**

**\*Executive Session started at 3:31 p.m.**

Vice-Chairman Dakota Hufford entered the Executive Session at 3:46 p.m.

**\*Executive Session ended at 4:05 p.m.**

**\*The Regular Business Meeting of the Board of Trustees Resumed at 4:05 p.m.**

Chairman Dan Green discussed with the Board Members a possible future Executive Session.

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

**Adjournment:**

There being no further business before the Board, the meeting was adjourned at 4:06 p.m., by Chairman Dan Green.

BOARD OF TRUSTEES  
CLACKAMAS COUNTY VECTOR CONTROL DISTRICT

By: \_\_\_\_\_  
Michael Shaw  
Secretary