

# GLACVCD BOARD OF TRUSTEES MEETING STAFF REPORTS



Thursday, June 13<sup>th</sup>, 2024  
7:00 p.m. Board Meeting  
Santa Fe Springs District Headquarters  
12545 Florence Avenue, Santa Fe Springs, CA 90670

***Marilyn Sanabria, President***  
***Trustee Ali Saleh, Vice President***  
***Trustee Melissa Ramoso, Secretary-Treasurer***

*General Manager, Susanne Klueh*  
*Assistant General Manager, Allison Costa*  
*Director of Scientific-Technical Services, Steve Vetrone*  
*Director of Operations, Mark Daniel*  
*Communications Manager, David Pailin Jr.*  
*Finance Manager, Yani Segoro-Nguyen*  
*Human Resources Manager, Cindy Reyes*  
*Board General Counsel, Quinn M. Barrow, Richards, Watson, Gershon*  
*Labor Legal Counsel, Oliver Yee, Liebert, Cassidy, Whitmore*

Copies of staff reports or other written documentation relating to agenda items are available online at <https://www.GLAmosquito.org/board-meetings> and are on file at the District's Headquarters at the Front Office for public inspection.

If you have questions regarding an agenda item, please contact the Front Office Staff at (562) 944-9656 ext. 504 during regular business hours.

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## General Managers' Report for June 13, 2024

### Board of Trustees Meeting

It seems prudent to start this month's report off with an apology, as we have a bear of a meeting in store for you this month. In the past year, the agency has been undergoing tremendous, but very necessary changes administratively. As we are all aware from home remodeling projects, things tend to get a bit worse in the process before they get better. With the retirement of our Director of Fiscal Operations, we did on one hand miss having a department head for the Finance Department but on the other hand it presented the opportunity to conduct necessary reorganization on the administrative side of the district, as well as the long needed switch from an outdated accounting system and a payroll system geared towards private industry to a new platform that will better accommodate both the agency's HR as well as accounting and payroll needs. This transition demanded that we not budget under our old chart of accounts but devise a new one that will allow a relatively easy transition into the new system later in the year and early in 2025. With the help of our Board approved financial consulting firm, we have created this new chart of accounts as well as finally completed the audit for FY 2022/23. Lastly, it has been difficult despite our best attempts to find appropriate days for various committee meetings, which has further delayed necessary action on items we will now also be presenting this month.

All that said, in this month's meeting, we present the Board with the proposed District Budget for FY2024/25. As many of you know, we build the budget from the 'bottom up' meaning staff in all departments determine the department's needs and wants and bring them to their supervisors to review and combine in a departmental draft that is passed on to the director for approval and presentation to the general manager. As every year, we are proud to say that our fiscally aware and frugal staff have put together a tight operational budget that meets the agency's most pressing needs, while also giving some consideration to the potential challenges this season might bring our way with potential locally transmitted cases of dengue fever or other tropical diseases.

Last year, the Board approved an ambitious and forward-looking budget in the attempt to set this agency up for the future. Consideration was given to the fact that we are out of office space in both of our facilities and the growing needs caused by the arrival of first West Nile Virus (WNV) and then the invasive *Aedes* species, along with the threat of the aforementioned tropical mosquito-borne diseases like dengue, chikungunya and Zika being transmitted to our residents locally, all while we are slowly approaching our \$20 assessment cap. At the same time, the Board recognized that we are at the dawn of a new era in mosquito control where Sterile Insect Technology (SIT) will eventually augment or even replace traditional control methodology and do better at controlling mosquito populations and the associated disease risk.

This year, we are continuing down this road by presenting you with a budget draft designed to meet next year's need while continuing to address facility concerns and preparing the agency and our constituents for a Proposition 218 vote in fall of 2025 to secure the District's financial stability without changing the current assessment which stands at \$18.97. This will allow us to move on with facility improvements, expand the SIT program and ensure our residents are aware of and take full advantage of the services we provide.

Along with the budget, we are presenting the results of a compensation and classification study the board requested for the year 2023 and early 2024. The goal was to compare current salaries to neighboring and like agencies in an effort to adjust District pay to the 75th percentile level. Our agency is recognized as a foremost leader in the field because of our highly qualified and talented staff and we hope the outcome of the study will help us retain and attract candidates. The modifications to our pay scale the study suggested are included in the budget before you.

Our appreciation goes to our staff for their careful budgeting efforts and to our financial consultants at Eide Bailly for all the work putting together the numbers, to our HR department who tirelessly completed the Comp. & Class Study, and of course to the Budget & Finance as well as the Personnel Committee for the sincere consideration and discussion and for suggesting moving the draft forward to the full Board for a final decision.

In addition to the presentation of the FY 24/25 budget, we will also be hearing from our auditors as they have completed the fiscal audit for the year ending on June 30th, 2023. Which in turn now allows us to present staff suggestions for the allocation of savings in FY 22/23 to the District's various reserves.

Lastly and for all the reasons mentioned above also late this year, we would like to request budget adjustments for FY 23/24 from savings in the current year's budget. We are looking to purchase three vehicles, adjust some of our pesticide needs, balance our account for professional temporary services to accurately reflect our needs for the financial consultants as well as the security firm and have the full Board approve funds the Ad Hoc SIT Committee approved earlier in the year. We also suggest to provide Communications with additional funds to get an early start on the summer campaign.

In other news, we onboarded the bulk of our seasonal help and conducted new hire orientation. While we do not have all the help we need just yet, we trust that our HR team and the Operations Supervisors will continue to do their very best to help find and vet more potential candidates.

Thanks to the diligent efforts of our field staff, and the until recently cool weather trends, the mosquito abundance numbers have fallen most everywhere below the five-year average and the initial detection of WNV in a mosquito sample in the San Fernando Valley has remained the only one. Our SIT project is commencing weekly releases and monitoring in the Sunland/Tujunga area.

The Communications Department is maximizing their outreach efforts to expand resident engagement on social media as well as during in-person events with the goal of increasing overall District visibility, encouraging residents to utilize our services as well as providing them information on how they can help prevent mosquito breeding in their backyards.

With that, we are looking forward to seeing all of you next week and ask you to be ready for a somewhat lengthy meeting given all the items on the agenda. We immensely appreciate your engagement and continued support.

Sincerely,



Susanne Klueh  
*General Manager*



Allison Costa  
*Assistant General Manager*

**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT**

**SCIENTIFIC-TECHNICAL REPORT**

**May 2024**

*Steven Vetrone, Director of Scientific Technical Services*

*Nicolas Tremblay, Senior Vector Ecologist*

*Tanya Posey, Ryan Amick, Rande Gallant, & Courtney Chagolla, Vector Ecologists*

*Colt Bellman, Assistant Vector Ecologist*

*Christopher Ortiz & Wesley Dean Collins, Vector Field Assistants*

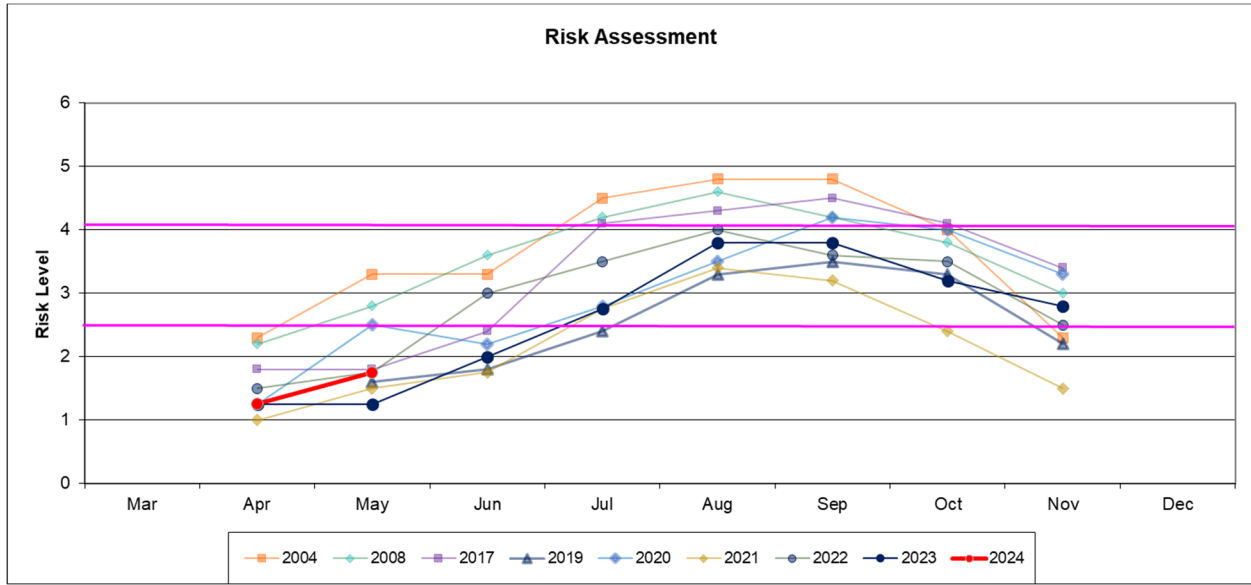
**I. RISK ASSESSMENT**

WN Surveillance Factor	Assessment Value	Benchmark	Value
<b>1. Environmental Conditions</b> High-risk environmental conditions include above- normal temperatures. Urban mosquitoes breeding in municipal water sources may benefit from below normal rainfall.	1	Avg daily temperature during prior half month $\leq 56^{\circ}\text{F}$	<b>2</b>
	2	Avg daily temperature during prior half month $57-65^{\circ}\text{F}$	
	3	Avg daily temperature during prior half month $66-72^{\circ}\text{F}$	
	4	Avg daily temperature during prior half month $73-79^{\circ}\text{F}$	
	5	Avg daily temperature during prior half month $>79^{\circ}\text{F}$	
<b>2. Adult <i>Cx tarsalis</i> and <i>Cx quinquefasciatus</i> abundance</b> Determined by trapping adults, identifying them to species, and comparing numbers to those previously documented for an area and time	1	Vector abundance well below average ( $\leq 50\%$ )	<b>3</b>
	2	Vector abundance below average (51-90%)	
	3	Vector abundance average (91-150%)	
	4	Vector abundance above average (151-300%)	
	5	Vector abundance well above average ( $>300\%$ )	
<b>3. Virus isolation rate in <i>Cx tarsalis</i> and <i>Cx quinquefasciatus</i> mosquitoes</b> Tested in pools of 50. Test results expressed as minimum infection rate (MIR) / 1,000 female mosquitoes tested	1	MIR/ 1000 = 0	<b>1</b>
	2	MIR/ 1000 = 0.1-1.0	
	3	MIR/ 1000 = 1.1-2.0	
	4	MIR/ 1000 = 2.1-5.0	
	5	MIR/ 1000 $>5.0$	
<b>4. Sentinel Chicken Seroconversion</b> Number of chickens in a flock that develop antibodies to WNV. If $>1$ flock is present in a region, number of flocks with seropositive chickens is an additional consideration.	1	No seroconversions	<b>*</b>
	2	1 or more seroconversion over a broad region	
	3	1 or 2 seroconversion in single flock in specific region	
	4	$>2$ seroconversion in one or 1-2 seroconversion in multiple flocks in specific region.	
	5	$>2$ seroconversions in one or more flocks in specific	
<b>5. Dead Bird Infection</b> Includes zoo collections.	1	No WN+ dead birds	<b>1</b>
	2	One or more WN+ dead birds in a broad region	
	3	1 WN+ dead bird in specific region	
	4	2 to 5 WN+ dead birds in specific region	
	5	$>5$ WN+ dead bird + reports of dead birds in specific	
<b>6. Human Cases**</b> This factor is not to be included in the calculation if no cases are detected.	3	One or more human cases in broad region.	<b>**</b>
	4	One human case in specific region	
	5	More than one human case in specific region	
<b>Response Level/ Average Rating</b>		TOTAL	<b>7</b>
Normal Season (1.0-2.5), Emergency Planning (2.6-4.0), Epidemic (4.1-5.0)		AVERAGE	<b>1.75</b>

\* Due to shortages in laying hens after several years of Newcastle Disease in Southern California, the sentinel chicken program is currently suspended.

\*\* Human cases are not calculated in until first case is reported.

II. GLACVCD MOSQUITO-BORNE DISEASE WATCH



Summary

- Mosquito abundance in May increased moderately when compared to April. However, overall abundance remains consistent with the 5-year average for this period.
- *Aedes* mosquito species abundance remains very low and is consistent with the 5-year average.
- One WNV+ mosquito sample was reported within District boundaries in May.
- No WNV+ dead birds have been identified to date in 2024.
- No SLE virus activity has been detected to date in 2024.

<i>Culex</i> Mosquito Pools	Number Tested	WNV Positive	WEE Positive	SLE Positive	Other Positive
This Period	321	1	0	0	0
Year to Date	608	0	0	0	0

Dead Birds	Number Tested	WNV Positive
This Period	27	0
Year to Date	29	0

III. GLACVCD BLACK FLY & MIDGE SURVEILLANCE

- Weekly black fly surveys within the Special Assessment Areas of the Los Angeles River and Arroyo Seco Wash will continue through mid-November, depending on the weather.
- Due to the abundant winter rainfall and continued flows in the Big Tujunga Wash, black fly surveillance efforts have been temporarily extended to areas of Sunland, along Big and Little Tujunga washes.
- Overall, black fly abundance for May was moderate.
- Midge fly surveillance has resumed for the 2024 season.

IV. STERILE INSECT TECHNIQUE (SIT)

- Collaborative work continues with Orange County MVCD and MosquitoMate.
- In May, a Mark–Release–Recapture (MRR) study using X-ray-sterilized male mosquitoes was completed in the Sunland-Tujunga area.
- Weekly sterile male *Aedes aegypti* releases were initiated on May 16, 2024, and will continue through October 2024.
- The design and construction of a temporary mosquito rearing space for the SIT program at the Pacoima facility are underway.

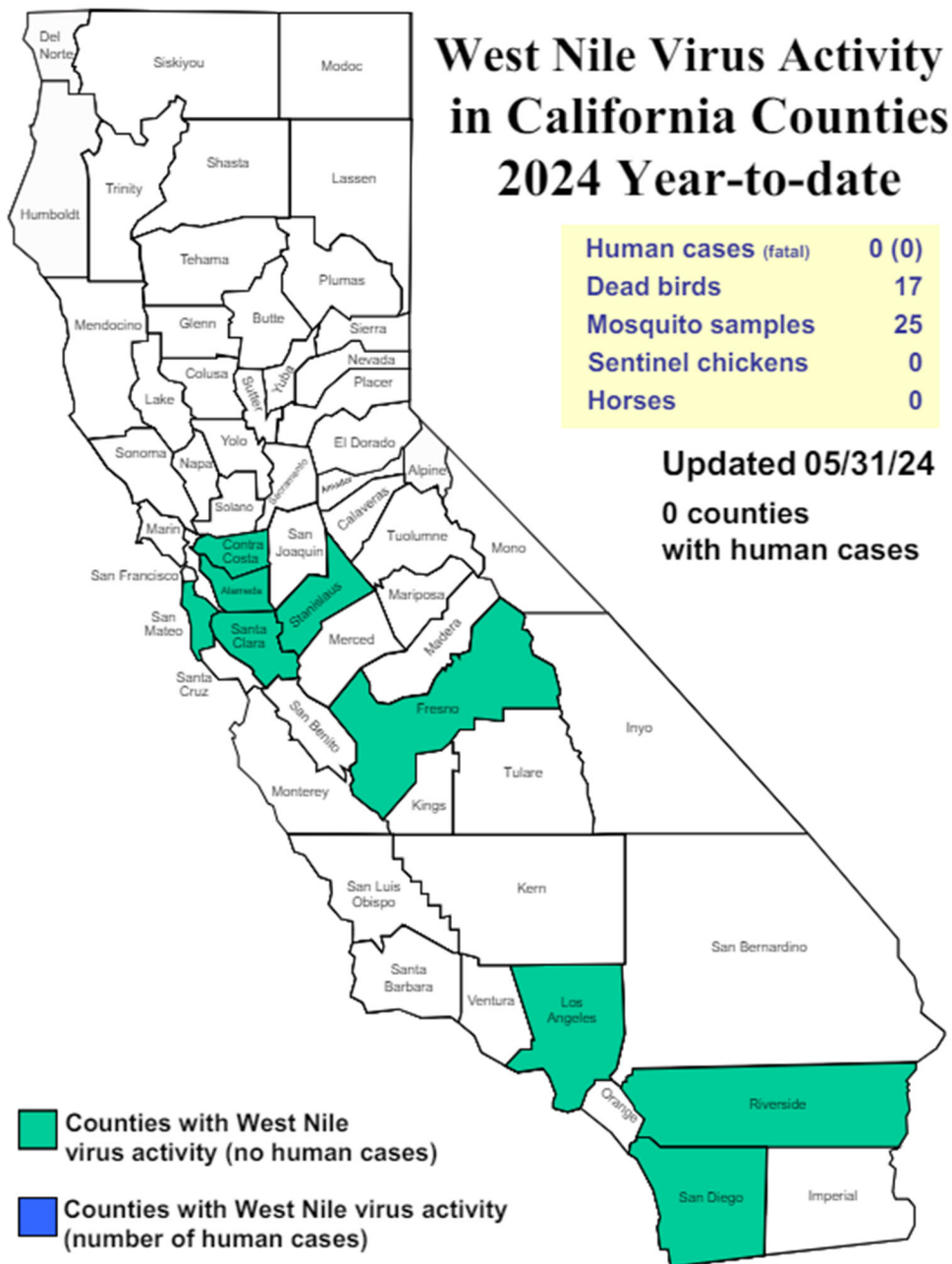
**V. STATEWIDE MOSQUITO-BORNE DISEASE WATCH 2024**

**Reporting Period: April 26 - May 31, 2024**

<b>Human Cases</b>	WNV	SLE	WEE
This Period	0	0	0
Year to Date	0	0	0

<b>Chickens</b>	Tested	WNV Pos	SLE Pos	WEE Pos	Other Pos
This Period	555	0	0	0	0
Year to Date	563	0	0	0	0
<b>Culex Pools</b>	Tested	WNV Pos	SLE Pos	WEE Pos	Other Pos
This Period	4,312	25	1	0	0
Year to Date	7,024	25	1	0	0
<b>Aedes Pools</b>	Tested	CHIK	DENV	ZIKA	
This Period	2	0	0	0	
Year to Date	96	0	0	0	

<b>Dead Birds</b>	Submitted	WNV Pos
This Period	265	3
Year to Date	369	17



**GREATER LOS ANGELES COUNTY VECTOR CONTROL DISTRICT**

**OPERATIONS REPORT**

**May 2024**

*Mark Daniel, Operations Director*  
*Rudy Serrano, Applications Analyst*  
*Maritza Olmos, Operations Manager, Sylmar*  
*Mark Hall, Environmental Program Manager*  
*Martin Serrano, Operations Manager, Headquarters*  
*Fernando Martinez, Facilities & Fleet Maintenance Supervisor*

**Departmental Activities**

**Operations**

- Operations is preparing for this year's disease outbreak preparation workshop with L.A. Co. Dept. of Public Health Medical Reserve Corp. The live event is scheduled for June 1<sup>st</sup>.
- Supervision attended the Liebert Cassidy Whitmore workshop, Difficult Conversations.
- Supervision continues with staff re-assignments and interviews for this season's MCTs and VCS vacancies for both Santa Fe Springs and Sylmar.
- Completed the Operations budget for fiscal year 2024/2025.
- USD has resumed their early morning control treatments in the high traffic areas in and around downtown Los Angeles.
- Meeting with Red Wing Shoes to explore potential discounts and the setting up an account to accommodate the district's new purchasing policies.
- Applications Analyst field tested the new door-to-door application with staff for any issues that may require programing changes.
- Supervision is continuing to assess staff with field evaluations and annual performance evaluations.

**Environmental Program**

- Attended LA County's Water Resiliency Summit showcasing the Los Angeles County Water Plan.
- Hosted a meeting with Contech Engineered Solutions to address the issues of mosquitoes in their rainwater harvesting systems and explore possible changes that may minimize breeding.
- Assisted Operations with the door-to-door campaign around a confirmed Dengue case in the City of Carson.
- Conducted assessments for (3) new full trash capture devices in conjunction with the State Water Resources Control Board and facilitated a meeting with the MVCAC Trash Capture Working Group.
- Coordinated vegetation management required in water drainages in Norwalk, Long Beach, and Cerritos.

# STAFF REPORT B

## Facilities & Maintenance

- Completed services and repairs at both facilities to (10) service vehicles including (5) 5K services.
- Received delivery of the shipping container for the SIT program and placed inside the shop area of the Pacoima facility.
- Maintenance contracted the repair of the underground water line feeding the fire suppression system at the Santa Fe Springs facility.
- Staff replaced the concrete removed to facilitate the water line repair matching the exposed aggregate finish.

### WORK PERFORMED BY DISTRICT

May, 2024

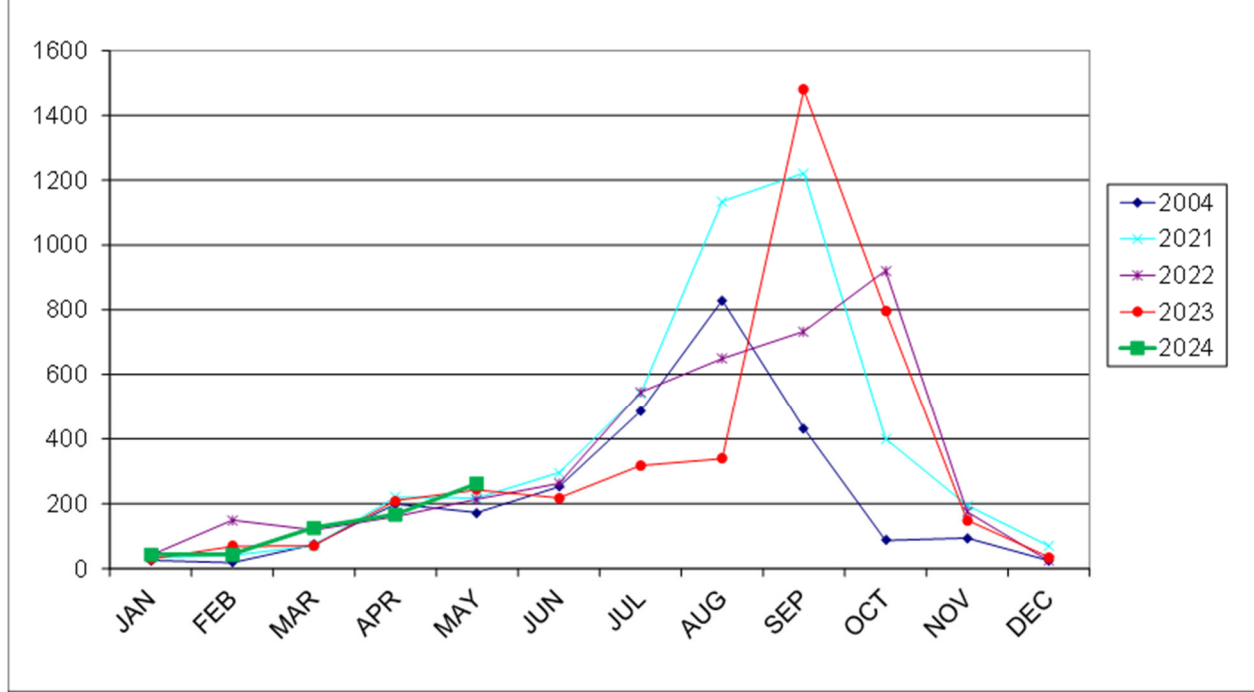
#### CONTROL AND OPERATIONS

		Hours worked	
		May	2024
Fishing (Mosquitofish)		45	128
Source Reduction		4	111
Mosquito Control	<i>Sources inspected 17,107 / Sources with larvae 7,561</i>	4,421	12,833
Insecticide used:			
Larvicide oils	29.31 gals @ \$45.83 per =	\$ 1,343.28	
Altosid P35	25.5 lbs @ \$19.47 per =	\$ 498.49	
Altosid Briquets 30 day	4,983 ea @ \$1.30 ea. =	\$ 6,477.90	
Altosid Briquets XR	117 ea @ \$4.09 ea. =	\$ 478.53	
Altosid Pellets	67.8 lbs @ \$27.63 per =	\$ 1,873.31	
Altosid Liquid Larvicide	3.27 oz @ \$2.23 per =	\$ 7.29	
Sumilarv WSP	2537 ea @ \$1.62 per =	\$ 4,109.94	
Altosid WSP	279 ea @ \$0.96 per =	\$ 267.84	
Vectobac 12AS	28.18 gals @ \$45.65 per =	\$ 1,288.42	
Vectobac G	26.51 lbs @ \$2.90 per =	\$ 76.88	
Sumilarv	0 oz @ \$1.32 per =	\$ -	
Vectomax FG	2526.9 lbs @ \$9.40 per =	\$ 23,752.86	
Vectomax WSP	42 ea @ \$1.92 per =	\$ 80.64	
Duplex G	0 lbs @ \$0.97 per =	\$ -	
Vectolex WDG	4.53 lbs @ \$60.25 per =	\$ 272.93	
Vectobac WDG	11.59 lbs @ \$41.60 per =	\$ 482.14	
Midge Control		0	0
Insecticide used:			
Dimilin WP 25%	0 lbs @ \$49.34 per =	\$ -	
Blackfly Control		117	179
Insecticide used:			
Vectobac 12AS	212.94 gals @ \$45.65 per =	\$ 9,720.71	
Underground Mosquito Control	<i>UGSD inspected 11,787 / UGSD treated 9,310</i>	2,224	6,888
Insecticide used:			
Vectobac 12AS	28.6 gals @ \$45.65 per =	\$ 1,305.59	
Vectolex WDG	450.91 lbs @ \$60.25 per =	\$ 27,167.33	
Fogging		1	1
Insecticide used:			
Duet	23.51 oz @ \$2.05 per =	\$ 48.20	
Aquaduet	0 gals @ \$290.69 per =	\$ -	
	<b>Total</b>	<b>\$ 79,248.27</b>	
Supervisory		1,055	5,075
Continuing Education / Training		94	1,815
Overtime: Community Outreach		13	13
Mosquito Control		0	0
<u>REPAIR AND MAINTENANCE OF EQUIPMENT</u>			
Vehicles		237	1,392
Spray Equipment		9	201
Buildings and yards		321	1,901
VEHICLE MILEAGE:	May 48,524	2024 164,034	8,541 30,533



**Mosquito Service Request Report**

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2004	26	18	74	199	173	252	485	829	432	87	94	25
2021	33	41	71	220	217	296	540	1135	1222	400	195	70
2022	41	149	119	160	214	262	545	649	733	921	175	24
2023	30	69	71	210	242	218	317	338	1479	796	149	36
2024	44	45	127	167	262							



**Breakdown of Monthly Service Requests**

	Mosquitoes	Midges	Swimming Pools	Fish Ponds	Other	Black Flies	Yellow Jackets	Total Service Request	Mosquitofish Requests	Number of Mosquitofish
ARTESIA								0		0
BELL								0		0
BELLFLOWER	2							2		0
BELL GARDENS								0		0
BURBANK	11		1	3				11	3	30
CARSON								0		0
CERRITOS	7			5				7	4	40
COMMERCE								0		0
CUDAHY								0		0
DIAMOND BAR	5		1					5		0
DOWNEY	6		3					6		0
GARDENA	1							1		0
GLENDALE	6		1	3				6	3	30
HAWAIIAN GARDENS								0		0
HUNTINGTON PARK	1							1		0
LA CANADA FLINTRIDGE	3		1					3	1	10
LA HABRA HEIGHTS	3		3					3		0
LA MIRADA	2							2		0
LAKEWOOD	3		2	1				3	1	10
LONG BEACH	8			5				8	5	50
LOS ANGELES CITY	151		46	31				151	27	270
LOS ANGELES COUNTY	11			3				11	3	30
LYNWOOD								0		0
MAYWOOD								0		0
MONTEBELLO	1							1		0
NORWALK	2			1				2	1	10
PARAMOUNT								0		0
PICO RIVERA	3			1				3	1	10
SAN FERNANDO	2		2					2		0
SAN MARINO	1			1				1	1	10
SANTA CLARITA	22		1	2				22	2	20
SANTA FE SPRINGS								0		0
SIGNAL HILL	1							1		0
SOUTH EL MONTE	1							1		0
SOUTH GATE	1			1				1	1	10
VERNON								0		0
WHITTIER	8		1	2				8	2	20
TOTAL	262	0	62	59	0	0	0	262	55	550

Mosquito Source Activity

City	Non-Pool	Pools	USD Lids	BMP	Gutter Spots	Total Hrs. Activity
ARTESIA	19	10	176		44	13.60
BELL	28	4	53		3	5.34
BELLFLOWER	95	56	256		700	50.98
BELLGARDENS	43	7	71		309	18.55
BURBANK	113	87	447	25	1	79.72
CARSON	235	14	104			68.29
CERRITOS	211	54	521		1053	82.29
CITY OF COMMERCE	56	2	132			19.69
CUDAHY	31		21			3.04
DIAMOND BAR	106	75	45	1		44.15
DOWNEY	181	120	416		1290	98.53
GARDENA	272	3	159			78.91
GLENDALE	199	93	278	11	1	69.69
HAWAIIAN GARDENS	35	2	64		79	8.53
HUNTINGTON PARK	58	12	112			10.94
LA CANADA FLINTRIDGE	14	20	14			10.52
LA HABRA HEIGHTS	24	34	3			11.67
LA MIRADA	136	65	79		564	42.84
LAKEWOOD	218	51	458	1	419	73.65
LONG BEACH	320	70	545	2	2063	144.01
LOS ANGELES CITY	2362	1778	4499	406	10161	1,451.94
LOS ANGELES COUNTY	613	327	432	5	9	232.17
LYNWOOD	15	18	173		450	24.02
MAYWOOD	32	3	44			4.66
MONTEBELLO	39	38	97	8	2	17.61
NORWALK	114	73	342		1143	67.82
PARAMOUNT	133	23	334		755	60.71
PICO RIVERA	107	32	214		940	48.34
SAN FERNANDO	6	9	54	6	251	12.91
SAN MARINO	10	46	30	1	111	10.75
SANTA CLARITA	785	122	758	144	337	335.60
SANTA FE SPRINGS	171	19	197		616	46.61
SIGNAL HILL	49	3	150			16.26
SOUTH EL MONTE	276	14	115		312	57.52
SOUTH GATE	62	8	151		896	37.56
VERNON	100		156	2		21.79
WHITTIER	155	121	87		1417	85.21

Non-Pool, Pools etc Column - Total # of insp for source type

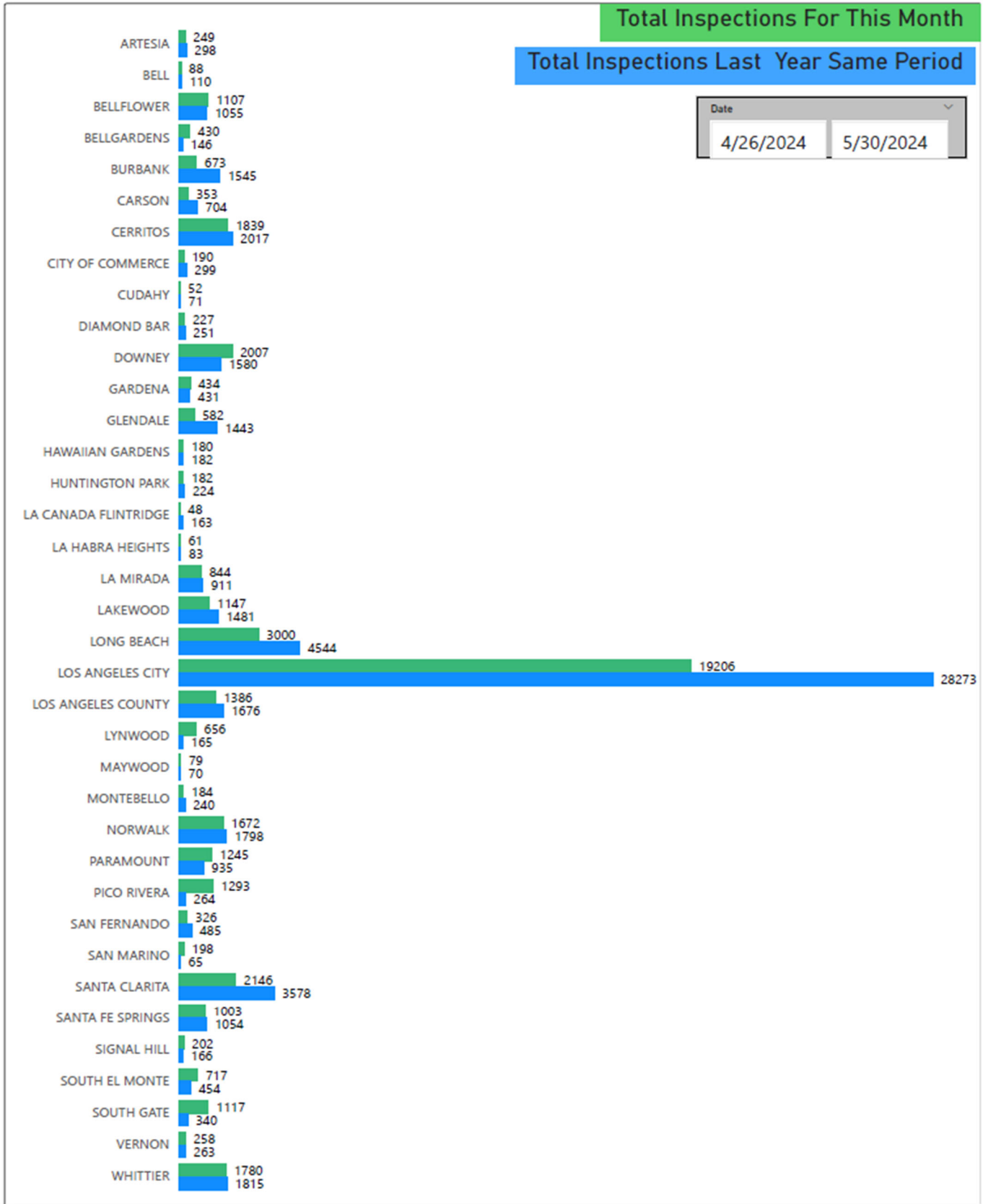
City Column - City name

Total Hrs.Activity Column - Total Activity Hrs for city

Date

4/26/2024 5/30/2024

# STAFF REPORT B



**GREATER LOS ANGELES COUNTY VECTOR CONTROL  
DISTRICT**

**COMMUNICATIONS REPORT**

**May 2024**

*David Pailin Jr., Communications Manager  
Caroline Gongora & Helen Kuan, Acting Public Information Officers  
Liliana Moreno, Education Program Coordinator*

**Communication Manager's Summary**

Dear Board of Trustees,

May was a month of reorganization, service, and professional development for the Communications Department in preparation for our 2024 Summer Campaign. This was marked by a page-by-page review, revision, and restructuring of the GLACVCD website to enhance the user experience of District residents. Based on results from our website feedback survey, the menu and pages were updated and edited for convenience, accuracy, and simplicity. As the District's most viewed media platform, intuitive changes were made to ensure residents can quickly find and comprehend District resources and updates.

Additionally, there was a significant emphasis on support of interdepartmental programs, initiatives, and needs in May, beginning with the coordination of seven (7) media interviews from local and national news outlets and publications regarding the District's Sterile Insect Technique (SIT) pilot program. Increased awareness and excitement over the first release of non-biting sterile male mosquitoes was shared nationwide as the Communications staff supported successful implementation by creating and distributing door-hangers in the Sunland Tujunga area in a collaborative effort to notify residents of the upcoming release dates.

Furthermore, new mosquito fish door hangers were created and shared with the Operations team in a cooperative effort to serve District residents better. The Communications Department has prioritized an interactive design and feedback process to ensure that voices from all relevant stakeholders are heard, and this was utilized throughout development. Lastly, a GLACVCD mission statement and core values workshop was led by the Communications Manager to further undergird District goals and objectives. This foundational activity brought together the seasoned and insightful minds of critical District departments to chart the future and legacy of the GLACVCD, cementing the purpose of the District and outlining the beneficiaries of our service.

## STAFF REPORT C

Investment in professional growth was the final aspect of the Communication's May activities. In preparation for the District's annual MRC Training, all departmental staff participated in the pre-exercise as a refresher to the objectives and to build rapport with the Los Angeles Department of Health and Human Services community-based volunteer unit. This pre-exercise provided valuable insights into what materials would be necessary for the actual event and guided strategic planning. The communications department also sent three team members to the 2024 California Association of Public Information Officials (CAPIO) Conference in Indian Wells, CA. This well-attended industry event provided meaningful team takeaways concerning joint information centers, ethics in public relations, social media best practices, and more. These newly acquired skills and resources will be used immediately as the summer campaign is on the horizon.

Sincerely,

*David Pailin Jr.*

David Pailin Jr.  
Communications Manager

### Social Media & Digital Highlights

- **1.40% Increase in Subscribers** across all digital channels
  - May – 1,173,946
  - April – 1,157,697
  - March – 1,139,330
- **-42.71% Decrease in Impressions** across all digital channels
  - May – 336,612
  - April – 587,562
  - March – 247,066
- **-23.71% Decrease in Engagements** across all digital channels
  - May - 994
  - April – 1,303
  - March – 1,008
- **-4.76% Decrease in Posts** across all digital channels
  - May - 160
  - April - 168
  - March - 96

# STAFF REPORT C

## Communications Department Fiscal Year Dashboard Data Breakdown

Number of Community Outreach / Events / Presentations	1
Number of Attendees (Reach) of Community Outreach / Events / Presentations	75
Number of Outreach Emails Subscribers	3,100
Number of Outreach Emails Sent	5,267
Number of LinkedIn Posts	30
Number of Facebook Posts	66
Number of X (Twitter) Posts	28
Number of Instagram Posts	36
Number of LinkedIn Engagements	208
Number of Facebook Engagements	266
Number of X (Twitter) Engagements	231
Number of Instagram Engagements	289
Number of LinkedIn Impressions	3,929
Number of Facebook Impressions	6,766
Number of X (Twitter) Impressions	2,526
Number of Instagram Impressions	4,205
Number of Nextdoor Impressions	228,134
Number Website Views	91,052
Number of Nextdoor Subscribers	1,164,837
Number of Instagram Followers	1,343
Number of TikTok Followers	778
Number of Facebook Likes	4,828
Number of X (Twitter) Followers	1,531
Number of YouTube Subscribers	346
Number of LinkedIn Followers	283
Number of Google Reviews	11
Number of Website Service Requests	130

**GREATER LOS ANGELES COUNTY VECTOR CONTROL  
DISTRICT**

**FISCAL REPORT**

**May 2024**

*Yani Segoro-Nguyen, Finance Manager*

*Yousef Kamara, Accounting Technician*

*Selina Lopez, Payroll Technician*

This month, the Finance Team has been diligently managing accounts payable and payroll operations while collaborating with the Eide Bailly Consultants and Tyler Technology Team. A special thank you to the General Manager, Susanne Kluh, and Assistant General Manager, Allison Costa, for their leadership and support on major projects, allowing the Finance Team to concentrate on daily operational tasks.

**Departmental Activities:**

**Fiscal Consultant Firm Eide Bailly:**

- Facilitating Tyler Technology implementation
- Facilitating financial audit report completion
- Evaluation of finance department processes and activities
- General ledger reconciliation
- Training finance staff on best practices and standardized procedures

**Finance Team Activities:**

- Provide requested information for Tyler Technology implementation
- Run payroll for employees & Trustees
- Process checks for payables
- Compose Board Package reports
- Upload 457 & 401a contributions for employees
- Upload payables into Sage 50
- Process CalCard statements from all staff with credit cards
- Weekly department meetings & cross-trainings
- Reconcile information across finance and payroll software for accuracy

**STAFF REPORT E**

**GREATER LOS ANGELES COUNTY VECTOR CONTROL**  
**DISTRICT**

**HUMAN RESOURCES DEPARTMENT REPORT**  
**May 2024**

*Cindy Reyes, Human Resources Manager*  
*Melissa Munoz, Human Resources Analyst*  
*Vacant, Human Resources Specialist*

**Manager's Summary**

May has been another busy month for the Human Resources Department, focusing on recruitment, employee training and development, and various projects. Recruitment and selection have been a top priority to ensure that all departments fill vacancies and receive the necessary support.

During this month, we conducted interviews for the Human Resources Analyst position, resulting in the promotion of our internal candidate, Melissa Munoz. She successfully competed for the position and was promoted from Human Resources Specialist to Human Resources Analyst. Additionally, we conducted interviews at both district offices to fill seasonal vacancies and successfully onboarded our first wave of seasonal employees and new Assistant Vector Ecologist Colt Bellman. We also played a significant role in the recruitment and selection of Senior Vector Ecologist Nicolas Tremblay and assisted Operations with transfer opportunities arising from the recent department reorganization.

Employee training and development have also been a key focus. We facilitated LCW training for management staff, equipping them with skills to handle difficult conversations effectively. We also hosted the semi-annual Vector Control Technician Certification Exam through the California Department of Public Health. I am happy to report that two employees passed the exam receiving additional certifications. Furthermore, we are coordinating with the Tzu Chi Foundation to schedule a makeup day for staff who missed the initial Cardiopulmonary Resuscitation (CPR) training session.

Our team's projects, including projects with other departments, have been progressing well. I am pleased to report the completion of our in-house Classification and Compensation Study, a valuable and rewarding project that will enhance staff retention and future recruitment efforts. We look forward to presenting the study findings to the Joint Budget, Finance, and Personnel Committee and the Board of Trustees in the coming weeks. Our ongoing meetings with the Tyler Technology implementation team are promising, and we are excited about the improvements this new system will bring. Lastly, our team participated in the District's Mission Statement Workshop, led by Communications. The workshop was engaging and efficiently conducted, advancing the mission statement collaboratively.

Although the past few months have been busy, our dedicated team of two continues to stay motivated. Our employees do exceptional work, and we are more than happy to continue supporting them administratively to ensure the District's continued success.

Sincerely,



Cindy Reyes, MPA, IPMA-SCP  
*Human Resources Manager*



# STAFF REPORT E

## Department Trainings & Workshops

Date	Presenter	Topic	Location
5/9/24	LCW	Difficult Conversations	Via Remote Location
5/15/24	CPS HR	Fostering Mental Health - HR's Perspective	Via Remote Location
5/15/24	AALRR	AI for HR	Via Remote Location
5/22/24	AALRR	Common and Avoidable Pitfalls	Via Remote Location
5/29/24	AALRR	Top Ways Employers Get Sued	Via Remote Location

## Vacancies

Department	# of budgeted positions	# of filled positions	# of vacant positions
<b>Executive &amp; Administrative Services</b>	12	11	1
<b>Scientific-Technical Services</b>	9	9	0
<b>Operations</b>	59	53	6
<b>Communications</b>	8	4	4
<b>Maintenance</b>	7	7	0
<b>Total</b>	<b>95</b>	<b>84</b>	<b>11</b>

**Executive & Administrative Services.** The Human Resources Manager position was filled by an in-house candidate so there is a need to fill the Human Resources Analyst position.

- **Human Resources Analyst.** – Melissa Munoz was promoted on 05/13/24

**Scientific-Technical Services.** The Assistant Vector Ecologist/Vector Ecologist position is currently vacant and requires an external recruitment.

- **Assistant Vector Ecologist.** – Colt Bellman was hired and onboarded on 05/13/24

**Operations.** The Mosquito Control Technician and Assistant Vector Control Specialist/ Vector Control Specialist positions are vacant and require an external recruitment. We plan to fill these vacancies in the coming weeks.

- **Mosquito Control Technician.** - Vacancies Posted: 01/24/24
- **Assistant Vector Control Specialist/ Vector Control Specialist** - Vacancies Posted: 01/25/24

**Communications.** The Public Information Officer, Education Program Coordinator, Community Liaison, and Community Outreach Assistant positions are vacant and require an external recruitment. We are working with the Communications Manager on updating the job descriptions and recruitment exams.