



**Coachella Valley Mosquito and Vector Control District**

**43420 Trader Place, Indio, CA 92201 | (760) 342-8287 | [cvmosquito.org](http://cvmosquito.org)**

**Executive Committee Meeting**

**Via Zoom**

**Tuesday, September 27, 2022**

**4:30 p.m.**

**AGENDA**

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Materials related to an agenda item that are submitted to the Executive Committee after distribution of the agenda packets are available for public inspection in the Clerk of the Board's office during normal business hours and on the District's website.

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Pursuant to Assembly Bill 361, this meeting will be conducted by video and/or teleconference and there will be no in-person public access to the meeting location. To view/listen/participate in the meeting live, please join by calling 1-888-475-4499 (toll-free), Meeting ID: [842 5830 7918](https://us02web.zoom.us/j/84258307918), or click this link to join: <https://us02web.zoom.us/j/84258307918>. Written public comment may also be submitted to the Clerk of the Board by 1:30 p.m. on September 27, 2022, at [mtallion@cvmosquito.org](mailto:mtallion@cvmosquito.org). Transmittal prior to the meeting is required. Any correspondence received during or after the meeting will be distributed to the Board as soon as practicable and retained for the official record.

Assistance for those with disabilities: If you have a disability and need an accommodation to participate in the meeting, please call the Clerk of the Board at (760) 342-8287 for assistance so the necessary arrangement can be made.

- 1. Call to Order** – Benjamin Guitron, President
- 2. Roll Call**
- 3. Confirmation of Agenda**
- 4. Public Comments**

Those wishing to address the Board should send an email to the Clerk of the Board by 1:30 p.m. on September 27, 2022, at [mtallion@cvmosquito.org](mailto:mtallion@cvmosquito.org), or appear at the meeting to provide public comments. Please note that, as stated above, the meeting will be conducted remotely.

**A. PUBLIC Comments — NON-AGENDA ITEMS:** This time is for members of the public to address the Executive Committee on items of general interest ( a non-agenda item) within the subject matter jurisdiction of the District. The District values your comments; however, pursuant to the Brown Act, the Board cannot take action on items not listed on the posted Agenda. **Comments are limited to a total of three (3) minutes per speaker for non-agenda items.**

**B. PUBLIC Comments — AGENDA ITEMS:** This time is for members of the public to address the Executive Committee on agenda items (Open and Closed Sessions). **Comments are limited to three (3) minutes per speaker per agenda item.**

All comments are to be directed to the Executive Committee and shall be devoid of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during public comments.

**5. Review of October 11, 2022, draft Board meeting agenda (Pg. 4)**

**6. Old Business-None**

**7. New Business**

- A. Discuss and Review: General Manager Public Employee Performance Evaluation Process **(Pg. 8)**
- B. Discussion regarding the timing of the November 8<sup>th</sup> Board Meeting **(Pg. 11)**

**8. Trustee/staff comments**

**9. Confirmation of next meeting**

**10. Adjournment**

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**Certification of Posting**

I certify that on September 23, 2022, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District and on the District's website, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on September 23, 2022.

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Melissa Tallion, Clerk of the Board



**Coachella Valley Mosquito and Vector Control District**

**43420 Trader Place, Indio, CA 92201 | (760) 342-8287 | cvmosquito.org**

**Board of Trustees Meeting via Zoom and In-Person**

**Tuesday, October 11, 2022**

**6:00 p.m.**

**DRAFT-AGENDA**

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The Board of Trustees will take action on all items on the agenda.

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**Before entering the District's facilities, we request that you self-screen for COVID-19 symptoms. We want to work together to help limit the spread of COVID-19.**

Assistance for those with disabilities: If you have a disability and need an accommodation to participate in the meeting, please call the Clerk of the Board at (760) 342-8287 for assistance so the necessary arrangements can be made.
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1. **Call to Order** – Benjamin Guitron, President

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Confirmation of Agenda**

5. **Public Comments**

Those wishing to address the Board should send an email to the Clerk of the Board by 1:30 p.m. on October 11, 2022, at [mtallion@cvmosquito.org](mailto:mtallion@cvmosquito.org), or appear at the meeting to provide public comments. Please note that, as stated above, the meeting will be conducted remotely and in person.

A. **PUBLIC Comments — NON-AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on items of general interest (a non-agenda item) within the subject matter jurisdiction of the District. The District values your comments; however, pursuant to the Brown Act, the Board cannot take action on items not listed on the posted Agenda. **Comments are limited to a total of three (3) minutes per speaker for non-agenda items.**

B. **PUBLIC Comments — AGENDA ITEMS:** This time is for members of the public to address the Board of Trustees on agenda items (Open and Closed Sessions). **Comments are limited to three (3) minutes per speaker per agenda item.**

All comments are to be directed to the Board of Trustees and shall be devoid of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during public comments.

6. **Board Reports**

A. President's Report – **Benjamin Guitron, President**

Executive Committee oral report and Executive Committee minutes from September 27, 2022 **(Pg. )**

B. Finance Committee – **Doug Walker, Treasurer**

Finance Committee oral report and Finance Committee minutes from September 13, 2022 **(Pg. )**

7. **Staff Informational Reports**

A. Live Reports

- Cybersecurity Update - **Edward Prendez, Information Technology Manager**
- General Manager's Report (Pg. )

B. Pre-Recorded

- Human Resources Department Introduction - **Crystal Moreno, M.S., Human Resources Manager**
- Accounting and Facilities Department Introduction - **David I'Anson, Administrative Finance Manager**

*Questions and/or comments from Trustees regarding the reports*

**8. Items of General Consent**

The following items are routine in nature and may be approved by one blanket motion upon unanimous consent. The President or any member of the Board of Trustees may request an item be pulled from Items of General Consent for a separate discussion.

- A. Approval of Resolution 2022-24 authorizing remote teleconferencing meetings for the period October 14, 2022 - November 12, 2022 - **Jeremy Wittie, M.S., General Manager (Pg. )**
- B. Approval for General Manager to sign the agreement with USA Shade for the repairs to the District's shade structure - **David I'Anson, Administrative Finance Manager (Pg. )**
- C. Minutes for September 13, 2022, Board Meeting (Pg. )
- D. Approval of expenditures for September 9, 2022-October 6, 2022 (Pg. )
- E. Informational Items:
  - Financials - **David I'Anson, Administrative Finance Manager (Pg. )**
  - Correspondence (Pg. )
  - California Association of Public Information Officials Annual Conference - **Tammy Gordon, M.A., APR, Public Information Manager (Pg. )**
  - Society of Vector Ecology (SOVE) Annual Conference - **Jennifer Henke, M.S., Laboratory Manager, and Kim Hung, Ph.D., BCE (Pg. )**

**9. Old Business-None**

**10. New Business**

A. Discussion and/or approval of Resolution 2022-25 adopting the CVMVCD Emergency Operation Plan – **Jeremy Wittie, M.S., General Manager (Pg. )**

B. GM Evaluation Process Discussion – **Executive Committee (Pg. )**

**11. Closed Session (s)**

**Closed Session (s):**

**A. Public Employee Performance Evaluation pursuant to Government Code Section 54957 (b)(1)**

Title: General Manager

**12. Comments by General Counsel**

**13. Trustee Comments, Requests for Future Agendas Items, Travel, and/ or Staff Actions**

The Board may not legally take action on any item presented at this time other than to direct staff to investigate a complaint or place an item on a future agenda unless (1) by a majority vote, the Board determines that an emergency exists, as defined by Government Code Section 54956.5, or (2) by a two-thirds vote, the board determines that the need for action arose subsequent to the agenda being posted as required by Government Code Section 54954.2(a). Each presentation is limited to no more than three minutes.

**14. Adjournment**

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.

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**Certification of Posting**

I certify that on October 7, 2022, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Trustees of the Coachella Valley Mosquito & Vector Control District and on the District’s website, said time being at least 72 hours in advance of the meeting of the Board of Trustees (Government Code Section 54954.2)

Executed at Indio, California, on October 7, 2022.

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Melissa Tallion, Clerk of the Board



## General Manager Annual Evaluation Process

### Preparing for the Evaluation Process

The Board President will take the lead in designing and facilitating the performance evaluation.

- **The entire Board should participate in the process.** The General Manager works for the entire Board. Therefore, as a best practice evaluation of the General Manager's performance should be undertaken by all Board Members. This will support the GM's success in the position and benefit the community served by improved and/or sustained GM performance.
- **Consult with Legal Counsel to ensure the process remains within legal requirements.**
- **Identify the basis for evaluating the GM.** The appropriate place to set goals and objectives for the District is in the Board Strategic Planning Process. However, even though the strategic business plan forms the primary goals and objectives for the organization (and hence the GM), the GM likely has broader responsibilities than identified there. Therefore, the basis for a performance evaluation is based on:
  - Implementing the Strategic Business Plan
  - Implementing Board direction during the year
  - Making progress on and completing other identified goals

### Initial Steps in the Evaluation Process

#### October Board Meeting – Closed Session

- **The GM prepares and distributes a summary of the past year's highlights.** The evaluation process looks back over a whole year. The GM should send a summary of the year's highlights to all Board members in advance. This should summarize actions and achievements relating to:
  - Strategic Planning Goal or Objective
  - Personal Goals
  - Board Direction
  - Broader Staff Goals



These will be thoughtfully reviewed and discussed during the in-person review discussion. The GM will provide a brief (30 min max) oral presentation of the year's highlights and accomplishments to assist the Board with a discussion of performance.

- **Distribute a Review Form to the Board and GM.** The Clerk of the Board distributes a performance review form to each participant via Survey Monkey. The form's purpose is to help the Board and GM think broadly and concretely about the performance review. The heart of the review is not the form, but rather the in-person discussion with the GM during the facilitated performance review session. Legal Counsel will collect and summarize these before the in-person review at the November Board Meeting.

### November Board Meeting Pre-Board Meeting

- **Employment Agreement requests.** The General Manager submits contract requests (if any) to the Board of Trustees.
- **Summary of the performance review.** Legal Counsel summarizes the evaluations and comments from the Trustees. This summary also includes a list of goals for the General Manager to include in the next evaluation period. These goals are drafted from all Trustee comments and developed in consultation with the Board President.

### During Board Meeting Conduct the In-Person Review – Closed Session

- **Each Board member is asked to comment on their view of the General Manager's performance over the past year.** The goal is for the GM to hear what the Board thinks of their performance to help them be more successful. It is important to focus on overall performance, not on tasks. GMs ultimately oversee thousands of tasks – the question is whether they are moving the organization forward effectively. Individual Trustees may wish to underscore an accomplishment, offer a suggestion, or make other comments that lie outside the form or report areas. In short, an honest and complete discussion of the GM's performance. The GM will be asked to share their perspective, too – maybe there are reasons that performance fell short or exceeded expectations in certain areas. An open dialog and a frank look backward at the past year is the heart of the performance review process.
- **The Board of Trustees discusses the performance review and goals for the coming year.** *The GM does not participate in this discussion.* The GM is either excused and this is done on the spot, or this is accomplished at another

time. During this part of the Closed Session, the Board President will work with the Board to develop a consensus on:

- **Goals for the next review period.** Finalize the draft goals that were presented by the Board President and Legal Counsel.
- **Performance improvement plan.** Outline suggestions on areas to work on, possible training, and how the Board can better support GM.
- **Employment agreement.** Update the GM employment agreement expiration date as directed by the Board.

The Clerk of the Board will take notes during the performance review session and help formulate a summary of the Board's shared view of the GM's performance. Specific comments and suggestions should only be retained if they represent a majority view by the Board.

- **The GM rejoins the Board, the results are shared and discussed.** The Board President will present the Board's consensus goals and performance improvement plan if applicable. The document is placed in the file as a record of the evaluation and as a baseline for the coming year's evaluation.
- **Appoint an ad hoc Negotiations Committee.** During the meeting, the President will discuss the need to appoint an ad hoc Negotiations Committee.
- **Confirm the plan, time, and place for future annual review.**

### January Board Meeting

- **Setting compensation.** Compensation may or may not be set close in time to the performance evaluation but is often the next step following the performance evaluation. All decisions on compensation and benefits must be made by the entire governing body in a public meeting, which is normally scheduled immediately after or soon after the performance review.

**DRAFT General Manager Annual Evaluation – based on the proposed evaluation procedure**

**Instructions** – Rate the following based on your assessment of the GMs performance for the past evaluation period.

**1. Implementation of Strategic Business work plan for the Calendar year 2022 ( this is updated each year to align with the SBP)**

a. Work Plan 1 - Goal Statement listed

Exceeds Expectation	Meets Expectations	Needs Improvement	NA
3	2	1	

Comment \_\_\_\_\_

b. Work Plan 2 - Goal Statement listed

Exceeds Expectation	Meets Expectations	Needs Improvement	NA
3	2	1	

Comment \_\_\_\_\_

c. Etc.

**2. Implementation of Board Direction (Clerk keeps a record for inclusion in evaluation)**

a. January 2022 Board directed GM to information on drones.

Exceeds Expectation	Meets Expectations	Needs Improvement	NA
3	2	1	

Comment \_\_\_\_\_

b. In March 2022 Board directed GM to give a presentation on the costs of aerial application.

Exceeds Expectation	Meets Expectations	Needs Improvement	NA
3	2	1	

Comment \_\_\_\_\_

**3. GM Identified Goals 2022**

- a. Complete at least one ride along with all field staff.

Exceeds Expectation	Meets Expectations	Needs Improvement	NA
3	2	1	

Comment \_\_\_\_\_

- b. Etc.

**General Areas of GM Performance**

- 1. Demonstrated the required Leadership for the position of GM

Exceeds Expectation	Meets Expectations	Needs Improvement	NA
3	2	1	

Comment \_\_\_\_\_

***(remaining would have the same scoring and comment sections)***

- 2. Oversight and management of the District's Integrated Vector Management Program.
- 3. Developed and/or ensure the implementation of District administrative policies and procedures
- 4. Defined organization structure and developed and maintained a professional and effective workforce to achieve the District mission.
- 5. Established and fostered a healthy District culture and positive work environment.
- 6. Coordination and administration of the District's annual budget.
- 7. Works with District legal counsel effectively.
- 8. Ensured the Board of Trustees provided the necessary information and resources to work effectively as the District's governing body.
- 9. Focused on professional growth opportunities to enhance effectiveness as GM.

Suggested Goals for next evaluation Period

	Goal Statements for the coming evaluation period	Deadline
1		
2		
3		

Suggested Areas for Professional Growth or Improvement

	Growth or Improvement Statements	Deadline
1		
2		
3		

Additional Closing Comment(s)

Trustee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT