

ADVANCE PLANNING COMMITTEE MEETING  
MINUTES

An Advance Planning Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 4, 2020, via teleconference only pursuant to Governor's Executive Orders N-25-20, N-29-20, and N-33-20 and the Contra Costa County Public Health Officer Order No. HO-COVID19-03, and guidance from the CDC to minimize the spread of the coronavirus.

TRUSTEES PRESENT      Robert Lucacher, Chair  
                                 Jennifer Hogan  
                                 James Murray  
                                 Peter Pay  
                                 Daniel Pellegrini

TRUSTEES ABSENT      None

OTHERS PRESENT      Paula Macedo, General Manager  
                                 Maria Bagley, Administrative Services Manager

CALL TO ORDER

Chair Lucacher called the meeting to order at 6:01 p.m.


ROLL CALL

A roll call indicated that 5 Trustees were present, and none were absent.

1.      PUBLIC INPUT ON NON AGENDA ITEMS – None.
  
2.      APPROVAL OF MINUTES FROM BUDGET COMMITTEE MEETINGS HELD ON APRIL 8, 2019 AND AUGUST 22, 2019
  
- \*\*      Motion was made by Trustee Murray and seconded by Trustee Pellegrini to approve the minutes from the Advance Planning Committee meetings held on April 8, 2019 and August 22, 2019. *Motion passed unanimously.*
  
3.      DISCUSSION OF EMERGENCY AND CONTINUITY PLANNING – On July 8, 2019, the Board of Trustees had directed the committee to include emergency preparedness and continuity planning on their discussion of the 5-year plan. Discussion has focused on the identification of mission-critical elements, definition of emergencies, goals, and objectives. Trustee Hogan talked about her experience with emergency planning. Trustee Lucacher discussed the importance of continuity planning and its inclusion in the next 5-year plan. He requested that a copy of the 2016-2020 plan be sent to all committee members.

4. FIVE YEAR PLAN 2016-2020 – General Manager Macedo presented the updates for each of the goals in the 2016-2020 plan. Discussion followed.
5. DISCUSSION OF FORMAT FOR 2021-2025 FIVE-YEAR PLAN – The committee discussed options to change the current format of the 5-year plan. The goal is to be more transparent and allow for clearer reporting of the accomplishments each year. The committee requested staff to work on an outline of the 2021-2025 plan, including timelines, roles and responsibilities, and budget requests. The committee expects to meet again in November 2020.
6. BOARD AND STAFF ANNOUNCEMENTS – None
7. ADJOURNMENT – Having completed the discussion of all items, the meeting was adjourned at 7:30 pm.

I certify the above minutes were approved as read or corrected at a meeting of the Advance Planning Committee held on February 8, 2021.

  
James Murray, 2021 Chair  
Advance Planning Committee