

EXECUTIVE COMMITTEE SPECIAL MEETING
MINUTES

An Executive Committee meeting of the Board of Trustees of the Contra Costa Mosquito and Vector Control District was held on Monday, May 15, 2023, at the District office located at 155 Mason Circle, Concord, CA 94520.

TRUSTEES PRESENT James Murray, President, Chair
 Wade Finlinson
 Michael Krieg
 Daniel Pellegrini
 Darryl Young

TRUSTEES ABSENT None

OTHERS PRESENT Paula Macedo, General Manager

1. **CALL TO ORDER** – Board President and Executive Committee Chair Murray called the meeting to order at 6:01 p.m. Roll Call indicated that 5 Trustees were present, and none were absent.

2. **AGENDA MANAGEMENT**- Agenda was adopted by rule.

3. **PUBLIC INPUT ON NON-AGENDA ITEMS** – None

4. **APPROVAL OF MINUTES FROM EXECUTIVE COMMITTEE SPECIAL MEETING HELD ON JUNE 27, 2022** – Minutes from Executive Committee special meeting held on June 27, 2022 were attached.

- ** Motion was made by Trustee Pellegrini and seconded by Trustee Krieg to approve the minutes from the Executive Committee special meeting held on June 27, 2022. *Motion passed.* Ayes: Krieg, Pellegrini, Young. Noes: None. Abstain: Finlinson, Murray.

5. **COMMITTEE DISCUSSION OF GOALS AND TOPICS FOR TRUSTEE WORKSHOP** - The Five-Year Plan Goal D-1-a-3 called for annual Trustee Workshops. The committee discussed topics for the workshop, including the Trustee Manual, onboarding of new trustees, trustee introductions, expectations, and understanding of financial reports. The committee asked the General Manager to look for a facilitator for the workshop and possible dates.

6. **COMMITTEE DISCUSSION OF GOALS AND TOPICS FOR ENHANCING STANDING COMMITTEE EFFICIENCIES** – The Five-Year Plan Goal D-1-a-4 called for a review for opportunities to enhance the efficiency of the various Board Committees. Board President Murray sought input from the Executive Committee on this goal. Board President Murray suggested the creation of dashboards by the committees

and the addition of metrics. The committee discussed items that need to be reviewed such as committee structure, terms, succession, and oversight.

7. **BOARD AND STAFF ANNOUNCEMENTS** – Trustee Young suggested that the process to eliminate unnecessary burden on staff be included as an item for discussion in a future agenda.
8. **ADJOURNMENT** – 6:54 p.m.

I certify the above minutes were approved as read or corrected at a special meeting of the Executive Committee held on June 28, 2023.

Darryl Young, 2023 Board Vice President, Acting
Chair Executive Committee