

MEETING DATE: 11/22/10

AGENDA ITEM: Appointment of a Culver City Representative to the Los Angeles County West Vector Control District to the Position of Culver City's Trustee to Fill the Remainder of a Two-Year Term Ending December 31, 2010 and for the Two-Year Term Beginning January 1, 2011 and Ending December 31, 2012

ATTACHMENTS

	<u>Pages</u>
1 Fact sheet regarding appointments to the Los Angeles County West Vector Control District.	1-8
2 Application for the position of Trustee representing Culver City on the Los Angeles County West Vector Control District Board.	9-12

FACT SHEET

TRUSTEE APPOINTMENT

The Los Angeles County West Vector & Vector-Borne Control District

6750 Centinela Avenue

Culver City, CA 90230

Tel # (310) 915-7370 Ext. 223 Fax # (310) 915-9148

Executive Director: Robert Saviskas

1. A Trustee must be a resident and an elector (registered to vote) of the city from which he/she is appointed.
2. The California Health and Safety Codes restricts the appointment of a Trustee to a **two (2) year term**.
3. Term periods are permanently preset for each city to provide evenly spaced turnovers on the Board of Trustees.
4. The term period for Culver City starts on January 1, 2009 and ends December 31, 2010.
5. Your new appointee will be filling out the end of the city's cycle that ends on December 31, 2010.
6. On December 31, 2010, a reappointment or new appointment needs to be made by your city council for the next term period of January 1, 2011 through December 31, 2012.
7. The regular meetings of the Board of Trustees are held:
 - **Once every two months** on the **second Thursday** of the month at **7:30 p.m.** at the District's headquarters, **6750 Centinela Avenue, Culver City.**
 - Meetings last approximately 1-2 hours
 - There are a total of six (6) meetings per year (January, March, May, July, September, November).
 - A yearly schedule will be provided.
8. Trustees who attend the regularly scheduled meeting are compensated with a payment of \$50 in lieu of expenses. By law, Trustees must attend the meeting to receive this compensation. There are rarely additional special meetings during the year.
9. If a reappointment is not made prior to the end of the Trustee's term, the Trustee will continue to serve and represent that entity until officially reappointed or replaced. The District will notify the city when the term is scheduled to expire.
10. Appointments need to be put on the agenda and made at a regularly scheduled city council meeting. After the item is addressed in open session and a vote is taken to confirm, verification of the appointment is required by written notice certified by the city clerk and mailed to the District for filing.

**THE FUNCTIONS OF THE BOARD OF TRUSTEES
&
HISTORY OF THE LOS ANGELES COUNTY WEST VECTOR &
VECTOR-BORNE DISEASE CONTROL DISTRICT
AND
MOSQUITO AND VECTOR CONTROL IN CALIFORNIA**

POLICY 1000-1010

THE FUNCTIONS OF THE BOARD OF TRUSTEES

1010.10 General

The Board of Trustees of the Los Angeles County West Vector & Vector-Borne Disease Control District is empowered to undertake and carry out a vast number of abatement and control duties under the California Health and Safety Codes. The District has established administrative and procedural guidelines to separate the functions of Trustees from those of Management. The main function of the Board of Trustees is that of general oversight and budget decision-making. The Executive Director executes these policies and guidelines on a daily basis.

1010.20 Administration

The array of powers given to District Boards is listed in the California Health and Safety Code, Section 2270. The primary function of the Board of Trustees is the establishment of policies and guidelines. The Board employs the Executive Director and delegates the authority to the Executive Director to execute these policies and guidelines on a daily basis. The Executive Director communicates with the Board and provides the information necessary to make intelligent decisions regarding such matters. By law, once policies are set, Trustees, both individually and collectively, are required to recognize and respect the separation of the functions of the executive (Executive Director) and the policy makers (the Board). Individual trustees cannot be involved in the day-to-day operations or act independently to change policies or guidelines. All policy and guideline changes must be an act of the full Board.

1000.70 Trustee Responsibilities and Liabilities

As public officials, Trustees are obligated to perform their duties in compliance with all applicable laws and, as fiduciaries of a public trust, to act in the best interests of the public that they serve.

As has been indicated elsewhere in this manual, Trustees are limited to acting collectively as a body at properly called meetings of the Board, and have no individual authority relative to District staff or the public. All contacts with staff and the public should be governed accordingly.

Trustees must conduct themselves in compliance with the Brown Act and with the Political Reform Act of 1974, two bodies of law that have particular significance to public officials and affect them on a daily basis. Trustees should spend special attention to the requirements of both of these laws and seek advice from the Executive Director should they have questions or concerns about compliance.

Trustees who act in good faith and perform their duties in accordance with the guidelines set forth in this manual are generally shielded from personal liability in the event that they are named in lawsuits brought against the District. The District may properly use public funds to defend and indemnify Trustees under those circumstances. Personal liability arises only when a Trustee commits a wrongful or malicious act outside the scope of his or her duties.

POLICY 1040

PERSONNEL RELATIONS

1040.10 General

Responsibilities of the Board in the area of personnel relations are prescribed by statute and by procedures adopted by the District as part of its Personnel Policies for administrative purposes. These involve dealing with compensation and benefit issues, and grievance and disciplinary appeals.

1040.20 Employee Representation

All employees of the Los Angeles County West Vector Control District, including the Executive Director, are classified as governmental workers (civil servants). As such, they are covered by employee rights legislation at both State and Federal levels.

Some District employees are represented by unions. Presently, the majority of the employees of the Los Angeles County West Vector Control District have no employee association and only one classification is represented by a union. The Board of Trustees is the governing body of the District, and has the overall responsibility to comply with the applicable statutes, utilizing the guidance and assistance of District management and legal counsel.

1040.30 Staff and Personnel Matters

The Executive Director is responsible for the planning, organization, direction, evaluation, supervision, administration and execution of the operations of the District. The Executive Director is empowered to define the organizational structure, and to assign functions and lines of authority to employees to carry out the objectives of the District.

In connection with personnel matters, the District's overall goal is to provide its employees with a positive and fair work environment. The District's personnel policies are designed to promote these goals, and to allow for orderly processing and resolution of personnel issues.

In the personnel area, as in other matters, the Trustees, both individually and collectively, must recognize and respect the separation of the functions of the executive (the Executive Director) and the policy makers (the Board). Under the

District's policies, personnel matters, including hiring, promotions, assignment of responsibilities, discipline, evaluations, and terminations, are the responsibility of the Executive Director. Absent a timely appeal or grievance by an employee, these actions are not subject to review by the Board.

Trustees are not to become involved in personnel matters except when their official duties require them to participate in an established District procedure. The District has detailed procedures for employee disciplinary actions, grievances and appeals to the Board of Trustees. Employees have the right to appeal certain decisions of the Executive Director to the Board through the Board's Personnel Subcommittee, which is authorized to conduct an appeal hearing and issue a recommended decision to the full Board. The full Board's decision concerning any such appeal is final and binding. Accordingly, it is critical that individual Trustees not have direct contact with employees regarding District business or personnel matters, and that Trustees not become involved in personnel issues in advance of their presentation to the Personnel Subcommittee or to the full Board. Any premature involvement by a Trustee in such matters is in direct violation of District policies, and could provide the grounds for a court to void any District personnel action, if subsequently reviewed by a court.

The purview of the Board is limited to District business matters and District business only. Trustees are cautioned not to discuss the off-duty private activities of District employees. The discussion, review or scrutiny of an employee's private life or off-duty activities by Trustees, that do not directly affect the employee's job performance, may be considered an invasion of privacy and create substantial financial liability for the District. For example, if an employee engages in an alternative lifestyle, participates in political activities, or distributes religious material door-to-door on their own time, it is not a matter of concern for the District as long as the conduct does not affect their job performance or the District's operations.

Trustees should not discuss District business directly with members of the staff. All such inquiries are to be made through the Executive Director to maintain the proper lines of authority and structure within the organization.

HISTORY OF THE LOS ANGELES COUNTY WEST VECTOR & VECTOR-BORNE DISEASE CONTROL DISTRICT AND MOSQUITO AND VECTOR CONTROL IN CALIFORNIA

District Formation

The Los Angeles County West Vector Control District (District) was formed in 1944 and contained about 5 square miles. Over the next 65 years, there have been a number of annexations to the District. At the present time, the District covers approximately 680 square miles and contains 23 cities and unincorporated territory of the County of Los Angeles. Serving a population in excess of 4,100,000 people, the Los Angeles County West Vector Control District is the second largest vector control district in the state of California.

The District includes the cities of Agoura Hills, Beverly Hills, Calabasas, Culver City, El Segundo, Hawthorne, Hermosa Beach, Hidden Hills, Inglewood, Lawndale, Lomita, the westerly portion of Los Angeles City, Malibu, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, Santa Monica, Torrance, West Hollywood, Westlake Village, and unincorporated territory of the County of Los Angeles.

The primary function of the Board of Trustees is general oversight and budget decisions. The Board employs the Executive Director and delegates the authority to the Executive Director to execute the District's policies and guidelines on a daily basis. Individual Trustees cannot act independently to change policies or guidelines and cannot individually participate in the day to day operations. Trustees under the Health and Safety Codes are restricted to policy making. All policy and guideline changes must be an act of the full Board. Each has a right to appoint one representative. The District's primary disease and control work is with mosquitoes (West Nile virus, etc.), Africanized honeybees, ticks (Lyme disease), and Red Imported Fire Ants (along with other vectors).

Robert Saviskas has been the Executive Director of the District for the past 20 years.

Mosquitoes, Vectors & Public Health

The primary objective of mosquito and vector control is to preserve or create an environment favorable to humans and animals by lessening the effect that mosquitoes

and other vectors have upon our lives. California Health & Safety Code has defined "vector" as any animal capable of transmitting the causative agent of human disease or capable of producing human discomfort or injury, including, but not limited to, mosquitoes, Africanized honeybees, ticks, midges, or other insects but not including any domestic animal.

Even mosquitoes that carry no transmissible disease but are present in sufficient numbers to produce intense annoyance and distress to humans and animals are recognized as a public health problem. Public health, more than the mere absence of disease, includes the right to an environment free of mental and physical discomforts that destroy its positive values. For more than two generations, the control of pest mosquitoes has been a recognized function of mosquito and vector control agencies. Within this concept the role of mosquito abatement and vector control districts has expanded to include the control of biting midges and blackflies, Africanized honeybees, Red Imported Fire Ants, and ticks.

The history and importance of mosquito control are founded on the direct relationship of mosquitoes to the health, comfort, and economy of man. In early historic times some societies undertook drainage projects to remove the sources of mosquitoes and other biting insects that plagued them.

Today, mankind is most aware of and concerned about mosquitoes, ticks and other vectors for their disease transmission potential that are of great significance throughout the world. Malaria, yellow fever, Dengue fever, filariasis, and the encephalitides (West Nile virus, St Louis encephalitis, and Western Equine encephalitis) are well known infections of man that are transmitted by mosquitoes, but less well known are many prevalent diseases of domesticated animals such as equine encephalitis, heartworm of dogs and blue tongue of sheep.

Other vectors and carriers, such as cockroaches, filth flies, biting flies, ticks, fleas, and rodents are involved in the transmission of diseases such as dysentery, Lyme disease, relapsing fever, leptospirosis, and plague.

And other vectors, such Africanized honeybees and Red Imported Fire Ants can cause severe allergic reactions, pain and in some cases death from their stings and bites.

Economic Importance

Vector- transmitted diseases which affect mankind incur an expenditure of time or

money or loss of health and productivity and lower the economic potentials of a community.

Economic losses from mosquitoes and other vectors are measured in reduced human and animal productivity, increased medical care expenses, and possible loss of life.

Additional economic losses are incurred by reduced tourist trade, recreational activities, real estate values, and land development.

The control of mosquitoes and other vectors can be expensive in that it requires public education, utilization of applicable physical, chemical, and biological control measures, and the employment of trained technicians and support personnel. All of this is paid for by a portion of each citizen's tax dollar.

Initial Mosquito Control Action in California

The first recorded mosquito control efforts in California were under the direction of University of California professors and employed against the salt marsh mosquitoes of the San Francisco Bay marshlands at San Rafael (1904), and at Burlingame (1905).

First Antimalaria Control Efforts

The devastating effects of malaria in California's central valley in 1908 led to an education and demonstration program on malaria and anopheline mosquito control conducted by Professor William B. Herms of the University of California, Berkeley, and sponsored by the Southern Pacific Railway. The first organized antimalaria program was undertaken at Penryn in the Sacramento Valley in 1910, and later the same year an anti-malaria program was started in nearby Oroville.

First Legislated Abatement Agencies

Enabling legislation for the creation of organized mosquito control agencies was passed May 29, 1915, when the Mosquito Abatement Act was approved by the State Legislature. The Marin, Three Cities, and Oroville Mosquito Abatement Districts were formed in 1915-16, with the Los Molinos, Pulgas and Dr. Morris (Kern) MADs being established in the following year.



CITY OF CULVER CITY

3770 CULVER BOULEVARD P.O. BOX 507, CULVER CITY, CA. 90232-0507

APPLICATION AND BIOGRAPHICAL DATA FOR COMMISSION, BOARD OR ADVISORY COMMITTEE MEMBERSHIP

(please type or print)

The information contained on this form is for the use of the City Council in order to fill vacancies on City Commissions, Boards, Advisory Committees or Task Forces. However, all information on this form will become a public record and be available for public inspection or duplication as authorized by law.

Separate applications must be submitted for each body to which application is being made.

General Information

1. Identify the Commission, Advisory Committee or Task Force to which appointment is desired:

Vector Control

2. If applying for a position on the Landlord/Tenant Mediation Board, indicate whether you are applying as a tenant representative (), landlord representative () or member at-large representative ().

Call the Housing Division at (310) 253-5780 if you have any questions regarding eligibility for Landlord/Tenant Mediation Board positions.

3. Name: Elena Sweda Neff Telephone: _____

Address: _____ Zip: 90232

Business: _____ Telephone: _____

Address: _____ Zip: 90230

E-mail address: _____

Answer the following: (Use additional sheets if necessary)

4. Community Service

(List boards, commissions, committees and organizations on which you have served or currently serve; offices held and in what city.)

President Westside Executive Group 2010 - (Santa Monica)
Board of Directors, Culver City Chamber of Commerce 2010 -
Board of Directors, California Heritage Museum 2010 - (Santa Monica)

Culver City Employees take pride in effectively providing the highest levels of service to enrich the quality of life for the community by building on our tradition of more than seventy-five years of public service, by our present commitment, and by our dedication to meet the challenges of the future.

OPTIONAL INFORMATION

4. (Continued)

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Chair- Administrators Committee, CA Society
of CPA's 2002-2005 (Los Angeles)

Member, Society for HR Management

Founding Member, SMA LA Chapter

5. Employment

(Title and duties, current and past.)

1985-1990 Aspezi, Ferner - R/D, technician

12/92-4/97 LA Theatre Works PR+Marketing Director

5/97-5/98 Law-In-Motion Inc. HR Manager (merged into Fidelity National)

5/98-6/01 Fidelity National/Express Network VP/HR manager, member subsidiary

7/01-1/08 OHY Advisors Inc. HR Manager, national HR industry assoc. committee

1/08-Current HR Consultant, now P3 HR Inc.

6. Education

(Include professional or vocational licenses and certificates.)

- College includes SMC + Southampton College

- Various HR certificates via SHRM + HCI

Personal

7. Are you a U.S. citizen? YES X NO 8. Are you registered to vote in Culver City? YES X NO 9. Have you ever been convicted, fined, imprisoned, or placed on probation for a felony or for a misdemeanor involving fraud? YES NO X10. Have you ever worked for the City of Culver City? (If yes, list dates and names of departments.) YES NO X11. Are you related to any current City employees or appointees of the City of Culver City? (If yes, indicate name and relationship.) YES X NO

Indiana C. Sweda - Permittah, Engineering Dept. - mother

12. Are you aware that financial disclosure may be required annually? (e.g. sources of income, loans and gifts, investments, interests in real property.) YES X NO
I am now!13. Rules or law and ethics prohibit members from participating in and voting on matters in which they may have a direct or indirect financial interest. Are you aware of any potential conflicts of interest which may develop from your occupation or financial holdings in relation to your responsibilities as a member of the body to which you seek appointment? (If yes, please indicate any potential conflicts.) YES NO X14. Have there been, or are there now, any business circumstances which YES NO X

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might reflect adversely on the propriety of your serving as a member of any body to which you might be appointed?

15. How many meetings of the Commission, Board or Committee to which you are interested in being appointed have you attended in the last year? 0

16. How much time, on a monthly basis, do you anticipate spending on preparation for and attendance at meetings of the body to which you desire appointment?

4 hrs / month (meetings only 1x
Every 2 months)

17. Why are you interested in appointment to a City Commission, Board, Committee or Task Force?

I was approached by a city employee as the position has been vacant for sometime. As someone with immune issues + a long time resident I am concerned about the mitigation of issues and vector control.

18. What is there specifically in your background, training, education or interests which qualifies you as an appointee?

As a long-time resident + now business owner I'm interested in the plans + the effects of the plans on our community. Critical thinking + communication are two of my strengths + should prove an asset in this capacity.

19. What do you see as the objectives and goals of the body to which you seek appointment?

General oversight, ensuring enforcement of policies at board level, budget decisions. Help ensure best interests of community are served + all information passed along + reported to Council timely as well as city staff.

20. How would you recommend the objectives and goals of the body be changed or augmented?

n/a

21. How would you help achieve the body's established objectives and goals?

Communicating with City staff + council members to make sure our community's interests are represented.

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22. What special qualities can you bring to the body to which you seek appointment?

Critical thinking, great communication, hard working
and uncompromising ethics!

REMINDER: All information on this application will become a public record and be available for public inspection or duplication as authorized by law.

I hereby certify that the foregoing information is correct to the best of my knowledge

Signature: _____

Shana Sandra Kepp Date: 10-1-2010

You are invited to attach additional pages, enclose a copy of your resume, or submit supplemental information which you feel may assist the City Council in its evaluation of your application.

Submit application(s) and attachments to:

City of Culver City
Attention: City Clerk
9770 Culver Boulevard
Culver City, CA 90232-0507

(310) 253-5851

OPTIONAL

In order to assist the City Council in seeking to balance appointments in terms of geographic location of residence and/or business, ethnicity, gender and age, the following information is desirable but not required for application submission or appointment.

If a City resident, for how long? 15 yrs

If a City business owner/operator, for how long? _____

Year of Birth 1970Male _____ Female ☒

Ethnicity _____

SJS:jdc