



Jackson County Vector Control District

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MINUTES REGULAR MEETING January 19th, 2023

MEMBERS PRESENT: Robin Norris, Gary Stevens, Karen Adams, Cal Lanfear & Craig Hilty.

DISTRICT EMPLOYEES PRESENT: Geoff Taylor - District Manager, Andrew Partin – Vector Ecologist & Angela Hallenbeck

PUBLIC PRESENT: Via Zoom: Commissioner Rick Dryer, Stacy Brubaker, Jackson Baures, Elizabeth Van Horn & Ku Uleialoha.

With a quorum present at the District office, the board meeting was called to order at 4:39 p.m.

Agenda: Robin Norris asked to have Resolution No. 2022-23-05, added to “Other” part of the meeting. With no other additions, Cal Lanfear motioned to approve the Agenda, second by Craig Hilty. Approved unanimously.

Minutes of the December 1st, 2022, Regular Meeting: No changes made to the December 1st, 2022, Board meeting, Craig Hilty motioned to approve the minutes with no amendments. Seconded by Cal Lanfear. Approved unanimously.

Public Comment: There were no comments from the public.

Financial Report: Questions were asked and answered concerning the monthly bills. Gary Stevens moved to approve; Craig Hilty seconded. Approved unanimously.

2023 Re-appointment: Gary Stevens was reappointed to the Board of Trustees. Other Board members thank Gary for his continuous service.

Election of Board President/Secretary: Robin Norris motioned for Craig Hilty to be elected for Secretary of the Board, Gary Stevens seconded. Approved unanimously. Gary Stevens motioned for Robin Norris to remain as President of the Board, Craig Hilty seconded. Approved unanimously. It was brought to the Boards attention that Craig Hilty would need signature authorization for the District accounts at Rogue Credit Union and authorized the manager due process.

Job Announcements/Descriptions/Compensation: Geoff Taylor presented to the Board the job description of Office Specialist & Vector Technician. Cal Lanfear asked if the wage scale was for a 40-hour work week. Geoff Taylor said yes to. Karen Adams asked how the benefits that this district has differs from other districts. Gary Stevens asked if the Office Specialist would be full-time. Geoff confirmed it is a full-time position. Gary Stevens motioned to approve the pay scale, Cal Lanfear seconded, Approved unanimously. Craig Hilty motioned to approve the Job description. Cal Lanfear seconded. Approved unanimously. Available jobs will also be placed on RCC & SOU websites.

2022 Annual Report: Geoff Taylor & Andrew Partin presented the Board with the Annual Report. Geoff Taylor talked about the new equipment that Andrew Partin was trained on for 2 days.

2023 Pesticide Use Report: Geoff Taylor presented to the Board the 2023 Pesticide Use Plan. Vector control has been approved for a 5-year period, for PUP evaluations.

Ecologist Report: Andrew Partin presented the Board with the Ecologist Update. A Co-Diagnostic laboratory technician flew out to help set up equipment and train him on the PCR testing process. Andrew Partin collected 321 total ticks from 4 different sites since November of last year. Andrew Partin was appointed to the 2022-2023 AMCA Young Professionals National Committee. Karen Adams asked if Geoff Taylor & Andrew Partin planned on going to Reno for the conference. Geoff Taylor & Andrew Partin both agreed to go.

Action Items: Employee Policy Manual:

a. RESOLUTION – Adopting Changes to District Policies 2022-23-04:

Geoff Taylor presented to the board Resolution No. 2022-23-04, New Employee Policy Manual, that was rewritten with the guidance of Eileen Eakins. Geoff Taylor mentioned that Eileen has put these policies together for other districts, she put this one together that will best suit this District. Gary Stevens recommended that the vehicle use policy be clear to prohibit distracted driving. Gary also asked that the district clarify the legal option and is there a formal procedure for reporting to the state and initiation for a Whistle blowing policy. Robin Norris would like there to be a standalone Vehicle Policy Manual. Paid leave Oregon has not been put together quite yet but remains in the policy. Cal Lanfear motioned to approve amendments to Resolution No. 2022-23-04, Gary Stevens second. Unanimously approved.

Date and time of next Board Meeting: April 20th, 2023, at 4:30 pm was the date set for the next Board Meeting and will be added to the website.

Other: Resolution No. 2022-23-05. President Norris presented a proposed Resolution of Censure of Karen Adams, prepared by our legal counsel. The resolution was requested because of ongoing behavior that may put the District in legal jeopardy. A Resolution Censuring Board Member Adams was read into and added to minutes. Gary Stevens motioned to approve the Resolution, seconded by Craig Hilty. No dissenting votes were observed.

RESOLUTION NO. 2022-23-05

A RESOLUTION CENSURING BOARD MEMBER

WHEREAS, the Jackson County Vector Control District (“District”) is an Oregon special district and municipal corporation governed by a board of five Trustees (“Board of Trustees”) appointed by the Jackson County Board of Commissioners; and

WHEREAS, the Board of Trustees and each of its members have a fiduciary duty to act in the best interests of the organization, including working within the collective authority granted to a

governing board and to not engage in unauthorized conduct that unduly disrupts board proceedings or District operations; and

WHEREAS, the Board of Trustees has become aware that fellow Board member Karen Adams has, without authorization from the rest of the Board, repeatedly engaged in individual contact with District staff; requested that staff provide District records not directly related to Board proceedings; pursued an individual “investigation” of staff conduct; and repeatedly disrupted Board proceedings with unsubstantiated claims of wrongdoing by others; and

WHEREAS, Board Member Adams’ unauthorized conduct continues to unduly interfere with District operations and disrupt Board proceedings despite multiple requests from other Board members to refrain from such conduct;

NOW, THEREFORE, the District’s Board of Trustees hereby resolves as follows:

1. It shall be a matter of public record that Karen Adams’ conduct as described in this Resolution is on her own behalf and is not authorized or condoned by the remainder of the Board; and
2. The Board hereby adopts this Resolution of Censure against Board Member Adams as a formal reprimand for such conduct, which shall continue for as long as such conduct continues to unduly disrupt District operations and Board proceedings.

APPROVED AND ADOPTED on January 19th, 2023.

Board Chair

ATTEST:

Recording Secretary

Adjourn

With no further business to come before the Board, the meeting was adjourned at 7:04 p.m.

Respectfully submitted,

Craig Hilty
Secretary