



BOARD OF TRUSTEES  
**ADVANCE PLANNING COMMITTEE**  
\*\*MONDAY, FEBRUARY 8, 2021\*\*

**6:00 PM**

**To be held via teleconference only – see below**

**IMPORTANT NOTICE REGARDING COVID-19  
AND TELECONFERENCE MEETINGS:**

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, please note the following changes to the District’s ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via teleconference using **Zoom** (see Executive Order 29-20).
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting remotely in the manner described below.

**HOW TO OBSERVE THE MEETING**

**Telephone:** Listen to the meeting live by calling **(669) 900-9128** and entering the **PASSWORD: 307985** for MEETING ID: **958 4159 3497**

**Computer or mobile:** Watch or listen to the meeting from a computer with internet access by navigating to <https://zoom.us/j/95841593497?pwd=MHhkdlldvR3NKY3B5UWphaeE53SWYxUT09>

NOTE: This is a public meeting that can be seen and heard live by any member of the public.

**HOW TO SUBMIT PUBLIC COMMENTS**

Please email your comments to [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com), write “Public Comment” in the subject line. In the body of the email, include the agenda item number AND title, as well as your comments. Comments may be made at any time prior to the meeting, or as follows. During the meeting, the Committee Chair or designee will announce the opportunity to make public comments and identify the cut off time for submission. A short recess of less than 5 minutes will take place during the time public comment is open to allow emailed comments to be received and provided to the Chair. Once the public comment period is closed, all comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

*Protecting Public Health Since 1927*

BOARD OF TRUSTEES

President PEGGIE HOWELL Clayton • Vice President PETER PAY San Ramon • Secretary DANIEL PELLEGRINI Martinez  
Antioch LOLA ODUNLAMI • Brentwood Vacant • Concord PERRY CARLSTON • Contra Costa County JIM PINCKNEY CHRIS COWEN & DARRYL YOUNG  
Danville RANDALL DIAMOND • El Cerrito THOMAS MINTER • Hercules DUYLINH NGUYEN • Lafayette JAMES FITZSIMMONS • Moraga Vacant • Oakley MICHAEL KRIEG • Orinda KEVIN MARKER  
Pinole WARREN CLAYTON • Pittsburg RICHARD AINSLEY PhD • Pleasant Hill JENNIFER HOGAN • Richmond SHIVA MISHEK • San Pablo Vacant • Walnut Creek JAMES MURRAY

### ACCESSIBILITY INFORMATION

Board meetings are accessible to people with disabilities and others who need assistance. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to observe and/or participate in this meeting and access meeting-related materials should contact Paula Macedo, General Manager, at least 48 hours before the meeting at (925) 457-8464 or [pmacedo@contracostamosquito.com](mailto:pmacedo@contracostamosquito.com). Advance notification will enable the District to swiftly resolve such requests to ensure accessibility.


### AGENDA

#### CALL TO ORDER:

Roll Call  
Pledge of Allegiance

1. PUBLIC INPUT ON NON AGENDA ITEMS  
This time is reserved for members of the public to address the Board relative to matters of the District NOT on the agenda. No action may be taken on non-agenda items unless authorized by law. Public comments may be submitted as specified above.
2. APPROVAL OF MINUTES FROM ADVANCE PLANNING COMMITTEE MEETING HELD ON MAY 4, 2020
3. FIVE-YEAR PLAN 2021-2025
4. BOARD AND GENERAL MANAGER ANNOUNCEMENTS
5. ADJOURNMENT

I hereby certify that the District Board of Trustee Agenda was posted 7 days, before the noted meeting.

  
\_\_\_\_\_  
Areej Al Bahrani, Administrative Analyst I

2/1/2021  
\_\_\_\_\_  
Date

*The Contra Costa Mosquito & Vector Control District will provide reasonable accommodations for persons with disabilities planning to attend CCMVCD meetings who contact Natalie Martini at least 24 hours before the meeting, at (925) 771-6100. Agenda materials are available to the public for inspection at no charge during business hours at our administrative office located at 155 Mason Circle, Concord, California.*

**CONTRA COSTA MOSQUITO AND VECTOR CONTROL DISTRICT**

**FEBRUARY 8, 2021 ADVANCE PLANNING COMMITTEE MEETING**

1. No comment, see agenda
2. APPROVAL OF MINUTES FROM ADVANCE PLANNING COMMITTEE MEETING HELD ON MAY 4, 2020 *(Pages 4-5)*
3. FIVE-YEAR PLAN 2021-2025 - At previous meetings, the committee discussed options to change the next 5-year plan to allow for more flexibility in updating goals, clearer reporting, and inclusion of emergency and continuity plans. General Manager Macedo will present an outline and timeline for the 2021-2025 plan. The committee will discuss the plan proposed and decide on next steps. *(Pages 6-7)*. The 2016-2020 plan was attached to the packet for reference.
- 4 – 5. No comment

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

## Planning the 5-year plan 2021-2025

### The Planning Process:

- 1- Strategic Thinking
- 2- Long-Range Planning
- 3- Tactical Planning – annual

### STRATEGIC THINKING

This is the first step of the planning process because it is important to have congruence among our District Management, Staff, and Trustees on the nature and scope of our business, the principles under which we intend to operate, and the direction in which we should be moving as an organization. The strategic thinking process include the discussion of the Mission/Vision and the values or principles under which we operate. That was completed in 2019 with final Board approval in January 2020.

### LONG-RANGE PLANNING

For our next step in the planning process, we have identified key strategic areas, which will help us identify critical strategic issues that need to be addressed over an extended period of time while carrying our mission and operating under our core values or principles. Analyzing our **key strategic areas** will help us determine our **critical issues** and develop our **tactical planning**.

Key Strategic Areas:

- 1- Management Succession
- 2- Staff Development and Training
- 3- Program Capability and Capacity
- 4- Research and Development
- 5- Finances
- 6- Alliances
- 7- Legislative and Regulatory Impacts
- 8- Community Services

We propose to work on the areas above during the months of February and March of 2021. We have a schedule committee meeting on March 22, 2021 to present the work and get feedback.

The next step would be the **Critical Issue Analysis**. For that we will be meeting again with each department and focusing on an analysis of their strengths, limitations/weaknesses, opportunities, and threats. We would like to work on that during the month of April. The committee does not have another meeting scheduled until June, so we would like to propose a special meeting in May to discuss the

analysis and come up with a plan for the final step, the **Strategic Tactical Plans** for each department and the District.

### TACTICAL PLANNING

This part of the 5-year plan is the one that will be like a living document, where goals are proposed and evaluated each year. We intend to make it flexible in that they can be changed each year as the needs of the District change. We will also be developing an action plan, delineating tasks, timelines and resources needed to carry them out.

### TIMELINE

