

**CITRUS PEST DETECTION PROGRAM
CENTRAL CALIFORNIA TRISTEZA ERADICATION AGENCY
22847 Road 140, Tulare, California**

**BOARD OF COMMISSIONERS
REGULAR MEETING
July 22, 2020**

MINUTES

ATTENDANCE ON SITE: Commissioner Steve Scarbrough, Jim Zimmerman (*Southern Tulare County Citrus PCD - STCCPCD*); **Staff:** Dr. Subhas Hajeri, Plant Pathologist/Lab Operations Manager; Karen Westerman, Field Operations Manager. **Others:** Jill Barnier.

ATTENDANCE VIA TELECONFERENCE: Commissioners Stan Ishii, James McKinney (*Central Valley PCD - CVPCD*); John Corkins, John Fisher, Jonathan Moody (*Kern County Citrus PCD – KCCPCD*).

I. CALL TO ORDER: Chairman John Fisher called the meeting to order at 2:02 p.m.

II. OPEN SESSION:

A. Public Comments: There were no public comments.

B. Temporary Re-designation of Staff Positions:

1. Postpone the Promotion of Dr. Subhas Hajeri as “Program Director/Plant Pathologist” Until His Work Permit (O-1A Visa) is Amended; Continue Position as “Lab Operations Manager/Plant Pathologist”: Dr. Hajeri provided background on the type and status of his work visa, which is valid through October 30, 2020. He explained that due to COVID-19 issues the immigration attorneys engaged by the Agency were delayed in submitting the visa amendment application required for his new job assignment. As a result, the effective date of his promotion needs to be postponed, as a future start date is required on the application for amendment. **It was moved by Commissioner Zimmerman, seconded by Commissioner McKinney, to postpone the promotion of Dr. Hajeri as Program Director/Plant Pathologist until his O-1A visa is amended, continuing his position as Lab Operations Manager/Plant Pathologist in the interim. The motion carried unanimously on a roll call vote.**

2. Temporarily Assign Karen Westerman as “Interim Program Director”: It was moved by Commissioner Scarbrough, seconded by Commissioner Ishii, to appoint Karen Westerman as Interim Program Director until Dr. Hajeri’s promotion can take effect. The motion carried unanimously on a roll call vote.

3. Update on Administrative Manager Position: Dr. Hajeri reported that Administrative Manager Amelia Gonzales gave very short notice and resigned her position effective Friday, July 17, 2020. Plans are under way to launch a new search to fill the position. Former Program Manager Jill Barnier is available to assist as needed in the process and until the position is filled.

C. Capital Expenditure: Review and Approve Proposal for Installation of Ethernet Cables and Wireless Access Point: Dr. Hajeri explained that an evaluation of Agency work space was completed to determine changes needed to allow all staff to work safely on site. To provide for adequate physical distancing, it is necessary to utilize additional space in the field trailer, where computer access must be established. Two bids, ranging from \$2,000+ (Signal) to \$4,000+ (Grissom-Wallace) were received. **It was moved by Commissioner Scarbrough, seconded by Commissioner Moody, to approve the Signal bid for work not to exceed \$3,000. The motion carried unanimously on a roll call vote.**

III. ADJOURNMENT: Chairman Fisher adjourned the meeting at 2:29 p.m.