

METROPOLITAN
MOSQUITO CONTROL DISTRICT

EXECUTIVE COMMITTEE

November 18, 2021

9:15 am

Information Packet

METROPOLITAN MOSQUITO CONTROL DISTRICT M E E T I N G A N N O U N C E M E N T

COMMITTEE: **Executive Committee Meeting**
 Metropolitan Mosquito Control District
 2099 University Avenue West
 St. Paul, MN 55104

DATE: **Thursday, November 18, 2021**

TIME: **9:15 AM**

A G E N D A

1. Approval of Minutes for September 15, 2021, Meeting*
2. Intergovernmental Issues – (Peg Larsen, Kim Scott)
3. Leadership Assessment Overview (Jane Coffey, BCD Consulting Group)
4. Executive Director’s Report
5. Other Issues
6. Adjournment

* Action Requested

Commissioner Robyn West	Anoka County
Commissioner Tom Workman	Carver County
Commissioner Liz Workman	Dakota County
Commissioner Angela Conley	Hennepin County
Commissioner Mary Jo McGuire	Ramsey County
Commissioner Michael Beard	Scott County
Commissioner Lisa Weik	Washington County

Next Commission Meeting: Wednesday, December 15, 2021, 6:00 p.m.

(Proposed)

Organizational Meeting: Thursday January 6, 2022, 9:15 a.m.

Next Executive Committee Meeting: Wednesday, January 26, 2022, 9:15 a.m.

METROPOLITAN MOSQUITO CONTROL DISTRICT
EXECUTIVE COMMITTEE

MINUTES (SPECIAL MEETING – RESCHEDULED FROM SEPTEMBER 22, 2021)

September 15, 2021
9:15 a.m.

Vice Chair Lisa Weik called the meeting to order at 9:32 a.m.

Roll Call:

Commissioner Lisa Weik	Washington County
Commissioner Liz Workman	Dakota County
Commissioner Robyn West	Anoka County
Commissioner Michael Beard	Scott County

Staff:

Stephen Manweiler, Executive Director
Arleen Schacht, Business Administrator

Visitors:

Peg Larsen, RCS Consulting
Kim Scott, RCS Consulting
Joe Langel, MMCD Legal Counsel

Vice Chair Lisa Weik welcomed all in attendance and thanked them for attending the meeting.

Commissioner Robyn West offered the following resolution and moved its adoption.

*Approval of June 23,
2021, Executive
Committee
Meeting Minutes*

Resolution 1:

Resolved, that the June 23, 2021, Executive Committee Meeting minutes be approved as presented.

Commissioner Liz Workman seconded the motion.

The resolution was adopted unanimously.

Peg Larsen and Kim Scott reported, last night, Rep. John Thompson was expelled from the DFL House caucus after being embroiled in a continuing controversy over residency and domestic abuse allegations.

Legislative Update

Sen. Susan Kent stepped down as Minority Leader and will not seek reelection. Senators Melissa Lopez-Franzen, Nick Frentz, and John Marty

put their hats in to be the new Minority Leader; Sen. Lopez-Franzen was chosen by her caucus to be the next Minority Leader.

Sen. Jeremy Miller was elected by his caucus to replace Paul Gazelka as Senate Majority Leader, after Gazelka stepped down to run for governor. There was a serious push to elect Independent Sen. Tom Bakk as Senate Majority Leader, led by the moderate wing of the caucus.

Other candidates for governor include Sen. Michelle Benson and former state senator Scott Jensen. Benson and Gazelka are considered the top potential candidates for the Republican endorsement. There have been no indications that Gov. Walz will not run for reelection.

Yesterday, the House Environment committee held a hearing to get an update from the Department of Natural Resources and Board of Animal Health on chronic wasting disease (CWD) in cervids. Chronic wasting disease is a fatal illness of deer, elk, moose, and caribou. The disease is caused by a protein, called a prion, that folds incorrectly. Several outdoor and hunting organizations are advocating for the Legislature to buy out the remaining 259 cervid farms in Minnesota at a cost of \$24 million. The U of MN has developed a live test for CWD, but it is unclear how it will be utilized to test the farmed cervid population and there is also uncertainty over adequate hunter access to tests for harvested wild deer.

The COVID-19 front line worker joint legislative committee is still working on how to allocate \$250 million in federal funds earmarked for that purpose. Even if an agreement is reached by the Legislature, Gov. Walz has said that he will not call a special session if he believes that the confirmation of Health Comm. Jan Malcolm will be on the chopping block.

Lastly, the legislative redistricting committee continues to meet and will likely do so throughout the winter and spring, as redrawing district lines can be a difficult and contentious task. Redistricting must be completed before the state primary in 2022, which is scheduled for August 9, 2022.

Stephen Manweiler reported that, in May 2015, the Commission reviewed the cost of legal services and decided to go for bids, in part because annual expenses for legal services during 2012 – 2014 ranged between \$42,000 and \$47,500 which seemed excessive. Legal services were billed as a monthly stipend.

*Approve Legal
Counsel Contract
Renewal (2022-24)*

The Commission (August 26, 2015) awarded the legal services contract to Ratwik, Rozak & Maloney, P.A. Legal services defined by this 3-year contract are billed hourly, not as a monthly stipend. Annual legal expenses have decreased significantly beginning in 2016 (the first entire year of the

legal services contract with Ratwik, Rozak & Maloney, P.A.). Legal service needs have not decreased significantly since 2014.

The current contract for legal services with Ratwik, Rozak & Maloney, P.A. was approved on January 23, 2019, and will expire on December 31, 2021. Ratwik, Rozak & Maloney, P.A. have proposed two changes to the current contract (hourly legal services fee increases from \$165 to \$180, hourly litigation services fee increases from \$175 to \$190). Otherwise, only the term (through December 31, 2024) of the new 3-year contract would change.

Commissioner Robyn West offered the following resolution and moved its adoption.

Resolution 2:

Whereas, the current contract for legal services will expire on December 31, 2021. Ratwik, Rozak & Maloney, P.A. have proposed two changes to the current contract (hourly legal services fee increases from \$165 to \$180, hourly litigation services fee increases from \$175 to \$190). Otherwise, only the term (through December 31, 2024) of the new 3-year contract would change, and the utility and operating expenses have increased since the initiation of the current agreement,

Be it now resolved, that the contract for legal services with Ratwik, Roszak & Maloney P.A. be renewed through December 31, 2024, based upon their price and experience.

Commissioner Michael Beard seconded the motion. Commissioner Liz Workman suggested that soliciting bids be considered in 2024 but did not amend the motion. Vice Chair Lisa Weik asked all Commissioners who approved to say “aye.” The resolution was adopted unanimously.

Arleen Schacht reported that on October 28, 2020, the Executive Committee approved a District request to advertise for bids for annual financial audit services (2021-23) after completion of the 2020 audit. Bids were due on Friday, September 3, 2021. Five bids were received. Four of the five bids described experience with special taxing districts like MMCD. All five bids described experience with local government. Only Redpath stated that their fee included answering questions outside of performing the audit such as conducting quarterly review meetings to see how things are going, make recommendations, etc. Other firms indicated that they would perform extra services for an additional charge.

*Award of Bid for
Financial Auditor
Services (2021-23)*

We recommended approving the bid for services submitted by Redpath because they have extensive experience with special taxing districts like

MMCD, they offer additional services at no extra charge, and they very clearly identified the scope of work expected including performing functions such as GASB 68 calculations (OPEB) required by the audit.

Commissioner Robyn West offered the following resolution and moved its adoption.

Resolution 3:

Be it now resolved, that the bid for Annual Financial Audit Services be awarded to the bidder meeting specifications that provided the most services for a competitive set fee, Redpath, in the amount of \$23,000 for the 2021 annual financial audit, \$23,700 for 2022 and \$24,400 for 2023.

Commissioner Liz Workman seconded the motion.

The resolution was adopted unanimously.

Stephen Manweiler reported that he will be 64 years old on September 24, 2021 and plans to retire between the end of September and end of December 2022. He is starting this discussion now to provide ample time to ensure a smooth transition. Stephen's predecessor left in January 2014 followed by the Business Administrator (who served as Interim Executive Director) at the end of April 2014. Stephen started as Executive Director three days later. No search for the next Business Administrator had been initiated leaving Stephen and other staff to conduct the search and operate without a Business Administrator for over a year.

*Executive Director
Retirement (late
2022) Discussion*

The annual meeting of the American Mosquito Control Association (AMCA) is an excellent opportunity to recruit qualified applicants for the Executive Director position. The next AMCA meeting is scheduled to occur on February 28 – March 4, 2022.

Commissioner Robyn West asked about promoting from within. Stephen reported that three current employees have expressed interest to him. The legislation that created MMCD includes a requirement that the Director be an entomologist. A college degree in entomology can satisfy this requirement. The "Board Certified Entomologist" certification provided by the Entomological Society of America also can satisfy this requirement. Stephen has discussed the "Board Certified Entomologist" certification with all three employees who have expressed interest because none of them has a college degree in entomology.

Stephen described two options for recruiting the next Executive Director. Both internal and external candidates can be considered. One option is to hire a professional recruiter to find and evaluate candidates using search

criteria developed by MMCD. The other option is for HR staff at MMCD to conduct the search and for finalist candidates to be evaluated by a professional such as BCD or Korn Ferry. In late April 2014 before he became the Executive Director, Stephen was evaluated by Korn Ferry after being interviewed by four Mosquito Control Commissioners.

Commissioners preferred the second option. Stephen said he would arrange for a professional evaluator to describe for the Executive Committee how they would evaluate potential candidates and what information they would provide for Commissioners who will choose the next Executive Director. He will aim to schedule something for the November 18, 2021, Executive Committee meeting.

No report was presented (other than the report contained the Information Packet) because several Commissioners needed to leave to attend other meetings.

*Executive
Director's
Report*

Vice Chair Lisa Weik asked if there was anything else to come before this meeting. Nobody mentioned any additional items. Vice Chair Lisa Weik declared the meeting adjourned at 10:29 a.m.

*Other Issues and
Adjournment*

ASSESSMENT FOR SELECTION

GOAL

To find a candidate whose skills, traits, experiences, and values match the requirements of the job and culture of the organization.

PROCESS

1. Discuss, with the hiring manager/group, the role, culture, challenges to be faced, and specific questions to be answered by the assessment process.
2. Select the appropriate assessment tools: standardized tools and simulations that will draw for the competencies required by the role.
3. Candidate(s) take the assessment components.
4. Feedback discussion and report to the hiring manager/group. Answer additional questions.
5. Once a decision is made, provide feedback to the candidates on the data generated by their assessment.

TOOLS

Standardized tests

The Ravens: A test of the candidate's comfort with complex and ambiguous information.

The Watson-Glaser: A test of the candidates critical and logical thinking.

The Hogan: A personality survey that identifies the candidate's leadership style, values and drivers, and potential risks or derailers.

Simulation materials

Situational Judgment Test (SJT): A series of interrelated problems that approximate the challenges candidates would face on the target job. This is a good measure of the candidate's ability to problem solve in "the real world," see how solutions to one problem can facilitate or hinder solutions to another problem, and understand and use organizational resources. This is completed online at a time and date requested by the candidate.

Role play: In which the candidate is faced with an unhappy employee. We try to tailor the problem to the likely needs of the role. This is done by phone at a time that works for the candidate's schedule.

Additional information:

Interview with the consultant: A behavioral interview that covers the candidates experience leading others, making tough decisions, managing projects, facing ethical dilemmas, coaching team members, and creating a team.

Insights and Experience Questionnaire: Completed by the candidate on-line and covers his/her experience in greater detail, as well as the candidate's professional goals and motivators.

OUTCOME

Within approximately five business days of completing the assessment components, we provide a report that indicates the strength of the candidate (strong, solid, weak); a narrative that describes the candidate's strengths and challenges relative to the role; answers to questions about the candidate; and a numerical score (1 – 5) on each of seven competencies (thinking, management, leadership, communication, interpersonal, motivation, and self-management).

Jane Coffey, PsyD, LP

BCD Consulting Group LLP
Partner



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Jane's 25 years in education and the insurance industry have helped prepare her for a deep understanding of the realities of the business world.

Assessment and executive coaching are Ms. Coffey's first and strongest passions. Over her 24 years as an IO psychologist, she has assessed an estimated 20,000 individuals for selection and development.

After 18 years with Personnel Decisions International (Now Korn Ferry), Ms. Coffey joined two of her Korn Ferry Alumni to form a partnership focused on the assessment and development of individuals associated with nonprofit, not for profit, and municipal organizations.

Ms. Coffey has her bachelor of arts in sociology from Coe College, her bachelor of science in education from the University of Minnesota, her masters of arts degree in education from George Washington University, and her doctorate is from the Minnesota School of Professional Psychology.

BCD Consulting Group LLP

BCD Consulting Group uses several methods of assessing candidates for role based on the challenges of the job. Typically, a standardized test of leadership style and traits is administered. The Hogan and the California Psychological Inventory are often used to create a profile of the individuals leadership style and potential derailers. Frequently, an assessment of the candidate's problem-solving style is administered to make certain that the candidate's approach to problem solving is consistent with the demands of the role.

When possible, BCD uses simulation-based assessments to augment standardized tests. These provide a competency-based assessment of the candidate's performance in a situation that approximates "real life" and adds to the validity of the assessment. In all cases, the competencies measured are mapped to critical leadership competencies described in the position description for the assessed role.

TO: COMMISSION MEMBERS
FROM: STEPHEN MANWEILER
RE: EXECUTIVE DIRECTOR REPORT
DATE: NOVEMBER 2021

1. DIRECTOR'S INITIATIVES

We are reviewing with District legal counsel options in response to Federal COVID-19 vaccination requirements issued by OSHA on November 4 and the temporary blocking of this federal mandate on November 6 by the Fifth Circuit Court of Appeals. The District's response is patterned after the State of Minnesota vaccination policy because that policy is a useful strategy for fairly dealing with all employees including those who decline to be vaccinated. We thank Hennepin and Ramsey counties for sharing their plans. We aim to be able to satisfy federal requirements in the fairest manner possible. Keeping District employees as safe as possible remains our top goal.

2. MOSQUITO CONTROL SERVICES

Our weather has continued to be mild so far this fall. Over the last week though, we finally experienced overnight temperatures at or below freezing. These freezing temperatures should eliminate all adult mosquitoes except for those species (*Culex* and *Anopheles*) that overwinter in a warm protected place such as your garage or attic, in animal burrows, or down in the stormwater management systems (among other places).

The mild weather so far this fall has also allowed Field Operations Supervisors to continue to work in the field to update their maps, including checking new and old areas for any construction or changes. Field Operations Supervisors use this information, along with the aerial photos, to produce accurate maps for their seasonal staff to use to inspect and treat the mosquito breeding sites during the season. Staff are also reviewing surveillance and treatment information collected during the 2021 mosquito season. They will use this information to help plan for 2022. On November 17, we will have a meeting that most field and technical staff attend to review this data and start discussing changes and improvements for next season.

Along with these important tasks, staff are attending team meetings virtually, doing maintenance on equipment and vehicles, and working with a new mapping software, Q GIS. We began using this software in the fall of 2020 and are continuing to learn and utilize it for mapping and further data analysis. Staff are looking forward to a productive off season.

3. MOSQUITO-BORNE DISEASE

West Nile Virus (WNV)

West Nile virus activity was much more pronounced in 2021 than during the past two years. As of November 2, the CDC had received reports of 939 WNV illnesses among U.S. residents including 23 cases in Minnesota residents. Eighteen of the cases are in residents of the District. Asymptomatic West Nile virus infections have also been documented in 17

Minnesota blood donors. Additional WNV illnesses are currently under investigation by MDH.

Surveillance for WNV vectors and the testing of mosquito samples in our lab indicated early in the summer that we would likely experience an increase in illnesses compared to the past two seasons. Sixty mosquito samples of 862 tested in the MMCD lab returned positive results for WNV this year. Carver County was the only District county without a WNV positive mosquito sample. The earliest WNV positive mosquito sample was collected on July 21.

La Crosse Encephalitis (LAC)

No LAC cases have been confirmed in Minnesota in 2021. Lengthy drought conditions impacted all of the floodwater mosquito species in the region and District surveillance indicated that the *Aedes triseriatus* population remained below average for the entire season. District crews responded in neighborhoods where *Ae. triseriatus* were found by inspecting properties for larval habitats and at times with adult mosquito treatments. During the 2021 season, MMCD employees removed 10,888 tires from the field for recycling and eliminated 1,086 container habitats and filled 162 tree holes.

Jamestown Canyon Virus (JCV)

The Minnesota Department of Health has confirmed four JCV illnesses in Minnesota this year. Two of those are among Hennepin County residents, however, they may both have exposures outside the District. We have continued working with partners through the Midwest Center of Excellence for Vector-borne Disease to evaluate JCV in the region. We have processed dozens of mosquito samples to be tested for the virus later this year.

Eastern Equine Encephalitis (EEE)

For the third consecutive year, an EEE illness has been diagnosed in a Minnesota horse. The horse was stabled in northern Itasca County. The population of the primary EEE vector (*Culiseta melanura*) remained low in the District in 2021. Only three samples of *Cs. melanura* were pooled for testing in our lab. All three were all negative for EEE virus.

4. TECHNICAL SERVICES LAB

Over the course of the season, field technicians collected 12,543 larval samples. We have about 3,000 larval samples left to ID. This second year of the pandemic with reduced staffing levels coupled with drought conditions, resulted in a very low number of larval collections, much lower than the total number collected in 2019 (over 20,000); the 10-year average is 23,907 samples per season. Carey LaMere has finished identifying all the adult black fly CO₂ trap samples and has sent larval black fly samples to Dr. Ken Simmons, our black fly consultant, to assist with a study to determine the number of generations of *Simulium tuberosum* that occur in Minnesota. *Simulium tuberosum* is the formerly rare human-biting species that has become problematic in recent years and was added to our treatment permit with the Minnesota Department of Natural Resources in 2021.

We still have a backlog of adult surveillance samples to process, namely New Jersey light trap samples and long-term CO₂ trap samples. Mosquitoes are identified to species in both of those surveillance methods. In a collaboration with the Minnesota Department of Health, we will be identifying mosquitoes collected by the Boulder Lake Environmental Learning Center in Duluth.

Once all IDs are finished, we can begin data quality checks and run summaries to be included in the surveillance chapter for the report to the Technical Advisory Board. Scott Larson is assisting the field with a mapping project focused on catch basins. Carey LaMere is part of a major project updating our mapping resources for use in the District's new Q GIS software and developing new procedures to keep up-to-date information available to all staff. Diann Crane attended (virtually) the annual Entomological Society of America meeting. All staff are working on developing integrated pest management (IPM) plans for the various mosquito, black fly, and tick species of concern.

5. PUBLIC AFFAIRS

Category L Recertification Trainings

MMCD partners with the University of Minnesota Office of the Extension to train pesticide applicators for recertification in Category L licensure (Mosquitoes, Black Flies, and Ticks). Alex Carlson has presented for three workshops in the past month for recertification workshops. All workshops are still virtual at this time.

Off-Season Communications Projects

The communications team is working on two big off-season projects this year:

- Revise and create new handouts for community events and general public interactions. A design sub-group has been meeting to plan these designs and we will be consulting with the various teams at MMCD to ensure the information included is up to date.
- Improve our adult mosquito control notification system and integrate with helicopter notifications. We are working with GovDelivery to see if this software can accomplish our goal of simplifying our adult control notifications and narrowing down the focus to city-based instead of county-based.

Social Media

Our social media presence continued to grow this month as we seek to educate and inform citizens on Facebook, Twitter, and our new Instagram page:

- Facebook – 1,700 Followers
 - Facebook.com/metromosquitocd
- Twitter – 865 Followers (No change from October 15)
 - Twitter.com/metromosquito
- Instagram – 324 Followers (Up 3 from October 15)
 - Instagram.com/metromosquito

6. TICK-BORNE DISEASE

Deer Ticks Are Out Questing

Deer tick adults (and larvae) are out questing! There is potential to encounter them throughout fall and possibly into early winter as they will quest until temperatures stay consistently below 32°F. Check for ticks after having been out in their wooded habitat!

Collaborative Project with the Centers for Disease Control (CDC)

The tick vector surveillance team will be dragging for deer ticks this fall (and possibly next spring) for the CDC's Rickettsial Zoonoses Branch. The CDC is developing a laboratory technique which will identify deer ticks nationwide. The CDC does not have any ticks from Minnesota so our work will be very helpful.

Collaborative Project for Spring 2022: COVID-19 in Mice?

We will collaborate with Dr. Jeff Bender, Veterinarian Epidemiologist (U of MN), who will test (100) of our mice for SARS-Cov-2 (COVID-19) as part of a multi-year project. In addition to supporting MMCD's mission of protecting the public from tick-borne disease, we hope our rodent samples can yield more details to what is currently happening in the world of COVID-19.

MMCD Collaboration to Detect Exotic Ticks (Asian Longhorned Tick, Red Sheep Ticks)

Agencies involved in collaborative surveillance include Indian Health Services (northern MN), Minnesota Board of Animal Health, USDA Animal and Plant Health Inspection Service, Minnesota Department of Health, Metropolitan Mosquito Control District, University of Minnesota, and the Wildlife Rehabilitation Center of Minnesota. As of November 6, no Asian longhorned ticks or red sheep ticks have been reported as being found in Minnesota.

Tick Vector Field Projects

Our 2021 tick surveillance season is completed. The work began April 26. The first round of surveillance was completed on June 2, the second round on August 26 and the third round on October 28. Laboratory work, tick identification, and data entry are ongoing.

Public Education/Outreach

- Distribution and/or re-stocking of brochures, tick cards and posters is ongoing
- We continue to alert our Facebook and other social media followers to tick activity and other items of interest and periodically remind people that we would like any unusual ticks mailed to us!
- Our Tick Risk Meter is currently set to **MEDIUM**.
- Signs to remind the public about deer ticks and disease prevention measures are being posted at dog parks and additional locations throughout the metro