



## ADVISORY BODY ANNUAL REPORT

Advisory Body Name: Integrated Pest Management Advisory Committee (IPMAC)  
Advisory Body Meeting Time/Location: 3rd Thursday of January, March, May, July, September, & November  
Chair (during the reporting period): Kimberly Hazard  
Staff Person (during the reporting period): Wade Finlinson (JAN-JULY 24) Nicole Heath (JULY-NOV 24)  
Reporting Period: January through November, 2024

### I. Activities

(estimated response length: 1/2 page)

*Describe the activities for the past year including areas of study, work, special events, collaborations, etc.*

The Committee met 4 times and held two subcommittee meetings in 2024.

-IPMAC dedicated substantial portions of two meetings to the discussion of the addendum to the decision making document.

-IPMAC spent the January meeting dedicating time towards finalizing the restructuring of the IPMAC which resulted in the addition of two new seats (Public Works Director Designee and UC Seat) and sunseting of 4 seats (Health Services Representative, Public Works Deputy Director Designee, Public Works Facilities Designee, and Public Seat Alternate).

-The July meeting focused on recommendations to the exiting IPM Coordinator to be considered in the recruitment of a new IPM coordinator.

### II. Accomplishments

(estimated response length: 1/2 page)

*Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.*

-In support of the Committee's mission statement to "minimize risks and maximize benefits to the general public, staff and the environment as a result of pest control activities conducted by County staff and contractors," progress was made on the following two key objectives from the 2024 Work Plan.

1. The IPMAC finalized the new structure and elected members to the two new seats.
2. The IPMAC Decision Making Subcommittee finalized the addendum to the Decision Making Document and will present to the TWIC on 12/9.
3. Obtained Board approval for changes to the bylaws and county IPM policy in February 2024.

III. Attendance/Representation

(estimated response length: 1/4 page)

*Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.*

At the time of the January 2024 meeting the Public Member #1 and #2 seats were vacant.

The meeting attendance for the 4 meetings held this year are as follows:

1. January 2024 meeting: 9 members present, 1 member absent, 2 seats vacant.
2. May 2024 meeting: 10 members present, 1 member absent
3. July 2024 meeting: 10 members present, 1 member absent
4. November 2024 meeting: 8 members present, 3 members absent

The IPM coordinator and interim IPM coordinator were present for all meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

*Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.*

The IPMAC will continue to prioritize training on the Brown Act for all members. The current staff to the IPMAC is trained in Brown Act rules and will ensure that any new members to the IPMAC are trained in a timely manner.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

*Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.*

In 2025, IPMAC will prioritize the following activities in support of the objective described above in Section II:

1. Assist the IPM Coordinator to develop and implement an IPM training program for County staff and contracted service providers.
2. Identify new subcommittees and support existing subcommittees in establishing set schedules and work goals/products.
3. IPMAC will also continue to explore innovative ways to close vegetation management service gaps that maximize benefits to the general public, staff and the environment.
4. Continue to provide education to the IPMAC through presentations from subject matter experts.

In pursuit of the IPM Policy goal to "Create, implement and periodically review written IPM plans in the Agriculture, Health, and Public Works Departments specific to their operational needs and consistent with the UC definition and this policy," IPMAC will also invite each applicable division to present their updated IPM plan during a regular meeting. The Committee developed a simplified IPM plan template in 2022 to make it easier to comply with County policies.

—end of meeting minutes—