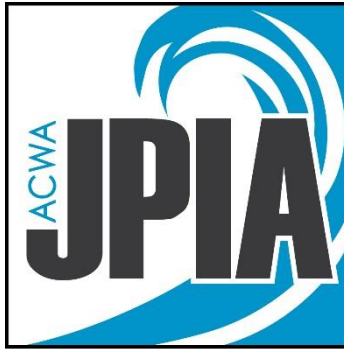


Personnel Committee Meeting



YOUR BEST PROTECTION

Courtyard by Marriott
Creekside Board Room
301 Creekside Ridge Court
Roseville, CA 95678
(916) 772-3404

Tuesday
August 29, 2017
10:00 AM

Chairman: E.G. "Jerry" Gladbach, Castaic Water District

Vice-chair: Thomas Cuquet, South Sutter Water District

W.D. "Bill" Knutson, Yuima Municipal Water District

Melody McDonald, San Bernardino Valley Water Conservation District



PERSONNEL COMMITTEE MEETING

AGENDA

Courtyard by Marriott
 Creekside Board Room
 301 Creekside Ridge Court
 Roseville, CA 95678
 (916) 772-3404

Tuesday, August 29, 2017, 10:00 AM

WELCOME

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

EVACUATION PROCEDURES

PUBLIC COMMENT Members of the public will be allowed to address the Personnel Committee on any agenda item prior to the Committee's decision on the item. They will also be allowed to comment on any issues that they wish which may or may not be on the agenda. If anyone present wishes to be heard, please let the Chairman know.

INTRODUCTION OF GUESTS

ADDITIONS TO OR DELETIONS FROM THE AGENDA

<u>Presenter</u>		<u>Page#</u>
Gladbach	* I. Approve the meeting minutes of July 20, 2017.	1
Sells/Slaven	* II. Discuss staffing status and activities.	4
Slaven	* III. Discuss new Pay Schedule and make recommendation to the Executive Committee.	6
Slaven	* IV. Discuss change in policy for several benefits and make recommendations to the Executive Committee.	8
Gladbach/ Slaven	* V. Discuss, review and make recommendation on Organizational Performance Appraisal (including Goals and Objectives).	9
Gladbach	* VI. Discuss in general, and make recommendation on, Chief Executive Officer Performance Appraisal, possible salary increase range and possible incentive award range (including Goals and Objectives).	15

Gladbach * VII. Discuss next meeting date: October 31, if needed.

16

ADJOURN

*Related items enclosed.

Americans With Disabilities Act – *The ACWA JPIA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the ACWA JPIA, shall be made to: Patricia Slaven, Director of Administration, ACWA JPIA, P.O. Box 619082, Roseville, CA 95661-9082; telephone (916) 786-5742. ACWA JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m. (Government Code Section 54954.2, subdivision. (a)(1).)*

Written materials relating to an item on this Agenda that are distributed to the ACWA JPIA Personnel Committee within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661-3700; telephone (916) 786-5742. ACWA JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.



Unapproved Minutes

Personnel Committee Meeting
 Radisson Ontario Airport
 2200 E. Holt Boulevard
 Ontario, CA 91761
 (909) 975-5000

July 20, 2017

MEMBERS PRESENT

Chairman: E.G. "Jerry" Gladbach, Castaic Lake Water Agency
 Vice-chair: Thomas Cuquet, South Sutter Water District
 Melody A. McDonald, San Bernardino Valley Water Conservation District
 W.D. "Bill" Knutson, Yuima Municipal Water District

STAFF PRESENT

Chief Executive Officer/Secretary: Walter "Andy" Sells
 Patricia Slaven, Director of Administration

OTHERS IN ATTENDANCE

David Drake, Rincon del Diablo Municipal Water District

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Gladbach called the meeting to order at 11:04 a.m.

PUBLIC COMMENT

As the agenda stated, members of the public would be allowed to address the Personnel Committee on any agenda item prior to the Committee's decision on that item. Comments on any issues on the agenda, or not on the agenda, were also welcomed. No comments were brought forward.

APPROVAL OF MINUTES

Chairman Gladbach called for approval of the minutes of the August 29, 2016 meeting.

M/S/C (Knutson/Cuquet) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee approve the minutes of the August 29, 2016 meeting, as presented.

2017 GOALS AND OBJECTIVES

Mr. Sells reviewed the status of each of the JPIA's Goals and Objectives for FY 2016/2017 and the Committee was pleased with the progress.

STAFFING STATUS AND ACTIVITIES

Ms. Slaven discussed the many events that have transpired since the last Personnel Committee meeting in August 2016 that included the hiring of three new employees, numerous staff webinars, BBQs, staff required training, some benefits related presentations and management training. Ms. Slaven provided a brief summary of the management training program, its goal and the value realized, along with the feedback received from JPIA management.

VSP FOR VISION COVERAGE FOR JPIA STAFF

Ms. Slaven stated that JPIA has offered a self-insured Vision Insurance Program to staff which provides up to \$500 per participant every two years towards vision-related expenses. As the number of staff at JPIA has grown substantially over the last 10 years, this has necessitated more time to manually track all employees' and dependents' vision expenses by the Finance Department. Moving to VSP for coverage will save the JPIA money, provide greater services for vision care, and eliminate the manual tracking of expenses.

M/S/C (McDonald/Cuquet) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee recommends that the Executive Committee approve JPIA participation in the VSP insurance plan, effective January 1, 2018.

STRATEGIC PLANNING SESSION, POSSIBLY SPRING 2018

Mr. Sells reported that the Strategic Planning Session usually occurs every 3-5 years. Since the last planning session was held back in 2013, the Executive Committee requested one for 2018. Tentative dates, locations and potential topics were discussed. Mr. Sells and Ms. Slaven will coordinate the details and report back to the Committee.

EMPLOYEE HANDBOOK CHANGES

Ms. Slaven reported on the proposed changes recommended for the Employee Handbook. She requested that the Committee review the proposed changes and make a recommendation to the Executive Committee.

M/S/C (McDonald/Knutson) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee recommends that the Executive Committee approve the changes for the Employee Handbook, as presented, effective July 1, 2017.

ORGANIZATIONAL AND CEO PERFORMANCE APPRAISAL PROCESS

Ms. Slaven presented the prepared organizational and Chief Executive Officer (CEO) appraisal forms. The Committee agreed to keep the current process. Ms. Slaven has distributed the appraisal forms via email and will coordinate the process. She will provide a copy of the comprehensive results to Chairman Gladbach with final results to be distributed to the Personnel Committee at its August 29, 2017 meeting. The Committee will then determine a recommendation for presentation to the Executive Committee at its meeting on August 30, 2017.

NEXT MEETING DATE

The next Personnel Committee meeting is scheduled for Tuesday, August 29, 2017 to be held at the Courtyard by Marriott, 301 Creekside Ridge Court in Roseville.

The Personnel Committee meeting adjourned at 1:58 p.m.

E.G. "Jerry" Gladbach, President

Walter "Andy" Sells, Secretary

ACWA JPIA
Staffing Status and Activities
August 29, 2017

BACKGROUND

The Personnel Committee has asked to be kept up-to-date on the staffing status and activities.

CURRENT SITUATION

Staff and staffing activities since the last Committee meeting on July 20, 2017:

- Jocelyn Clark started her maternity leave on July 31. She is expected to be out for approximately 6-8 weeks. Heidi Sander and Suzanne Wallace are helping cover her absence so no additional staff needed.
- On July 28, the Social Committee hosted an adults-only event at Raley Field where 22 employees and their guests watched a River Cats game.
- The final JPIA Management Training session was held on July 31, capped off by a lunch for the managers which included Clint Camac, the facilitator.
- Andy Sells has been conducting an educational lunch with each department to obtain their feedback regarding the JPIA and its operations. To date, the Finance, Training, Worker's Compensation, Employee Benefits and Claims Departments have completed their department lunch meetings with Andy.
- A Q&A with Perspective Planning was held on August 9, followed by a Social Security informational presentation, and then a BBQ lunch facilitated by the Employee Fund Committee.
- A charging station for cell phones was installed in the Executive Conference Room.
- Patricia, Rob and Sarah conducted Regional Human Resource meetings in Carpinteria, Ventura, San Benito, Redding, Bakersfield and Fresno.
- The following webinars were offered to staff:
 - 7/25/17 Business Writing Tips
 - 8/2/17 PowerPoint Design Techniques
 - 8/17/17 Handling Personality Clashes in the Workplace
 - 8/25/17 Business Writing Essentials

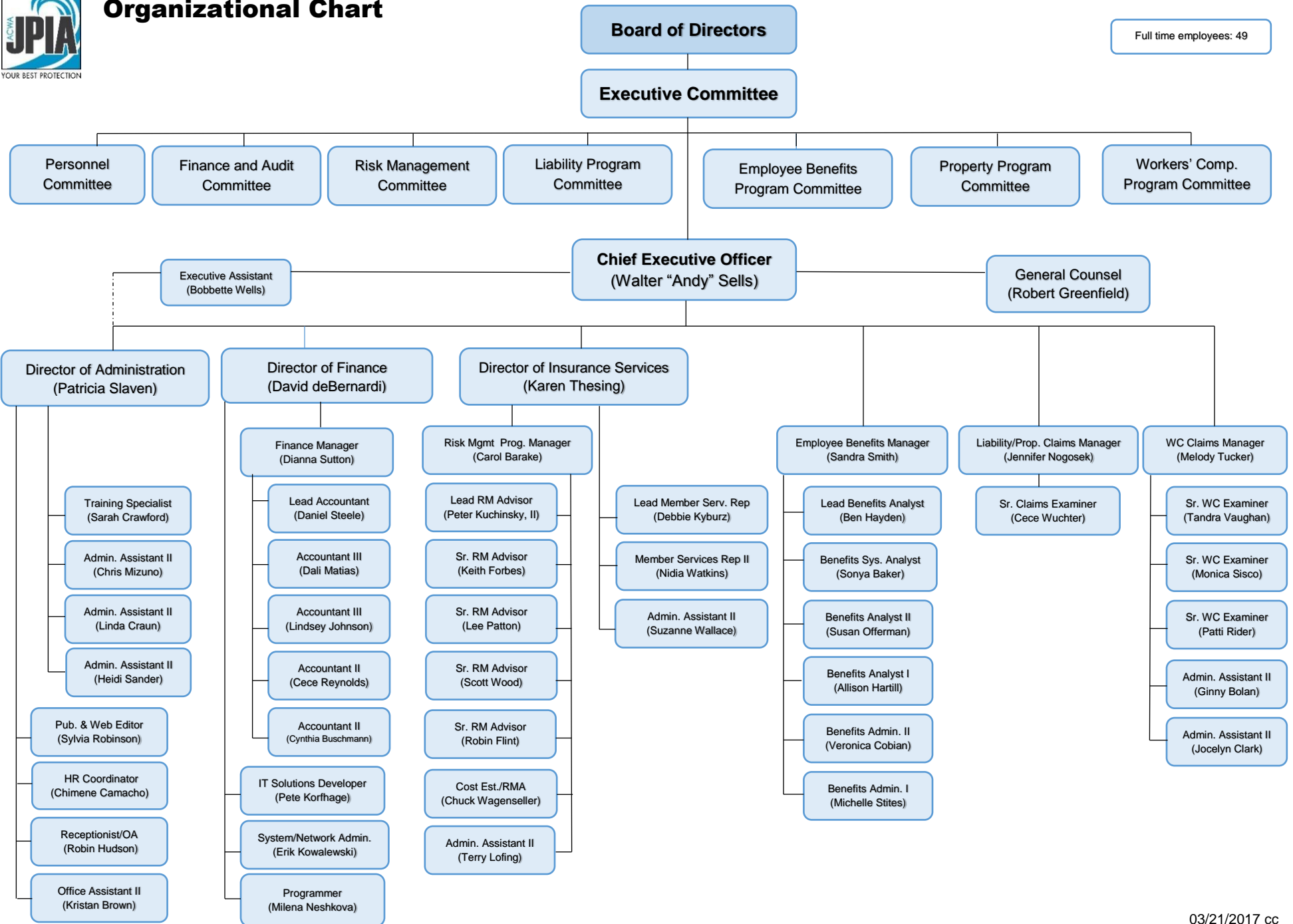
RECOMMENDATIONS

None, informational only.



Organizational Chart

Full time employees: 49



ACWA JPIA
New Pay Schedule
August 29, 2017

BACKGROUND

CalPERS Office of Audit Services (OAS) reviews the member earnings and retirement enrollment reporting procedures of public agencies under contract with CalPERS. The OAS requires a Pay Schedule to be pre-approved by the JPIA governing body, which is the Executive Committee, and then posted for the public to view.

CURRENT SITUATION

It is the time of year where ranges are adjusted according to the CPI. It is also the time of year where the JPIA anticipates changes in titles, grades, new positions, etc. Although every position listed is not and may not necessarily be filled, staff felt it was good to include potential changes down the road.

RECOMMENDATION

That the Personnel Committee review the JPIA Pay Schedule as presented and make a recommendation to the Executive Committee for approval at its August 30 meeting.

ACWA JPIA

Pay Schedule

Revision Date: August 30, 2017

Job Title	Exempt/ Non-Exempt	Grade	Effective Date	Annual Salary Range	
				Minimum	Maximum
JPIA Staff					
Chief Executive Officer	Exempt	78	10/1/2017	174,544	274,906
Director of Administration	Exempt	60	10/1/2017	111,911	176,260
Director of Insurance Services	Exempt	60	10/1/2017	111,911	176,260
Director of Finance	Exempt	60	10/1/2017	111,911	176,260
General Counsel	Exempt	60	10/1/2017	111,911	176,260
Employee Benefits Manager	Exempt	52	10/1/2017	91,851	144,665
Finance Manager	Exempt	52	10/1/2017	91,851	144,665
Liability and Property Claims Manager	Exempt	52	10/1/2017	91,851	144,665
Risk Management Program Manager	Exempt	52	10/1/2017	91,851	144,665
Workers' Compensation Manager	Exempt	52	10/1/2017	91,851	144,665
Lead Risk Management Advisor	Exempt	48S	10/1/2017	87,425	137,694
Senior Risk Management Advisor South	Exempt	45S	10/1/2017	87,425	137,694
Cost Estimator Risk Management Advisor	Exempt	45	10/1/2017	77,271	121,702
Senior Risk Management Advisor	Exempt	45	10/1/2017	77,271	121,702
IT Solution Developer	Non-Exempt	44	10/1/2017	75,386	118,733
Lead Accountant	Non-Exempt	42	10/1/2017	71,754	113,012
Lead Benefit Analyst	Non-Exempt	42	10/1/2017	71,754	113,012
Senior Claims Examiner	Exempt	40	10/1/2017	68,296	107,567
Senior Workers' Compensation Examiner	Exempt	40	10/1/2017	68,296	107,567
System/Network Administrator	Non-Exempt	38	10/1/2017	65,005	102,383
Training Specialist	Non-Exempt	38	10/1/2017	65,005	102,383
Lead Member Services Representative	Non-Exempt	36	10/1/2017	61,873	97,450
Programmer	Non-Exempt	36	10/1/2017	61,873	97,450
Member Services Representative II	Non-Exempt	32	10/1/2017	56,054	88,285
Risk Management Advisor	Non-Exempt	32	10/1/2017	56,054	88,285
Executive Assistant	Non-Exempt	30	10/1/2017	53,353	84,031
Publications & Web Editor	Non-Exempt	29	10/1/2017	52,052	81,981
Benefits System Analyst	Non-Exempt	28	10/1/2017	50,782	79,982
Benefits Analyst II	Non-Exempt	28	10/1/2017	50,782	79,982
Human Resource Coordinator	Non-Exempt	28	10/1/2017	50,782	79,982
Workers' Compensation Examiner	Non-Exempt	26	10/1/2017	48,335	76,128
Benefits Analyst I	Non-Exempt	24	10/1/2017	46,006	72,460
Benefits Administrator II	Non-Exempt	24	10/1/2017	46,006	72,460
Accountant III	Non-Exempt	22	10/1/2017	43,789	68,968
Benefits Administrator I	Non-Exempt	22	10/1/2017	43,789	68,968
Accountant II	Non-Exempt	20	10/1/2017	41,679	65,645
Administration Assistant II	Non-Exempt	20	10/1/2017	41,679	65,645
Office Assistant II	Non-Exempt	15	10/1/2017	36,838	58,020
Receptionist/Office Assistant	Non-Exempt	11	10/1/2017	33,374	52,564
Office Assistant	Non-Exempt	9	10/1/2017	31,766	50,031
Retired Annuitants				Hourly	Hourly
Special Projects Advisor	Non-Exempt	Ret An	3/30/2016	55	80

ACWA JPIA
Change in Policy for Several Benefits
August 29, 2017

BACKGROUND

JPIA is constantly looking at ways to offer innovative benefits options to attract new staff and retain existing staff. As the benefits provider changes policies and requirements, JPIA reviews the changes and must decide whether to adjust current policies or not, and subsequently, update the employee handbook.

CURRENT SITUATION

Due to new decisions by the benefits provider, JPIA can now determine whether surviving spouses can retain medical coverage if remarried or obtain additional coverage, and can keep the incentive rate status even if dependents age 19 or older are given the option to waive benefits enrollment. JPIA can also offer additional life insurance options to staff.

When the surviving spouse remarries, there is no guarantee that the new relationship will bring with it medical coverage. The JPIA recommends that we continue to offer medical insurance for the surviving spouse when this change occurs.

If the surviving spouse obtains medical insurance coverage elsewhere, JPIA sees no reason to continue offering this benefit to him/her. JPIA recommends coverage be discontinued when this change occurs.

Additional life insurance coverage is now available to all staff, at their cost. There is no financial impact on the JPIA, therefore, JPIA recommends that this benefit be made available to staff.

JPIA would like to allow dependents age 19 or older to waive medical coverage should they choose to.

RECOMMENDATION

That the Personnel Committee review the change in benefits as presented and make a recommendation to the Executive Committee for approval at its August 30 meeting.

ACWA JPIA
Organization Performance Appraisal
August 29, 2017

BACKGROUND

Each summer, a Performance Appraisal for the Organization is conducted for the year ending August 30th. Executive Committee members are asked to complete an individual appraisal along with suggested goals and submit it to Patricia Slaven, JPIA Director of Administration. Ms. Slaven works with Jerry Gladbach, JPIA President, to compile the results.

CURRENT SITUATION

The results have been summarized and included in the appraisal form that follows this page. As a reminder, the JPIA Board of Directors approved a 2017/2018 budget of \$4,467,237 for salaries and incentive awards, and \$2,074,603 for benefits at the May 8, 2017 meeting. This is an increase over 2017 of 4.0% and 3.2% respectively. The current process to determine individual compensation is:

- Employees receive a fiscal year-end Performance Appraisal in September. The rating received is used to determine any potential merit increase.
- For incentive awards, again the rating received as a result of their Performance Appraisal is used as a starting point for an incentive award. From there, managers consider other performance during the fiscal year and adjust the remaining figures to arrive at incentive award amounts. All employees are eligible if they receive a rating of 3.0 or above, unless they are on corrective action.
- New employee's merit increases and incentive awards are pro-rated according to the amount of time in their position, unless otherwise stipulated.

RECOMMENDATION

That the Personnel Committee review the Organizational Performance Appraisal and make recommendations to the Executive Committee. This includes development of Goals and Objectives for FY 2017/2018.

ACWA JPIA

Organizational Performance Appraisal

Date: September 1, 2016 - August 31, 2017

Instructions for the Preparation of the Organizational Performance Appraisal

1. The Organizational Appraisal, developed by the Executive Management Team with current information, will be distributed to the Executive Committee for their input and completion.
2. Executive Committee members complete their own appraisal, using the rating options and criteria below, and send it to Director of Administration (DOA), Patricia Slaven by August 14, 2017. She will coordinate with Chairman Jerry Gladbach. A hard copy is available upon request.
3. The DOA and Chairman will consolidate and summarize the appraisals. The Personnel Committee will meet to review and make recommendations to the Executive Committee.
4. The appraisal will be finalized with the entire Executive Committee following final preparation by the DOA and Chairman. Questions and comments by the Executive Committee will be invited.
5. Goals and Objectives for the coming year should be developed at this time for both the Chief Executive Officer and the organization (on separate forms).
6. The final format will be written and available for signature.

Rating Options	Definition
5 = Outstanding	Performance and results achieved always exceed the standards and expectations.
4 = Exceeds Standards	Performance and results achieved consistently exceed the standards and expectations.
3 = Meets Standards	Performance and results achieved generally meet the standards and expectations.
2 = Below Standards	Performance and results achieved generally do not meet the standards and expectations.
1 = Unsatisfactory	Performance and results achieved consistently do not meet the standards and expectations.
N = Not Observed	The rater has not had the opportunity to observe the performance adequately to rate this performance dimension.

Accomplishment of Key Objectives (Organization):

1. Expand membership outreach.

Rating: 4.7

Management Comments:

- Added \$1,232,545 of new premium to the JPIA.
- Added 11 new members since 10/2/2016.
- Another year with no notice to withdraw.

Executive Committee Comments:

- Nice work and solid growth!
- We are heading in the RIGHT direction.
- This is great.
- Fantastic job bringing in new members.
- No withdrawals is significant.
- Good personnel do good things.

2. Utilize IT systems for data analysis.

Rating: 4.5

Management Comments:

- Two years of claims data has been loaded and analyzed for the self-funded Anthem PPO program. Cost differentials based on Incentive participation, retiree coverage, geographical location, cash in lieu of benefits availability, and other practices are ongoing.
- Completed accurate Employer Reporting to the IRS on behalf of member agencies in the medical plans on time for the second year.
- Employee Benefits and Finance are working together to compare all claims reports from carriers to the daily bank debits for the self-funded programs.
- Created Financial Employee Benefit Reports/Graphs to analysis Employee Benefit income and expenses to assist with the annual price setting for member premiums.
- Developed new ratio analysis for our internal financial statements to assist in analytical reporting and decision making.
- Created a quarterly meeting between Employee Benefits and Finance staff to review newly created analytical reports/graphs.

Executive Committee Comments:

- The first item of the list is of greatest importance. The entire health care/insurance industrial complex is designed to obfuscate cost and results. We have the data and the smarts to identify problem areas, opportunities, felonies, and wins. I would very much like to see the results after they are available.
- We need to get more information on specific benefit utilization by membership to determine impact of program changes. We know major financial characteristics but we are still in the dark on specific procedures and illnesses.
- A lot of work and well done.
- Identify the key reports and graphs that provide meaningful information to

management.

- Should make JPIA stronger.

3. Develop and participate in Strategic Planning session for the Executive Committee and Management.

Rating: 2.9

Management Comments:

- Postponed until 2018

Executive Committee Comments:

- Important to maintain an annual planning session with time for free roaming discussion and questioning away from the formality of a board meeting.
- This is certainly driven by the world around us. Healthcare is clearly in flux and holding off until there is stability is OK. What other "pool" issues are changing to the point we must adapt? Lets catch up on all in 2018.
- We should never have gone this long without one.
- Major blame can be laid at my feet for delay.
- Hard to judge, we did not do it.
- We need one.

4. Begin upgrade for the website.

Rating: 3.5

Management Comments:

- Published RFP for website redesign; proposals due in July 24, 2017.

Executive Committee Comments:

- Not clear to me that redesign is needed. Perhaps an expense in time and money that could be better spent elsewhere.
- Looking forward to seeing the results.
- Doing well just not there yet.
- This is a great start.
- Glad we have the RFP done, need to see the results.
- Needed.

5. Research and evaluate membership for Groundwater Agencies.

Rating: 4.6

Management Comments:

- Created on-line liability application for GSAs.
- Began admitting GSAs to the pool.
- Working with ACWA to possibly create a Litigation Management Pool for GSAs.

Executive Committee Comments:

- Excellent! Stay ahead of this or be frozen out.
- This was a major challenge for us and our members, and JPIA came through.

- This was a great idea to bring in GSAs.
- Did a great job getting ready for new members.
- Big areas of unknowns. We should proceed with caution.
- Good job to be out in front on this process.

Overall rating for Objectives (add and divide by 5 objectives rated): _____ Rating: 4.1

Overall Comments:

- Staff appears to be doing an excellent job. Average rating of "4" may be too low.
- The staff has done an exceptional job and is to be commended!
- Please fix the A/V for the meeting room.
- Overall I am extremely pleased with the JPIA Organizational Performance. It's had a few bumps and hiccups with change in staff positions. Those kinds of things usually iron out, mostly learning who is responsible for what now, hotel reservations, planning, doing expense reports. I just now learned Cynthia Buschmann has been doing my expense reports for over a year now. Not a big deal but I've been sending them to Andy and Lindsey only to find out they get forwarded to Cynthia. I'd of liked the opportunity to thank Cynthia.
- Communication with regard to personnel changes I guess came late due to PERSCO not meeting. The organization needs to run consistently regardless. This is not meant to be a negative on staff performance at all. I am blown away and marvel at all the accomplishments listed below. I give staff a 4.99 only because 5.00 freaks some people out.
- Proud to be associated with JPIA and the fine service it provides.
- This has been another great year with a great team.
- Several items not finished.

OTHER ACCOMPLISHMENTS:

- Received a 96%/Superior on Liability and Property claims audit.
- \$4.5 million returned to members in form of refunds.
- Successful Mock Trial presentation at Fall Conference.
- Training on new laws for 2017 at HR meetings – 133 attendees north and south
- Recruited and hired three new staff to replace retiring individuals.
- Successful transition of new staff members into organization.
- Complete re-write of liability, property and Workers' Compensation Memoranda of Coverage.
- Offered live webinar for Directors to help comply with AB1661 – 100 participants.
- Identified and enhanced coverage for liability, property & WC programs (i.e., cyber, drone, and property enhancements).
- Rewrote Risk Transfer model agreements.
- Two-day training conference held in Ontario with 72 attendees.
- Risk Management Strategic Planning Meeting held to review the delivery of core services to members and future direction for the Risk Management

program.

- Successful transition of DOA duties to Patricia.
- Introduced revised PDP with 2017 version to better address claims history.
- Graduated 22 participants in Leadership Essentials Program.
- JPIA staff completed over 100 outside courses or trainings in order to improve skills, re-certify in their profession and/or keep current in industry.
- Created drone procedures/best practices.
- Summer Regional Human Resource meetings held in 5 locations totaling 75 participants; 4 additional locations to be visited.
- Personally delivered 41 refund checks to districts.
- Due to rising rates the Finance Department evaluated the internal portfolio and cash accounts to re-balance our interest bearing holding accounts such as LAIF, CAMP and others.
- Asked for and received an increase in our Custodial Safekeeping rate from .17 to .5 basis points.
- With the automation of the Workers' Compensation the Finance Department implemented a member assistance process
- The JPIA is using a new Actuary for Liability, Property, and Workers' Comp.
- The JPIA completed its first audit with our new financial auditors Gilbert Associates, Inc.
- The Finance staff has successfully worked with CAJPA and CMTA and other Finance Governmental Entities to educate, train, and gather information to assist the JPIA.

MANAGEMENT SUGGESTED GOALS FOR 2017/2108 (Exco please add or change):

- Research and evaluate possibility of creating Captive Insurance Company by February 2018.
- Research and evaluate possibility of creating and conducting Board training May 2018.
- Develop and conduct Strategic Planning Session for Executive Committee and Senior Staff in early 2018.
- Expand membership outreach.

- Select member agencies with less than satisfactory experience ratings for special attention, review with Exec. Comm., including staff analysis. One time aberration? Questionable GM or Board? Can be turned around? Consider dropping from program?
- We wish to grow the book of business, however every district is not necessarily a good fit with the bulk of the members.
- Great goals.

CEO Signature

Date:

Executive Committee Chairman

Date:

ACWA JPIA
Chief Executive Officer Performance Appraisal and Contract
August 29, 2017

BACKGROUND

Each summer, a Performance Appraisal for the Chief Executive Officer (CEO) is conducted. Executive Committee members are asked to complete an individual appraisal of the CEO, along with suggested goals and submit it to Patricia Slaven, JPIA Director of Administration. Ms. Slaven works with Jerry Gladbach, JPIA President, to compile the results.

CURRENT SITUATION

The results have been compiled and will be handed out at the meeting. The CEO contract will also be reviewed at this meeting.

RECOMMENDATION

That the Personnel Committee review the materials provided for the Chief Executive Officer's appraisal and contract, discuss changes, and make a recommendation to the Executive Committee for approval of 2017/2018 goals. Also that the Personnel Committee discuss and make general recommendations to the Executive Committee on salary and incentive award, if desired.



JPIA MEETING & CONFERENCE CALENDAR – 2017

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT
					Emp. Benefits	Liability	Property	Work Comp	
FEB 7		8:30 AM							
FEB 28				1:00 PM					
MAR 20				1:00 PM				3:00 PM	
MAR 21		8:30 AM							
APR 4					1:00 PM	9:00 AM			
MAY 8	1:30 PM	10:15 AM							8:30 AM
MAY 9	ACWA CONFERENCE MAY 9 TO 12 – MONTEREY								
MAY 31		9:30 AM							
JUN 27		1:00 PM			9:00 AM				
JUL 20			11:00 AM ONTARIO						
AUG 29			10:00 AM	1:00 PM		3:00 PM			
AUG 30		8:30 AM							
SEP 12	CAJPA CONFERENCE SEPTEMBER 12 TO 15 – SOUTH LAKE TAHOE CA								
OCT 31		11:00 AM	9:00 AM						
Nov 27 ANAHEIM	1:30 PM	10:15 AM							
Nov 28	ACWA CONFERENCE NOVEMBER 28 TO DECEMBER 1 – ANAHEIM								

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JPIA CLOSED	2/16	20			29		4		4		23/24	25/26
MGR MEETINGS	6	3	3	7	1	5	10	21	4	2	6	4
STAFF Q&A	11	8	8	12	18	14	12	9	6	11	15	7
RM @ JPIA		8-9		12-13		14-15		8-9		11-12		7-8