



Approved 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.

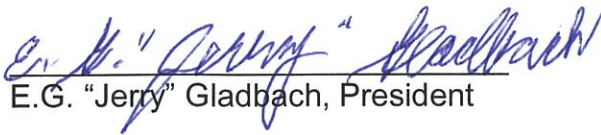
ORGANIZATIONAL AND CEO PERFORMANCE APPRAISAL PROCESS

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