



Approved May 30, 2018

Personnel Committee Meeting
Ontario Gateway Hotel
2200 E. Holt Boulevard
Ontario, California 91761
(909) 975-5000

January 18, 2018

MEMBERS PRESENT

Chairman: E.G. "Jerry" Gladbach, Santa Clarita Valley 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
Kathleen Tieg, Cucamonga Valley Water District

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Gladbach called the meeting to order at 11:39 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 November 13, 2017 meeting.

M/S/C (Knutson/Cuquet) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee approve the minutes of the November 13, 2017 meeting, as presented.

REVIEW OF 2018 GOALS AND OBJECTIVES

Mr. Sells reviewed JPIA's 2018 Goals and Objectives and provided a progress report.

STAFFING STATUS

Mr. Sells reported on the JPIA's staffing needs and status. It has become apparent that the JPIA needs an additional Risk Advisor due to the following reasons: 1) the needs of districts are increasing; 2) pending retirements of current Risk Management Advisors and; 3) because much of the technical training needs to be updated.

It has also become apparent, in examining the salary ranges and levels at similar organizations and at member districts, that the range (and subsequent salary) for JPIA Director level positions is not consistent with the industry. An updated Schedule with new ranges and titles was included in the packet.

M/S/C (Cuquet/Knutson) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee recommends that the Executive Committee approve an additional Risk Advisor be hired in 2018, and approve the updated Salary Schedule, as presented.

RETIREE MEDICAL BENEFIT CHANGES

Mr. Sells provided a background on the JPIA's retiree and retiree dependent health care benefits, and the costs associated with it. Committing to absorbing 100% of all costs for most employees will, over time, create a greater and greater liability for the JPIA.

Staff proposed four options for review and discussion. After reviewing the options presented, the Committee proposed that the JPIA provide the retiree \$500 per month allowance (\$1000 for retiree and spouse) to use towards medical insurance premium.

M/S/C (Cuquet/McDonald) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee recommend to the Executive Committee that JPIA change its Retiree Medical Policy to provide the retiree \$500 per month allowance (\$1000 for retiree and spouse) to use towards medical insurance premium. Upon death of retiree, spouse continues coverage (\$500 per month) unless covered elsewhere. Changes to be effective for all new hires after January 31, 2018.


STAFF ACTIVITIES

Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting on November 17, 2017. Highlights included promotions for four employees, Chris Mizuno's retirement, two new administrative assistant openings and one resignation.

NEXT MEETING DATE

The next Personnel Committee meeting is scheduled for June 7, 2018 to be held in Ontario.

The Personnel Committee meeting adjourned at 2:33 p.m.


E.G. "Jerry" Gladbach, President


Walter "Andy" Sells, Secretary