



Approved: January 16, 2019

Personnel Committee Meeting
ACWA JPIA
2100 Professional Drive
Roseville, CA 95611
(800) 231-5742

May 30, 2018

This meeting consisted of a simultaneous WebEx teleconference call at the ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661 and the following remote site:

- Gladbach – 27491 Hillcrest Place, Valencia

MEMBERS PRESENT

Chairman: E.G. “Jerry” Gladbach, Santa Clarita Valley Water Agency (via WebEx)
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 Human Resources and 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 11:00 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 January 18, 2018 meeting.

M/S/C (Knutson/McDonald) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee approve the minutes of the January 18, 2018 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 that the JPIA hired two new employees so far this year: Ethan Larson, Administrative Assistant I for the Administration and Training Departments, and Eugene Caruso hired as the new Administrative Assistant II in the Workers' Compensation Department. We received many applications for the Employee Benefits Account Manager position in Southern California. After phone interviews and an in person interview, Jackie Rech was made a job offer and she has accepted. Her start date is scheduled for June 4, 2018.

Currently, there are two open positions: Sr. Risk Control Advisor – Southern California - three candidates have been selected to interview scheduled for June 12-13, 2018, and the Risk Control Advisor – Northern California, posted on several websites, with a deadline to submit applications by June 15, 2018.

Staff is dealing with the absence of Patricia as well as expected. She is able to respond to email on some days, and work from home on projects as she is able, so continuity has not been lost.

JPIA lost a valued employee on March 21, 2018. Scott Wood worked with members for 15 years and was a well-respected advisor. JPIA made a grief counselor available, through our EAP, for staff following the incident. Many staff attended Scott's funeral and the reception following.

EMPLOYEE HANDBOOK CHANGES

Ms. Slaven reported on the proposed revisions to the JPIA's Sexual Harassment Prevention Policy for the Employee Handbook. She requested that the Committee review the proposed changes and make a recommendation to the Executive Committee.

M/S/C (Knutson/McDonald) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee recommend to the Executive Committee that JPIA approve the revision to the JPIA's Sexual Harassment Prevention Policy for the Employee Handbook.

ORGANIZATIONAL AND CEO PERFORMANCE APPRAISAL PROCESS

Ms. Slaven presented the prepared organizational and Chief Executive Officer (CEO) appraisal forms. The Committee agreed to change the process as outlined on the forms. Ms. Slaven will distribute the appraisal forms by June 6, 2018, with return of the appraisal forms to her by June 29, 2018. Ms. Slaven will coordinate the process and will provide a copy of the comprehensive results to Chairman Gladbach. All results and recommendations will be reviewed with the Executive Committee on July 9, 2018.

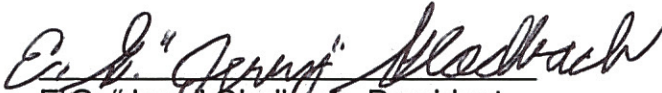
STAFF ACTIVITIES

Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting on January 18, 2018. Highlights included a successful Strategic Planning meeting attended by the Executive Committee and JPIA's directors, Training Conference in Claremont and a fun JPIA Family Night at the bowling alley.

NEXT MEETING DATE

There are no other Personnel Committee meetings scheduled for 2018.

The Personnel Committee meeting adjourned at 1:10 p.m.


E.G. "Jerry" Gladbach, President


Walter "Andy" Sells, Secretary