

Personnel Committee Meeting



YOUR BEST PROTECTION

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

Thursday
January 18, 2018
11:00 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

Ontario Gateway Hotel
 2200 E. Holt Boulevard
 Ontario, CA 91761
 (909) 975-5000

Thursday, January 18, 2018, 11:00 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.

INTRODUCTIONS

ADDITIONS TO OR DELETIONS FROM THE AGENDA

<u>Presenter</u>		<u>Page#</u>
Gladbach	* I. Approve the meeting minutes of November 13, 2017.	1
Sells	* II. Review 2018 Goals and Objectives.	4
Sells/Slaven	* III. Discuss staffing status and possible recommendations to the Executive Committee.	5
Sells	* IV. Discuss Retiree Medical Benefit changes and possible recommendation to the Executive Committee.	9
Sells/Slaven	* V. Discuss staff activities.	11
Gladbach	* VIII. Discuss next meeting date: June 7, 2018	12

ADJOURN

*Related items enclosed.

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

November 13, 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

Kathleen Tiegs, Cucamonga Valley Water District

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Gladbach called the meeting to order at 12:50 p.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, 2017 meeting.

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

Due to several reasons including the addition of new members to the Liability and Property programs in the last two years, and some staff members taking in additional responsibilities, staff recommended that four new positions be added. Ms. Slaven explained in more detail why these new positions are needed and its effect on current staffing.

M/S/C (Cuquet/Knutson) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee recommends that the Executive Committee the approval of the four new positions – Administrative Assistant I, Administrative Assistant III, Claims Assistant and Lead Senior Workers’ Compensation Examiner, along with the updated Pay 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.

M/S/C (Cuquet/Knutson) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee recommends that the Executive Committee approve the that JPIA no longer provide retiree medical coverage for all those hired on or after January 1, 2018.

EMPLOYEE HANDBOOK CHANGES

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

M/S/C (Knutson/Cuquet) (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 January 1, 2018.

POSSIBLE FUTURE CHANGES IN/ADDITION TO BENEFITS

In order to remain competitive and continue to offer our existing employees options, Patricia shared that several benefits options are being researched for possible further action: 125 Plan, vacation buy back and telecommuting options.

STAFF ACTIVITIES

Ms. Slaven reported on the events and staffing status that have transpired since the last Personnel Committee meeting on August 29, 2017. The report included an EAP scavenger hunt, webinar on cyber security, Leadership Essentials program graduates and new cohorts formed, and Breast Cancer Awareness month activities.

NEXT MEETING DATE

The next Personnel Committee meeting is scheduled for January 18, 2018 to be held in Ontario.

The Personnel Committee meeting adjourned at 3:30 p.m.

E.G. "Jerry" Gladbach, President

Walter "Andy" Sells, Secretary

ACWA JPIA
2018 Goals and Objectives
January 18, 2018

BACKGROUND

Each year, the Executive Committee decides on goals for the organization. The Personnel Committee has asked to be kept up to date on progress towards the goals.

CURRENT SITUATION

The 2018 organizational goals are as follows:

1. Research and evaluate possibility of creating a Captive Insurance Company.
2. Research and evaluate possibility of creating and conducting Board training.
3. Develop and conduct a Strategic Planning Session for Executive Committee and senior staff early 2018.
4. Expand membership outreach.

RECOMMENDATIONS

None, informational only.

ACWA JPIA
Staffing Status
January 18, 2018

BACKGROUND

The Personnel Committee must make recommendations to Executive Committee for any staffing changes.

CURRENT SITUATION

As the needs of larger districts in south part of state continue to increase, with pending retirements of Risk Management Advisors and because much of the technical training done needs to be updated, it has become apparent that JPIA needs to add an additional Advisor this spring.

In examining the salary ranges and levels at similar organizations and at member districts, it has become apparent that the range (and subsequent salary) for JPIA Director level positions is not consistent with the industry. See updated Schedule with new ranges and titles on following page.

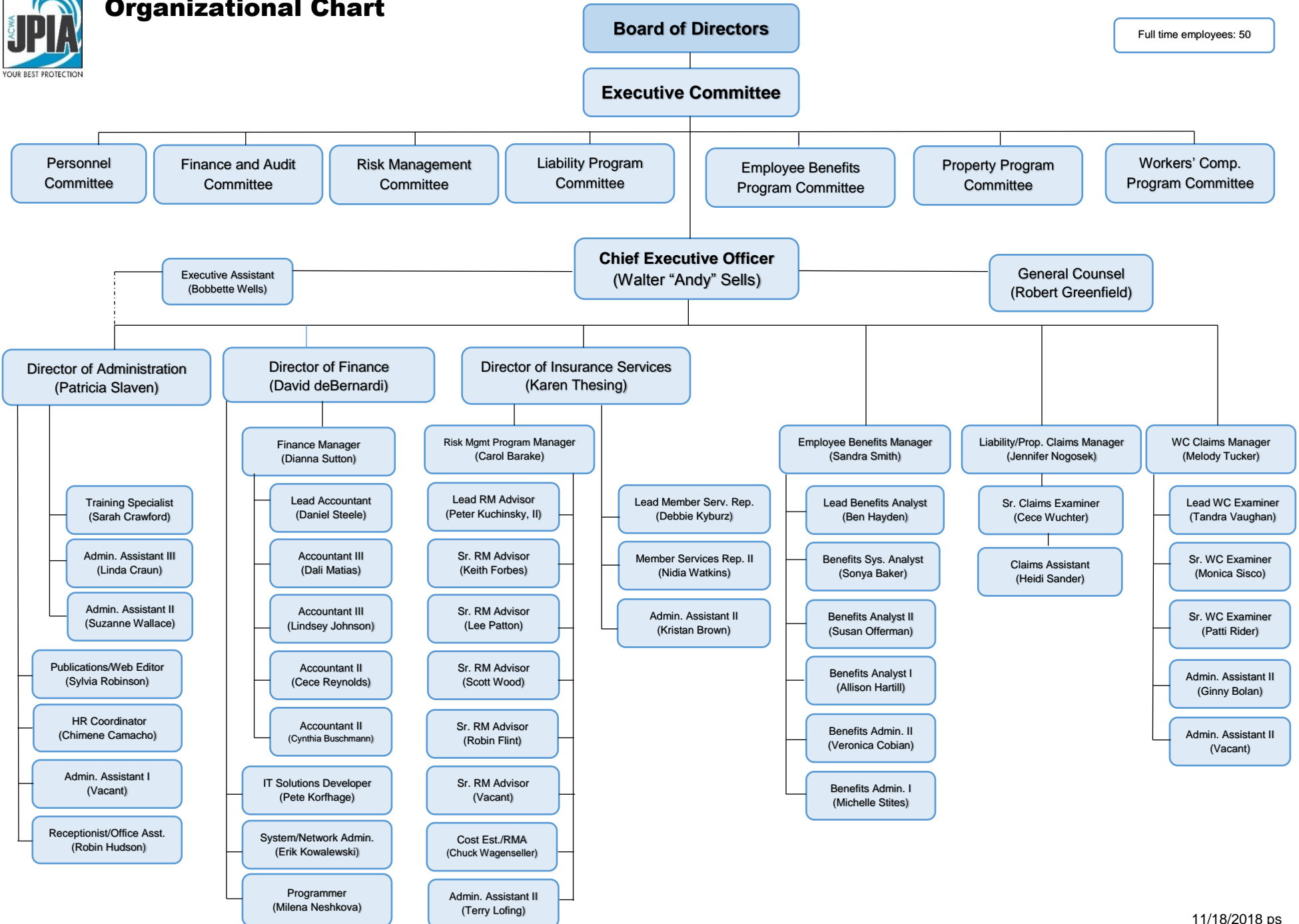
RECOMMENDATIONS

That the Personnel Committee recommend to the Executive Committee that an additional Senior Risk Advisor be hired in 2018 and that the updated Salary Schedule be approved to adjust Director salary ranges.



Organizational Chart

Full time employees: 50



ACWA JPIA Staff

Pay Schedule

Revision Date: January 18, 2018

Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	207,477	311,216
Director of Human Resources & Administration	Exempt	68	136,353	204,530
Director of Insurance Services	Exempt	68	136,353	204,530
Director of Finance	Exempt	68	136,353	204,530
General Counsel	Exempt	68	136,353	204,530
Employee Benefits Manager	Exempt	52	91,851	137,776
Finance Manager	Exempt	52	91,851	137,776
Liability and Property Claims Manager	Exempt	52	91,851	137,776
Risk Management Program Manager	Exempt	52	91,851	137,776
Workers' Compensation Manager	Exempt	52	91,851	137,776
Lead Risk Management Advisor	Exempt	48S	87,425	131,138
Senior Risk Management Advisor South	Exempt	45S	87,425	124,819
Cost Estimator Risk Management Advisor	Exempt	45	77,271	115,906
Senior Risk Management Advisor	Exempt	45	77,271	115,906
IT Solution Developer	Non-Exempt	44	75,386	113,079
Lead Sr. Workers' Compensation Examiner	Exempt	42	71,754	107,631
Lead Accountant	Non-Exempt	42	71,754	107,631
Lead Benefit Analyst	Non-Exempt	42	71,754	107,631
Senior Claims Examiner	Exempt	40	68,296	102,444
Senior Workers' Compensation Examiner	Exempt	40	68,296	102,444
System/Network Administrator	Non-Exempt	38	65,005	97,508
Training Specialist	Non-Exempt	38	65,005	97,508
Lead Member Services Representative	Non-Exempt	36	61,873	92,810
Programmer	Non-Exempt	36	61,873	92,810
Member Services Representative II	Non-Exempt	32	56,054	84,081
Risk Management Advisor	Non-Exempt	32	56,054	84,081
Executive Assistant	Non-Exempt	30	53,353	80,029
Publications & Web Editor	Non-Exempt	29	52,052	78,077
Benefits System Analyst	Non-Exempt	28	50,782	76,173
Benefits Analyst II	Non-Exempt	28	50,782	76,173
Human Resource Coordinator	Non-Exempt	28	50,782	76,173
Workers' Compensation Examiner	Non-Exempt	26	48,335	72,503
Administrative Assistant III	Non-Exempt	24	46,006	69,009
Benefits Analyst I	Non-Exempt	24	46,006	69,009
Benefits Administrator II	Non-Exempt	24	46,006	69,009
Claims Assistant	Non-Exempt	24	46,006	69,009
Accountant III	Non-Exempt	22	43,789	65,684
Benefits Administrator I	Non-Exempt	22	43,789	65,684
Accountant II	Non-Exempt	20	41,679	62,519
Administrative Assistant II	Non-Exempt	20	41,679	62,519
Administrative Assistant I	Non-Exempt	18	39,671	59,506
Office Assistant II	Non-Exempt	15	36,838	55,258
Receptionist/Office Assistant	Non-Exempt	11	33,374	50,061
Office Assistant	Non-Exempt	9	31,766	47,648
Retired Annuitants			Hourly	Hourly
Special Projects Advisor	Non-Exempt	Ret An	55	80

ACWA JPIA Staff

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Revision Date: January 18, 2018

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Director of Finance	Exempt	68	111,911	167,867
General Counsel	Exempt	68	111,911	167,867
Employee Benefits Manager	Exempt	52	91,851	137,776
Finance Manager	Exempt	52	91,851	137,776
Liability and Property Claims Manager	Exempt	52	91,851	137,776
Risk Management Program Manager	Exempt	52	91,851	137,776
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Office Assistant	Non-Exempt	9	31,766	47,648
Retired Annuitants			Hourly	Hourly
Special Projects Advisor	Non-Exempt	Ret An	55	80

ACWA JPIA
Retiree Medical Benefit Changes
January 18, 2018

BACKGROUND

The JPIA currently absorbs 100% of the cost of retiree and retiree dependent health care if the retiree's age plus years of service equals 75 or more. The percentage decreases on a sliding scale to 50% with age plus service equaling 65.

CURRENT SITUATION

Retiree medical benefits are one of the greatest increasing line items and liabilities for organizations. Committing to absorbing 100% of all costs for most employees will, over time, create a greater and greater liability for the JPIA.

A survey of members showed that almost half of those responding currently offer no retiree medical benefits (48%); and several such members are shifting to a Retirement Health Savings Account where the district makes an annual contribution but has no future liabilities. Of those offering retiree benefits, the majority offer medical only, require at least twenty years of service and many discontinue coverage after Medicare eligibility. A minority offer the benefits to retiree spouse or dependents. Those with PERS medical are required to offer retiree benefits and the contribution is dictated by contract. See JPIA options on following page.

RECOMMENDATIONS

That the Personnel Committee recommend to the Executive Committee that JPIA change its Retiree Medical Policy to reflect option 1.

Retiree Medical Benefit Options

Option 1:

Discontinue Retiree Medical Benefits for all those hired after February 1, 2018.

Option 2:

Discontinue Retiree Medical Benefits for all those hired after February 1, 2018. Institute a Retiree Health Savings Plan with annual contribution by JPIA.

Option 3:

Offer Retiree Medical Benefits at same percentage as currently offered, but for retiree only (no spouse or dependents).

Option 4:

Offer Retiree Medical Benefits but pay premium for lowest cost option for single coverage for retiree only (no spouse or dependents).

ACWA JPIA
Staffing Activities
January 18, 2018

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 November 13, 2017:

- The Wellness Committee sponsored a Thanksgiving lunch on November 16, 2017 after the Q&A meeting.
- Fall Conference was held in Anaheim. The Finance & Audit Committee, Executive Committee and Board of Directors' meetings were held.
- The Holiday and Retirement lunch was held at La Provence Restaurant in Roseville on December 8.
- Effective December 18, 2017, the following staff changes took effect: Heidi Sander promoted to Claims Assistant; Suzanne Wallace transferred to the Training Department as Administrative Assistant II; Kristan Brown promoted to Administrative Assistant II in the Member Services Department; Linda Craun promoted to Administrative Assistant III; and Tandra Vaughan promoted to Lead Senior Workers' Compensation Examiner.
- Chris Mizuno retired on December 28, 2017 after 22 years of service.
- Due to staff changes, a new position of Administrative Assistant I was opened and posted for applications. We received many qualified applications; testing was conducted on January 4; interviews on January 10 and a job offer was made to one of the candidates. The tentative start date is January 25, 2018 pending acceptance of the offer letter and background check to be conducted.
- Jocelyn Clark turned in her resignation effective January 19, 2018.
- Due to Jocelyn Clark's resignation, a new Administrative Assistant II opening was posted. Deadline to submit applications is January 16, 2018.
- A Q&A and 457 Plan presentation was held on January 10 with the Employee Fund Committee BBQ held right after.

RECOMMENDATIONS

None, informational only.



JPIA MEETING & CONFERENCE CALENDAR – 2018

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT
					Emp. Benefits	Liability	Property	Work Comp	
JAN 18			11:00 AM ONTARIO						
JAN 30		1:00 PM					10:00 AM		
MAR 19				1:00 PM				3:00 PM	
MAR 20		8:30 AM							
APR 4					10:00 AM				
MAY 7	1:30 PM	11:00 AM				9:45 AM		8:30 AM	
MAY 8	ACWA CONFERENCE MAY 8 TO 11 – SACRAMENTO								
JUN 7			11:00 AM ONTARIO						
JUL 9		1:00 PM			9:00 AM				
CAJPA CONFERENCE SEPTEMBER 12 TO 14 – SOUTH LAKE TAHOE CA									
SEP 17				1:00 PM		3:00 PM			
SEP 18		8:30 AM							
Nov 26	1:30 PM	10:30 AM							
Nov 27	ACWA CONFERENCE NOVEMBER 27 TO NOVEMBER 30 – SAN DIEGO								

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
JPIA CLOSED	1/15	19			28		4		3		12/22/23	24/25
MGR MEETINGS	8	5	5	2	14	4	2	6	10	1	5	10
STAFF Q&A	10	14	14	11	17	13	11	8		10	14	13
RM @ JPIA		8-9				13-14		8-9		10-11		13-14