

Personnel Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA
2100 Professional Drive
Roseville, CA 95661
(800) 231-5742

Wednesday
May 30, 2018
11:00 AM

Chairman: E.G. “Jerry” Gladbach, Santa Clarita Valley Water Agency

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

JPIA Office

2100 Professional Drive
Roseville, CA 95661
(800) 231-5742

Wednesday, May 30, 2018, 11:00 AM

WELCOME

WebEx call-in: (855) 749-4750; Access code: 808 780 959; Password: 1234

This meeting shall consist 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

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 January 18, 2018.	1
Sells	* II. Review 2018 Goals and Objectives.	4
Sells/Slaven	* III. Review staffing status.	5
Slaven	* IV. Discuss Employee Handbook changes and possible recommendation to the Executive Committee.	11
Gladbach/Slaven	* V. Review the Organizational and Chief Executive Officer Performance Appraisal process. (Results of which will be shared at Exco Meeting on July 9 th).	16



Unapproved Minutes

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

ACWA JPIA
2018 Goals and Objectives
May 30, 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
May 30, 2018

BACKGROUND

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

CURRENT SITUATION

- Ethan Larson started as the new Administrative Assistant I for the Administration and Training Departments on January 25, 2018. His resume follows.
- Eugene Caruso was hired as the new Administrative Assistant II in the Workers' Compensation Department on February 12, 2018. His resume follows.
- We received many applications for the Employee Benefits Account Manager position. This position will be located in Southern California. Telephone interviews were conducted and one candidate was invited for the in-person interview. Jackie Rech was made a job offer and she has accepted. Her start date is tentatively scheduled for June 4, 2018.
- Many applications were received for the Sr. Risk Control Advisor – Southern California position currently open. Four candidates have been selected for the in-person interviews scheduled for June 12-13, 2018.
- We have posted our newest opening, Risk Control Advisor – Northern California, on several websites, including Cal-OSHA Reporter, CWEA, ASSE and AIHA. The deadline to submit applications is June 15, 2018.

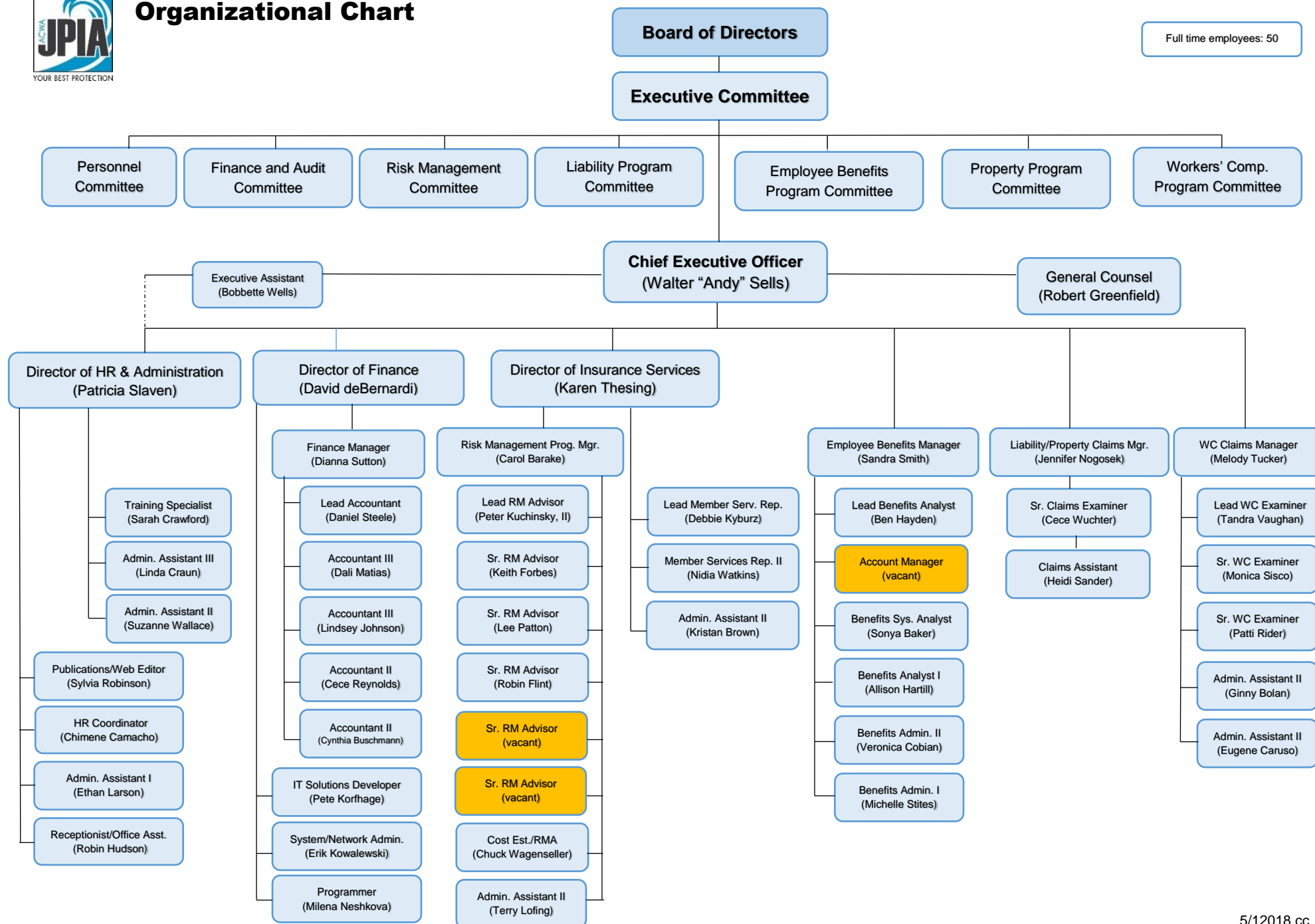
RECOMMENDATIONS

None, informational only.



Organizational Chart

Full time employees: 50



Ethan Larson



EXPERIENCE

Vince Lera Investments – Property Manager

January 2016 – Current

- Receptionist for the main office phone line and email, answering inquiries, taking messages, and maintaining an office calendar.
- Performed various tasks using Microsoft Office such as tracking rent of tenants with Excel spreadsheets, and drafting letters using Microsoft Word.
- As office assistant it was my duty to keep the office supplies stocked and to maintain a cleanly kitchen and work area daily.
- Acted as the operator of the office copy machines and provided maintenance such as installing the drivers to new computers. Also, it was my responsibility to travel to purchase the necessary supplies for them to operate.

Dean Adam's Residential Agency – Office Assistant

June 2015 – December 2015

- Answered the office phone and emails and served as liaison between Gabriela and her clients.
- Prepared correspondence in writing and proof read outgoing communication as necessary.
- Performed digital filing, with Microsoft Office, as well as physical record keeping.
- Surface cleaned the office and kitchen daily and restocked supplies as requested.
- Met with walk-in appointments and obtained information to contact them in the future and assist in their search for buying a home.
- Represented the Dean Adam's Residential agency office, including its programs and policies, with the public and other agencies.

Mak's Quick Corner – Store Manager

January 2013 – September 2014

- As manager I learned the Gilbarco Veeder-Root cash register system, and how to perform necessary functions such as printing out daily and weekly reports, entering a pricing new items in the register and oversight of the money in the till.
- Placed weekly orders with vendors, made cigarette store lists, and ordered food goods.
- Performed daily cleaning tasks such as moping the floors, cleaning the rest room, and sweeping the parking lot.

EDUCATION

University of California, Davis (2014-2016)

Davis, California

Bachelor of Arts, English – GPA: 3.29

Sacramento City College (2009-2014)

Sacramento, California

VOULENTEER SERVICE

LDS Mission Service Organization

Costa Rica

Full Time Service Mission October 2010-October 2012

- As district leader I held weekly meetings to aid my fellow missionaries in accomplishing the goals they set for each week. Each meeting I strategically planned to help with the training and development of new or struggling missionaries.
- It was my responsibility to prepare the meeting, organize it, and clean up after.
- Attended monthly training seminars with the zone leaders of the mission to incorporate and teach new strategies to new missionaries.

SKILLS

Spanish: Speaking – Fluent, Writing – Proficient

Microsoft Word, Excel, and Power Point

Photoshop

Career Objective:

To fully utilize and expand my experience and knowledge with a prestigious company.

Work History:

Target November 2017 – December 2017

Customer Service – Cashier

- Scan all items for purchase by customer
- Process cash, credit card, Red Card, Cartwheel discounts and coupon purchases
- Bag all items as needed
- Up sale every customer regarding Red Card applications
- Maintain cash register area for cleanliness
- Maintain cash drawer for accuracy on all sales
- Provide the best customer service to all guests

AWCA JPIA / PGR Recruiters October 2017 – November 2017

Administrative Assistant

- Processing Incoming Mail
- Set Up – New Workers' Compensation Claims
- Issue all Mandated State Benefit Notices to claimants
- File and Serves documents to necessary parties
- Updating claimants claim(s) daily in system, preparing documents to legal department
- Process Physicians, Legal, claimants fees/benefits per approval/special instruction by Examiners
- Work within compliance of Companies, State of California Rules and Regulations
- Processing Excel spread sheets for financial department

Keenan & Associates March 2016 – March 2017

Claims Assistant III

- Contacting clients regarding new/exiting claims
- Contacting medical providers regarding work status of claimants
- Issue all Mandated State Benefit Notices to claimants
- File and Serves documents to necessary parties
- Updating claimants claim(s) daily in system, preparing documents to legal department
- Process Physicians, Legal, claimants fees/benefits per approval/special instruction by Examiners
- Updated, Maintained payment history/diaries/FROI/SROI
- Work within compliance of Companies, State of California Rules and Regulations

Intercare Holdings Insurance Services, Inc. Rocklin, CA. February 2013 – March 2015

Claims Assistant III

- Contacting clients regarding new/exiting claims
- Contacting medical providers regarding work status of claimants
- Issue all Mandated State Benefit Notices to claimants
- File and Serves documents to necessary parties
- Updating claimants claim(s) daily in system, preparing documents to legal department
- Process Physicians, Legal, claimants fees/benefits per approval/special instruction by Examiners
- Updated, Maintained payment history/diaries/FROI/SROI
- Work within compliance of Companies, State of California Rules and Regulations

Lead Claims Assistant/Trainer/Examiner I Trainee

- Training new Claims Assistants, duties, processes, guidelines, timelines, Paperless IVOS system
- Issue all Mandated State Benefit Notices to claimants, File and File and Serves documents to clients
- Issue/Process all Froi/Sroi Mandated State Benefit Notices to claimants
- Set up all new losses via 3 point contact (employer, Physician, claimants)
- Contacting Physicians regarding work status of claimants
- Updating claimants claim(s) daily in system, preparing documents for legal department
- Calculate Wage Statements, update maintain payment history/diaries
- Assist Management team implementing new procedures regarding the IVOS paperless system
- Handle all issues of Medical Only, Indemnity files within Labor Codes 4060, 4061, 4062
- Complete Claim Status Packets for consistent 90 day Claim Reviews with the Client/Agent contacts
- Work within compliance of Companies, State of California Rules and Regulations

Inservices, Inc. Rancho Cordova, CA.

June 2001 - August 2003

Claims Assistant

- Process all aspects of new claims, Download EOS intake of New Losses from Employer
- Prepare, send correspondence to claimants, Employers, Medical Providers, Attorneys
- Verify status for Temporary Disability, Permanent Disability, Vocational Rehabilitation payments
- Process Physicians, Legal and claimants fees/benefits payment per approved/special instructions per Examiners

Skills:

MS-Windows Suite, Excel, Work Perfect Suite, Customer Service, Analytical, Detailed, Task Oriented, Customer Orientated, Team Player, Negotiator, Time management

Certificates: WCCA / WCCP / SIP

References Available Upon Request

ACWA JPIA
Employee Handbook Changes
May 30, 2018

BACKGROUND

The JPIA updates its Employee Handbook regularly and presents changes to the Personnel Committee for recommendation to the Executive Committee as necessary.

CURRENT SITUATION

There are two substantial changes to the Employee Handbook. Highlights include: revision of Sexual Harassment Prevention Policy and addition of Telecommuting Policy.

RECOMMENDATIONS

That the Personnel Committee discuss the changes and make a recommendation to the Executive Committee for approval.

above. In addition, when any employee has previously been found in violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic substance testing as a condition of remaining in or return to JPIA employment.

F. Fitness-For-Duty & Return-To-Work Evaluations

The purpose of this policy is to determine an employee's ability to safely perform the essential job tasks of his/her job with or without reasonable accommodation. This policy is not designed or intended to supersede employer requirements under any state or federal law or regulation and will be utilized in accordance with the law.

General guidelines:

- Each employee is responsible for maintaining his/her health in such a way that the employee can perform the essential functions of his/her job with or without reasonable accommodations. If a manager has reason to question the ability of an employee to perform the essential job functions, a Fitness-for-Duty or Return-to-Work Evaluation may be requested.
- To determine the appropriateness of a Fitness-for-Duty or Return-to-Work Evaluation request, management must consult and receive approval from the Director of Administration, Chief Executive Officer or Chief Financial Officer.
- Time required by the employee to complete the Fitness-for-Duty / Return-to-Work Evaluation is considered work time and may require an administrative leave. Time off for prescribed treatment (after the evaluation), mandatory or otherwise, will be charged to accrued sick leave and/or compensatory time.
- Results of the evaluation will be maintained confidentially and separate from the employee's personnel record.
- If a Fitness-for-Duty / Return-to-Work evaluation is necessary, the employee will be required to be examined by a treating, personal physician or specialist selected by the JPIA.
- Failure to attend a Fitness-for-Duty or Return-to-Work Evaluation may lead to disciplinary action, up to and including, termination.

G. Outside Relations/Media Contact

You are not permitted to give or report any information about the members of the JPIA, another employee, outside vendor, client, or consultant to anyone outside of the JPIA. You should forward any such request, whether verbal or written, to the Chief Executive Officer for handling.

H. Prohibition of Discrimination

The JPIA is committed to providing a work environment that is free of unlawful discrimination. In keeping with the commitment, the JPIA strictly prohibits unlawful harassment on the basis of an employee's race, sex (including breastfeeding), gender identity, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability,

or any other class protected by state or federal law.. Discrimination of anyone in or from the JPIA, on any of these bases, is strictly prohibited.

This policy prohibits discrimination in any form, including:

- Verbal harassment such as epithets, jokes, derogatory comments or slurs based on the person's race, sex, religious creed, color, national origin, ancestry, age (over 40), marital status, sexual orientation, or physical or mental disability;
- Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual based on one of the categories above; and
- Visual harassment such as derogatory posters, cartoons, or drawings based on one of the categories above. Also included are emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment.

If you believe you have been or are being subjected to this kind of discrimination, and are unable to resolve (or uncomfortable attempting to address) the problem with the individual, you should promptly report it to your manager, any other manager, the Director of Administration or the Chief Executive Officer. All such claims will be investigated in a manner designed to protect the privacy and confidentiality of all involved and appropriate action will be taken. When appropriate, the JPIA may seek to resolve the matter informally. Any employee found to have discriminated against anyone in or from the JPIA's work environment, based on one of the categories above will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

If you have any questions about this policy, or want more information about it, please contact the Director of Administration or Chief Executive Officer.

I. Sexual Harassment

JPIA values each and every employee and expects all staff to behave in a respectful manner at all times. When harassment occurs, the entire organization suffers and our mission to serve our members becomes at risk.

Sexual harassment of the JPIA's employees, by any person in or from the work environment, is strictly prohibited. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- Submission to such conduct is made either expressly or by implication a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening or offensive working environment; or adversely affecting the employee's

performance, appraisal, assigned duties, or any other condition of employment or career development.

Other examples of sexual harassment include unwelcome sexual flirtations or propositions; verbal abuse of a sexual nature; graphic verbal comments about an individual's body; sexually degrading words used to describe an individual; emails that may be inappropriate, offensive, harassing, and/or creating a hostile work environment; and the display in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations. Sexual harassment conduct need not be motivated by sexual desire.

1. Guidelines for the Employee

All employees of JPIA have a right to work in an environment free of harassment of any kind. JPIA prides itself on a culture of respect and to that end, expects every employee, vendor or visitor to behave in the highest of standards.

If you think you have been subjected to inappropriate or disrespectful behavior or seen a co-worker subjected to such behavior:

- Say NO! Make it clear to the offender that the behavior is unacceptable to you. The harasser may not realize the advances or behavior are offensive. Sometimes a simple confrontation will end the situation.
- Don't let confusion and self-doubt stop you from speaking out.
- JPIA wants to know about any disrespectful activity so that it can be addressed appropriately.
- Keep a record of dates, times, places, witnesses and nature of harassment. Such records will be very helpful if you find it necessary to pursue a formal grievance.
- If you feel that you have been or are being sexually harassed or are aware of or suspect the occurrence of sexual harassment, or you desire counseling on coping with sexual harassment, you should immediately contact your manager, any other manager, the Director of Administration, or the Chief Executive Officer. **This procedure is your exclusive remedy for prevention and resolution of any issues of harassment at the JPIA.**
- Any and all complaints will be treated with confidentiality to the extent possible. The complaint will be responded to in a timely fashion; investigated promptly and thoroughly by impartial and competent personnel; documented and tracked to insure reasonable progress; met with appropriate remedial action when misconduct is found; and afforded a timely closure. Be advised that making a complaint will not result in any retaliation against the complainant or any participant in the investigation.
- In addition to notifying the JPIA about harassment or retaliation complaints, affected employees may also direct their complaints to the

California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and attempts to resolve the dispute fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission ("FEHC") or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and nonmonetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC at the locations listed in the District DFEH poster or by checking the State Government listings in the local telephone directory.

- Maintain strict confidentiality ensuring the privacy of all parties concerned.

2. Disciplinary and/or Corrective Action

Any employee found to have sexually harassed anyone in or from the JPIA's work environment will be disciplined, from verbal reprimand to dismissal, based on the circumstances.

J. Retaliation

Harassment also includes any act of retaliation against an employee for reports of violation of this policy or for participating in the investigation of a sexual harassment complaint. **Retaliation is a serious matter. Any employee found to have retaliated against someone for filing a complaint or being involved in an investigation will be disciplined up to and including termination. Retaliation can be very subtle – from simply ignoring someone to spreading malicious rumors to making disrespectful comments – but nonetheless, is prohibited. Retaliatory actions put a damper on encouraging all staff to speak up when harassed or disrespected. Even if a complaint seems to lack legal merit, it is not permissible to engage in retaliation in any form.**

K. Workplace Violence

The safety and security of employees and customers are very important to the JPIA. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the JPIA's ability to execute its daily business will not be tolerated.

To ensure that the JPIA maintains a workplace safe and free of violence for all employees, the JPIA prohibits the possession or use of dangerous weapons on JPIA property. A license to carry the weapon on JPIA property does not supersede this policy. JPIA property is defined as all JPIA owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the JPIA ownership or control. This policy applies to all vehicles that come onto JPIA property.

ACWA JPIA
Organizational and CEO Performance Appraisal Process
May 30, 2018

BACKGROUND

Each year, the Executive Committee conducts a performance appraisal of the JPIA (Organization) and the Chief Executive Officer (CEO). The results are reviewed and approved by the Executive Committee.

CURRENT SITUATION

Staff is assembling information for inclusion in the Appraisal forms with the anticipated distribution date of June 5, 2018, and return to Patricia Slaven by June 22, 2018. Included in this packet is the anticipated Organizational and CEO Appraisals.

Patricia will coordinate the results and provide a copy to the Committee Chairman, Jerry Gladbach. All results and recommendations will be reviewed with the Executive Committee on July 9, 2018.

RECOMMENDATION

That the Personnel Committee discuss the process above and determine guidance for completion of the appraisal process.

ACWA JPIA

Organizational Performance Appraisal

Date: September 1, 2017 - August 31, 2018

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 Human Resources and Administration, Patricia Slaven by June 22, 2018. She will coordinate with Chairman Jerry Gladbach. An electronic version is available upon request.
3. The Director of Human Resources and Administration will consolidate and summarize the appraisals for review and recommendations to the Executive Committee.
4. The appraisal will be finalized with the entire Executive Committee following final preparation by the Director 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. Research and evaluate possibility of creating a Captive Insurance Company.

Rating: _____

Management Comments:

Executive Committee Comments:

2. Research and evaluate possibility of creating and conducting Board training.

Rating: _____

Management Comments:

Executive Committee Comments:

3. Develop and participate in Strategic Planning session for the Executive Committee and senior staff early 2018.

Rating: _____

Management Comments:

Executive Committee Comments:

4. Expand membership outreach.

Rating: _____

Management Comments:

Executive Committee Comments:

Overall rating for Objectives (add and divide by 4 objectives rated): _____ Rating: _____

Overall Comments:

OTHER ACCOMPLISHMENTS:

MANAGEMENT SUGGESTED GOALS FOR 2018/2019 (Exco please add or change):

CEO Signature

Date:

Executive Committee Chairman

Date:

ACWA JPIA

Chief Executive Officer Executive Committee Appraisal

CEO Name: Walter 'Andy' Sells

Date: July 2018

Evaluation Period: September 1, 2017 – August 31, 2018

Instructions for the Preparation of the Chief Executive Officer's Performance Appraisal

1. The blank appraisal forms are distributed to the Executive Committee and the Chief Executive Officer.
2. Executive Committee members and the Chief Executive Officer prepare their own "draft" appraisal and send it to the Director of Human Resources and Administration.
3. The Director of Human Resources and Administration will consolidate and summarize the appraisal, then review with the Chairman.
4. The appraisal will be finalized in a closed session meeting with the entire Executive Committee following final preparation by the Chairman. Questions and comments by the Executive Committee will be invited.
5. The Chief Executive Officer will be excused while the Executive Committee determines its suggested final format. A discussion of compensation changes and incentive award may be discussed at this time.
6. The Chief Executive Officer will be invited to return and the Chairman will deliver the proposed appraisal, allowing the Chief Executive Officer to provide comments.
7. The Executive Committee will also use the opportunity to communicate to the CEO its overall JPIA performance appraisal and issues of importance.
8. Goals and objectives for the coming year can be developed at this time for both the Chief Executive Officer and the organization.
9. The final format will be written and available for signature by the Chief Executive Officer and the Executive Committee Chairman.

RATING SCALE:

Rating Options	Definition
5 = Outstanding	Performance and results achieved always exceed the standards and expectations for the position requirements, performance standards and long and short-term objectives.
4 = Exceeds Standards	Performance and results achieved consistently exceed the standards and expectations for the position requirements, performance standards and long and short-term objectives.
3 = Meets Standards	Performance and results achieved generally meet the standards and expectations for the position requirements, performance standards and long and short-term objectives.
2 = Below Standards	Performance and results achieved generally do not meet the standards and expectations for the position requirements, performance standards and long and short-term objectives.
1 = Unsatisfactory	Performance and results achieved consistently do not meet the standards and expectations for the position requirements, performance standards and long and short-term objectives.
N = Not Observed	The rater has not had the opportunity to observe the manager's performance adequately to rate this performance dimension.

Accomplishment of CEO Key Objectives

1. Attend/participate in at least one professional development opportunity.

CEO Comments:

Executive Committee Comments:

2. Arrange for some industry specific training for senior staff.

Rating:

CEO Comments:

Executive Committee Comments:

3. Report back to EXCO on findings/observations from member interviews. Rating: _____

CEO comments:

Executive Committee comments:

Total the ratings for Accomplishment of Key Objectives _____
Then divide that by the number of Objectives rated (3):

Rating: _____

Criteria (Chief Executive Officer)

1. Communication

Rating: _____

- Follows rule of no surprises
- Expresses ideas clearly and effectively
- Accepts and offers innovative solutions
- Actively listens
- Deals fairly and equitably with the Executive Committee
- Responsive to Executive Committee requests
- Articulates complex ideas and concepts to others

CEO Comments:

Executive Committee Comments:

2. Leadership

Rating: _____

- Gains the respect, confidence, loyalty, and support of others
- Promotes positive personal, professional and organizational image
- Articulates and implements the JPIA's vision and ensures consistent application across the organization
- Visionary – demonstrates a broad and far-reaching perspective; sees and communicates the big picture
- Uses good judgement, reads a situation accurately and acts appropriately
- Develops effective management team

CEO Comments:

Executive Committee Comments:

3. Management Controls

Rating: _____

- Maintains financial management and cost containment
- Applies principles of employee selection, training, development and evaluation
- Optimizes productivity with financial resources
- Identifies and becomes appropriately involved in conflict resolution
- Maximizes staff and material resources to increase efficiency
- Adapts to changing circumstances
- Displays originality and resourcefulness
- Develops plans for succession, emergencies, and necessary staffing

CEO Comments:

Executive Committee Comments:

4. Decision Making/Problem Solving

Rating: _____

CEO Comments:

Executive Committee Comments:

5. Financial Management

Rating: _____

- Maintains financial management and cost containment
- Prepares accurate budget and keeps expenditures within the budget
- Effectively administers the JPIA budget
- Keeps Executive Committee informed about the fiscal impact of policy decisions
- Employs management practices and policies that are designed to achieve and maintain a sound, long-range financial condition

CEO Comments:

Executive Committee Comments:

6. Professional Competence

Rating: _____

- Understands complex technical information
- Holds own on discussion with peers, members and Executive Committee on policy issues
- Has solid understanding of the water and insurance industry

CEO Comments:

Executive Committee Comments:

7. Member Service

Rating: _____

- Responds in a timely manner to requests and complaints
- Serves members with impartiality and fairness at all times
- Maintains effective relationships with member agencies
- Encourages and holds employees accountable for high standards and customer service

CEO Comments:

Executive Committee Comments:

Total the ratings for Criteria _____ then divide by number of criteria rated (7): Rating: _____

OVERALL RATING: Add Objectives & Criteria _____ then divide that by 2: Rating: _____

Accomplishments

List 3-5 noteworthy items things CEO accomplished during FY 2017/2018:

List 3-5 important things CEO could change or improve for FY 2018/2019:

Goals and Objectives for CEO for 2018/2019

CEO Signature

Date:

Executive Committee Chairman

Date:

CEO comments: Attach a separate page with comments if applicable

ACWA JPIA
Staff Activities
May 30, 2018

BACKGROUND

The Personnel Committee has asked to be kept up-to-date on the staff activities.

CURRENT SITUATION

Staff activities since the last Committee meeting on January 18, 2018:

- HR Forums were held at Chino Basin WCD on February 6, 2018 and the JPIA office on February 7, 2018. Robert Lavigna, Director of Institute on Public Employment Engagement, presented the topic of Improving Employee Engagement to Drive Improved Performance. Over 40 districts participated in this important presentation.
- The Executive Committee and JPIA upper management attended the Strategic Planning meetings in Rancho Mirage on February 15-17, 2018.
- On March 7-8, 2018, the Training Conference was held at the Doubletree Hotel in Claremont and it was well attended by approximately 98 people.
- 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.
- JPIA hosted the CUEMA seminar on Emotional Intelligence in March. The session was well attended by many water industry executives and senior managers.
- In April, JPIA training hosted a one-day mini conference where four courses were offered throughout the day; all topics related to Human Resources and Supervisor certifications. The idea was very well received and made it an easy way for students to get two classes completed in one visit.
- Two JPIA staff – Dan Steele and Patricia Slaven – presented at the CAJPA Spring Conference in Sacramento. Dan presented on Investment Strategies and Patricia presented on Capturing Institutional Knowledge.
- Spring Conference was held in Sacramento this year. Meetings were held by the Workers' Compensation Program Committee, Executive Committee and the Board of Directors on Monday, May 7, 2018. Two sessions were held on Tuesday, May 8, 2018: Using Captives to Manage Risk, and Homeless Encampments.
- The Social Committee and the Employee Fund Committee held a joint lunch event on May 15, 2018 – Star Wars Social.

- The JPIA Family Night was held at the AMF Bowling in Rocklin. It was a fun night attended by more than 35 people.
- Webinars offered to staff:
 - February 21 Communication Across Generations
 - March 6 Information Overload
 - April 25 Adobe Acrobat Pro

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 5		10:30 AM							
MAR 19				1:00 PM					3:00 PM
MAR 20		8:30 AM							
APR 4					10:00 AM				
MAY 7	1:30 PM	10:15 AM						8:30 AM	
MAY 8	ACWA CONFERENCE MAY 8 TO 11 – SACRAMENTO								
MAY 30			11:00 AM JPIA						
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	8	14	11	17	13	11	8		10	14	6
RM @ JPIA				18-19		13-14		8-9		10-11		13-14