



Approved 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