



Approved: May 30, 2019

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

January 16, 2019

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 Human Resources and Administration

OTHERS IN ATTENDANCE

Steven LaMar, Irvine Ranch Water District
Kathleen Tiegs, Cucamonga Valley Water District

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Gladbach called the meeting to order at 10:02 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 May 30, 2018 meeting.

M/S/C (Knutson/McDonald) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee approve the minutes of the May 30, 2018 meeting, as presented.

REVIEW OF 2019 GOALS AND OBJECTIVES

Mr. Sells reviewed JPIA's 2019 Goals and Objectives and provided a progress report.

STAFFING STATUS

Ms. Slaven reported that since the last Committee meeting on May 30, 2018, the JPIA hired three new employees: Jackie Rech, Employee Benefits Account Manager, started in June; Jesse Cota, Senior Risk Control Advisor, southern California, started in July; and Thor Benzing, Senior Risk Control Advisor northern California, started January 7, 2019.

Ms. Slaven also reported that Keith Forbes, after almost 18 years with the JPIA, retired December 28, 2018 and Carol Barake, Risk Control Manager, will retire April 12, 2019. Michelle Stites was promoted to Benefits Administrator II; and Sandra Smith had a job description and grade change to 58 that was already approved by the Executive Committee in June 2018.

Going forward, the Senior Claims Examiner position will become Lead Senior Claims Adjuster, grade 42, in alignment with the other lead positions in the organization; and the position of Programmer has been changed to the title of Software Developer to more accurately describe what the position does.

M/S/C (Cuquet/Knutson) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee recommend to the Executive Committee approval of the new position and grade for Lead Senior Claims Adjuster, grade 42; new title of Software Developer; and the updated Salary Schedule reflecting the changes.

CEO CONTRACT

Mr. Sells reviewed his current contract with the Committee.

EMPLOYEE HANDBOOK CHANGES

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

M/S/C (McDonald/Knutson) (Cuquet-Yes; Knutson-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee recommend to the Executive Committee that JPIA approve the revisions to the Employee Handbook, as presented.

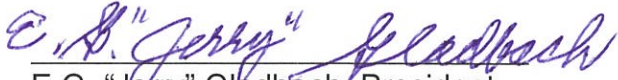
STAFF ACTIVITIES

Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting on May 30, 2018. Highlights included the HR forums held in September and October; the one-day mini training conference held at the JPIA; the Staff Appreciation lunch on October 10; the collection of over \$1,200 from JPIA employees for donation to the American Cancer Society; the holiday lunch and Keith Forbes' retirement party at Cattlemen's.

NEXT MEETING DATE

The next Personnel Committee meeting will be on May 30, 2019.

The Personnel Committee meeting adjourned at 12:00 p.m.


E.G. "Jerry" Gladbach, President


Walter "Andy" Sells, Secretary