



Approved

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

May 30, 2019

MEMBERS PRESENT

Chairman: E.G. “Jerry” Gladbach, Santa Clarita Valley Water Agency
Melody A. McDonald, San Bernardino Valley Water Conservation District

MEMBERS ABSENT

Thomas Cuquet, South Sutter Water District

STAFF PRESENT

Chief Executive Officer/Secretary: Walter “Andy” Sells
Patricia Slaven, Director of Human Resources and Administration

OTHERS IN ATTENDANCE

S.R. “Al” Lopez, Santa Rosa Regional Resources Authority
Kathleen Tiegs, Cucamonga Valley Water District

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Gladbach called the meeting to order at 12:28 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 January 16, 2019 meeting.

M/S/C (McDonald/Gladbach) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes): That the Personnel Committee approve the minutes of the January 16, 2019 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 Mathew Bunde started on February 25, 2019 as Sr. Risk Control Advisor Central Valley. Carol Barake, Risk Control Manager, retired on April 12 and Karen Thesing, Director of Insurance Services, will manage the Risk Management Department on a temporary basis until a Risk Control Manager is hired. Ms. Slaven also reviewed staff demographics and JPIA's possible future needs.

POSSIBLE NEW POLICIES

Ms. Slaven reviewed the two possible policies to be included in the handbook: Tele-commuting policy and clarification on employer contribution for CalPERS members hired by JPIA. A discussion was held on issues and benefits of these policies.

CHANGE IN ORGANIZATIONAL PERFORMANCE REVIEW

Ms. Slaven noted that on previous years, the Organizational Appraisal was conducted via paper, however, staff is looking at conducting the appraisal electronically using Survey Monkey to allow for easier compilation and archiving of information. Patricia will distribute the survey results after reviewing the process with the entire Executive Committee on June 4, 2019.

CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISAL PROCESS

Ms. Slaven will distribute the CEO Appraisal forms by June 6, 2019, with return of the appraisal forms to her by June 20, 2019. 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 June 24, 2019.

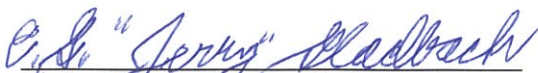
STAFFING ACTIVITIES

Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting on January 16, 2019. Highlights included the eight-year celebration of the move to the Roseville building; staff gifts to celebrate JPIA's 40th anniversary; mid-term performance evaluations in March; the Wellness Committee Food Drive; and the HR Group meetings held in Roseville, Ontario and San Diego.

NEXT MEETING DATE

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

The Personnel Committee meeting adjourned at 2:27 p.m.


E.G. "Jerry" Gladbach, President


Walter "Andy" Sells, Secretary