



Approved: January 15, 2020

Personnel Committee Meeting

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

October 2, 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

MEMBERS ABSENT

None.

STAFF PRESENT

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

OTHERS IN ATTENDANCE

Kathleen Tieg, Cucamonga Valley Water District

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Gladbach called the meeting to order at 12:25 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 May 30, 2019 meeting.

M/S/C (Cuquet/McDonald) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):
That the Personnel Committee approve the minutes of the May 30, 2019 meeting, as presented.

REVIEW OF 2019 GOALS AND OBJECTIVES

Mr. Sells reviewed JPIA's 2019-2020 Goals and Objectives and provided a progress report. The employee survey will be conducted on October 16 and will be open for three weeks.

STAFFING STATUS

Ms. Slaven reported that in order to meet the changing demands and recognize those taking on additional duties and responsibilities, one new position has been added and two new titles have been added as follows: Lead IT Solutions Developer (change in existing position), Benefits System Analyst II (change in existing position), and Special Projects Manager (additional position). She also reported that a job offer was made for the Risk Control Manager position to Thomas Amberson whose potential start date is October 21, 2019. Additionally, Cece Reynolds, Accountant II, will be retiring December 2019 and her position has been posted with a plan to have it filled by the first week of November.

M/S/C (McDonald/Cuquet) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):
That the Personnel Committee recommend to the Executive Committee approval of the two new title changes and one additional position: Lead IT Solutions Developer, Benefits System Analyst II, and Special Projects Manager.

POSSIBLE NEW POLICIES

Ms. Slaven reviewed the three new policies to be included in the handbook: Remote Work policy to allow certain positions to choose to work from home one day per pay period; Internal Candidate Process policy to include guidelines for applying for internal openings at JPIA; and Per Diem policy to update the recommended hotel reimbursement rate to align with current pricing from \$135 per night to \$175 per night.

M/S/C (McDonald/Cuquet) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):
That the Personnel Committee recommend to the Executive Committee approval of the three new policies: Remote Work, Internal Candidate Process, and Per Diem, as presented.

NEW PAY SCHEDULE

Ms. Slaven stated that three new positions are reflected on the proposed pay schedule for approval.

M/S/C (Cuquet/McDonald) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):
That the Personnel Committee recommend to the Executive Committee approval of the JPIA Pay Schedule, as presented.

STAFFING ACTIVITIES

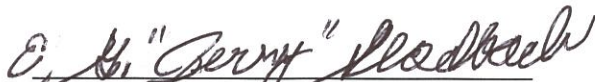
Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting on May 30, 2019. Highlights included: HR Group meetings held in the JPIA office in Roseville and Cucamonga Valley Water District;


Social Committee Murder Mystery Luau party; Wellness Committee Best Joke Contest; partnership with a new background check company; and the 40th Anniversary Retro Party.

NEXT MEETING DATE

The next Personnel Committee meeting will be on January 15, 2020.

The Personnel Committee meeting adjourned at 1:45 p.m.


E.G. "Jerry" Gladbach, President


Walter "Andy" Sells, Secretary