



Approved: January 18, 2024

Executive Committee Meeting

Hyatt Regency Resort
Ballroom NOP
44600 Indian Wells Lane
Indian Wells, CA 92210

November 27, 2023

MEMBERS PRESENT

Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District
Vice-Chair: David Drake, Rincon del Diablo Municipal Water District
Cathy Green, Orange County Water District, ACWA VP
Chris Kapheim, Kings River Conservation District
Szu Pei Lu-Yang, Rowland Water District
Scott Ratterman, Calaveras County Water District
Randall Reed, Cucamonga Valley Water District
J. Bruce Rupp, Humboldt Bay Municipal Water District
David Wheaton, Citrus Heights Water District

MEMBERS ABSENT

None.

STAFF PRESENT

See attendance list.

OTHERS IN ATTENDANCE

See attendance list.

WELCOME

Chair McDonald welcomed everyone in attendance.

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair McDonald called the meeting to order at 10:17 a.m. She announced there was a quorum.

PLEDGE OF ALLEGIANCE/EVACUATION PROCEDURES

Chair McDonald led the Pledge of Allegiance and Ms. Beatty gave the evacuation procedure instructions.

ANNOUNCEMENT RECORDING OF MEETING

Chair McDonald announced that the meeting would be recorded to assist in preparation of minutes. Recordings are kept 30 days following the meeting, as mandated by the Ralph M. Brown Act.

PUBLIC COMMENT

Chair McDonald noted that, as the agenda stated, members of the public would be allowed to address the Executive 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.

INTRODUCTIONS

Chair McDonald introduced the Executive Committee, staff, and others in attendance.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

Chair McDonald asked for any additions to, or deletions from, the agenda. There were none from staff.

CONSENT AGENDA

Chair McDonald called for approval of the Consent Agenda:

M/S/C (Drake/Reed) (Drake-Yes; Green-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee ratify JPIA disbursements of: Vendor Payments, Employee Benefits Claim Payments, Payroll, and summary of confidential claims payments for the Liability, Property, & Workers' Compensation Programs: October 15-31, 2023 and November 1-15, 2023.

ADMINISTRATION

Meetings attended on behalf of the JPIA

Vice-Chair Drake reported attending the ACWA Board meeting.

Review and Approve the JPIA Conflict of Interest Code

Ms. Camacho presented the changes to the JPIA Conflict of Interest Code.

M/S/C (Kapheim/Green) (Drake-Yes; Green-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee recommends that the Board of Directors approve the changes to the JPIA Conflict of Interest Code pending approval by the FPPC, as presented.

Walter "Andy" Sells Risk Management Award

Ms. Beatty noted that at their October 25, 2023 meeting, the Executive Committee requested that staff identify a current award or Program that could be re-titled in Walter "Andy" Sells honor. Mr. Sells, former JPIA Chief Executive Officer who recently retired from the JPIA after serving 33 years, championed the JPIA's award-winning Commitment to Excellence (C2E) Program, which he then backed with the current Risk Control Grant Program. Considering Mr. Sells' strong support of the C2E Program, staff recommended creating a Walter "Andy" Sells C2E Program Member Recognition spotlight at Conference. Details on how the member has exemplified the Program will be shared with the Board and featured in subsequent social media and eNews blasts.

M/S/C (Kapheim/Drake) (Drake-Yes; Green-Yes; Kapheim-Yes; Lu-Yang-Yes; Ratterman-Yes; Reed-Yes; Rupp-Yes; Wheaton-Yes; McDonald-Yes): That the Executive Committee approve adding a Walter “Andy” Sells C2E Program Member Recognition spotlight annually to future Conference agendas.

PROGRAMS

Cyber Risk Management Update

Ms. Jobe noted that members are provided with the resources to better understand their security profiles, manage phishing attacks, and deliver security awareness training to employees through the JPIA’s strategic partnerships with KYND and KnowBe4.

KnowBe4 is a training platform that provides members with security awareness combined with simulated phishing attacks. Interactive, on-demand training is administered to employees on all manners of cyber security threats by providing education and a broadened understanding of phishing attacks. In the coming months, KnowBe4 will work collaboratively with each of the participating member agencies to implement a KnowBe4 campaign at their agency.

KYND, on the other hand, conducts regular, non-penetrative scans to assess cyber risk factors across domain registration and email security and services. Webinars held in November 2023 provided members with the opportunity to hear directly from KYND the benefits of identifying their agency’s critical cyber vulnerabilities.

For more information, please refer to the Cyber Liability Program FAQ included in the meeting packet or contact the JPIA directly.

Employee Benefits Program Update

Ms. Jobe provided an update on the current Employee Benefits Program renewal rates approved on July 27, 2023, and reported on the addition of the Anthem Health Guide as an expanded benefit in the Anthem PPO and CHDP plans. For the 2024 plan year, Anthem’s PPO and CDHP plans will transition to the Anthem Pharmacy Benefit Manager, CarelonRx, a change that will not only provide significant savings but also result in a better customer experience for members.

Wellness Grants were awarded to 87 members in July. Due to the continued popularity of the Wellness Grant Program, applications received exceeded the \$100,000 in funds provided by Anthem. Beginning in 2024, Anthem will provide additional funds for a total of \$200,000 available to be awarded as Wellness Grants. The current Program will be redesigned to accommodate the additional funding.

Training Department Update

Ms. Crawford stated that due to long-standing JPIA instructors retiring this year, instructor upskilling and knowledge transfer was brought to the forefront to maintain and innovate upon the legacy of effective HR, supervisory, and safety/risk management training at JPIA. In 2023, Training held 158 in-person classes, produced 50 live virtual

instructor-led classes, and managed thousands of e-learning courses. Due to a smaller number of completions this year compared to last year, the Professional Development Program (PDP) will be reviewed to evaluate improvements needed for efficiency and improved member engagement.

Employment Hotline Incentive Update

Mr. Greenfield briefly described the monetary incentive program introduced to members utilizing the hotline in 2021. Since the introduction of the monetary incentive, no claim has gone to litigation, however, none of the litigated claims received by the JPIA have used the Hotline. Staff requested input from the Executive Committee on means to further promote or encourage the use of the Employment Hotline. The Committee noted that perhaps enhanced communication of the incentive program will need to be implemented. Various ways to communicate were reviewed, such as regular announcements at the beginning of each of the training classes and human resources group meetings. It was noted that the Risk Control department regularly share details of the program with members during their site visits.

MISCELLANEOUS

CEO update

Due to time constraints, and in light of a similar item on the Board of Directors' agenda, this agenda item was tabled.

Discuss future agenda items

None.

Availability for next meeting: The next Executive Committee is scheduled for January 18, 2024.

The Executive Committee meeting adjourned at 11:31 a.m.

Attest:

X

Melody McDonald
Chair

X

Adrienne Beatty
Secretary / ACWA JPIA Chief Executive Officer

ATTENDEES & JPIA STAFF IN ATTENDANCE – NOVEMBER 27, 2023

<u>District / Organization</u>	<u>First Name</u>	<u>Last Name</u>	<u>Position</u>
ACWA JPIA	Laura	Baryak	Event Planner
ACWA JPIA	Adrienne	Beatty	Chief Executive Officer
ACWA JPIA	Chimene	Camacho	Executive Assistant (Recording Secretary)
ACWA JPIA	Jesse	Cota	Sr. Risk Control Advisor
ACWA JPIA	Sarah	Crawford	Training Manager
ACWA JPIA	David	deBernardi	Director of Finance
ACWA JPIA	Robin	Flint	Risk Control Manager
ACWA JPIA	Robert	Greenfield	General Counsel
ACWA JPIA	Jennifer	Jobe	Director of Pooled Programs
ACWA JPIA	Molly	Quirk	Communications/Outreach Specialist
ACWA JPIA	Kevin	Phillips	Director of Member Outreach
ACWA JPIA	Jillian	Sciancalepore	Administrative Assistant II
ACWA JPIA	Dan	Steele	Finance Manager
ACWA JPIA	Tony	Waterford	HR Manager
ACWA	Dave	Eggerton	Executive Director
ACWA	Tiffany	Giammona	Director of Member Outreach
Alameda County Water District	John	Weed	Director
Amador Water Agency	Larry	McKenney	General Manager
Antelope Valley East Kern Water Agency	Patricia	Rose	Human Resources
Calleguas Municipal Water District	Raul	Avila	Director
Calleguas Municipal Water District	Scott	Quady	Director
Citrus Heights Water District	Hilary	Straus	General Manager
Clear Creek Community Services District	Paul	Kelley	General Manager
Crestline Village Water District	Steven	Farrell	Director
El Toro Water District	Fred	Adjarian	Director
El Toro Water District	Kathryn	Freshley	Director
El Toro Water District	Mike	Gaskins	Director
Elk Grove Water District	Bruce	Kamilos	General Manager
Elk Grove Water District	Tom	Nelson	Director
Elsinore Valley Municipal Water District	Greg	Thomas	General Manager
Georgetown Divide Public Utilities District	Michael	Saunders	Director
Hi-Desert Water District	Roger	Mayes	Director
Humboldt Bay Municipal Water District	John	Friedenbach	General Manager
Mesa Water District	Fred	Bockmiller	Director
Otay Water District	Ryan	Keyes	Director
Palmdale Water District	Angelica	Garcia	Human Resources Director
Palmdale Water District	Dennis	Lamoreaux	General Manager
Rainbow Water District	Michael	Gasca	Director
Rancho California Water District	William	Plummer	Director
Rowland Water District	Tom	Coleman	General Manager
Sac Suburban Water District	Jay	Boatright	Director
San Bernardino Valley Municipal Water District	June	Hayes	Director
San Dieguito Water District	Jace	Schwarm	Alternate Director
San Gabriel Basin Water Quality Authority	Bob	Kuhn	Director
San Luis Delta Mendota	Laures	Stiles	Alternate Director

<u>District / Organization</u>	<u>First Name</u>	<u>Last Name</u>	<u>Position</u>
Tehachapi-Cummings County Water District	Jonathan	Hall	Director
Valley Center Municipal Water District	Oliver	Smith	Director
Valley Center Municipal Water District	Jim	Pugh	Alternate Director
West Valley Water District	Dan	Jenkins	Director
Zone 7	Laurene	Green	Director