



Approved: June 8, 2023

**Personnel Committee Meeting**  
Mesa Water District  
1965 Placentia Avenue  
Costa Mesa, CA 92627

January 23, 2023

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### **MEMBERS PRESENT**

Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District  
Vice-Chair: David Drake, Rincon del Diablo Municipal Water District  
Fred R. Bockmiller, Jr., Mesa Water District  
J. Bruce Rupp, Humboldt Bay Municipal Water District

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### **MEMBERS ABSENT**

None.

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### **STAFF PRESENT**

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

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### **CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

Chair McDonald called the meeting to order at 2:07 p.m. and announced there was a quorum.

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### **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.

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### **ADDITIONS TO AND DELETIONS FROM THE AGENDA**

None.

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### **APPROVAL OF MINUTES**

Chair McDonald called for approval of the minutes of the September 21, 2022 meeting.

M/S/C (McDonald/Drake) (Bockmiller-Yes; Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the September 21, 2022 meeting, as presented.

## **REVIEW GOALS AND OBJECTIVES**

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Mr. Sells reported on the progress of the JPIA towards the organization goals for 2022-23 as follows: Continue community service project; create digital strategy/roadmap; and improve internal and external communications.

## **REVIEW STAFFING STATUS**

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Ms. Slaven reported on staffing changes that have occurred since the last Personnel Committee meeting. Three new employees were hired: Molly Quirk, Communication and Outreach Specialist; Andrew Corral, Sr. Risk Advisor; and Michael Whitright, IT Support Specialist. Paul Myers will start his new position as Risk Advisor II on January 31, 2023. Five recruitments are underway for the following positions: Human Resources Manager, Accountant II, Director of Member Outreach, Workers' Compensation Claims Manager and Administrative Assistant II in Benefits. Sylvia Robinson and Allison Hartill both officially retired in December 2022 and three retirements are forthcoming: Peter Kuchinsky and Patricia Slaven in March 2023 and Melody Tucker in May 2023. Lastly, Shelley Tippit moved from the Finance department to her new position as Claims Assistant.

## **REVIEW NEW SALARY SCHEDULE AND MAKE RECOMMENDATION TO THE EXECUTIVE COMMITTEE**

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Ms. Slaven stated JPIA has updated the salary schedule to add Director of Pooled Programs and Director of Member Outreach positions approved by the Executive Committee in November.

M/S/C (Rupp/Drake) (Bockmiller-Yes; Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee to approve the new Salary Schedule, as presented.

## **UPDATE ON EMPLOYEE ENGAGEMENT TEAM SURVEY PROPOSALS**

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Ms. Slaven reported on the following recommendations brought forth by the Employee Engagement Team and approved by JPIA management: Improve the process for creating organizational goals, allow time for staff to create supporting goals and then hold staff accountable for reaching the goals; create an online method to share suggestions anonymously – IT created such a method for submission; and provide information earlier in the process when policies and procedures change. All staff agreed that the process was valuable and endorsed what the organization was doing to keep engagement at a high level.

## **REVIEW STAFFING ACTIVITIES**

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Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting. Highlights included: JPIA hosted HR Group meetings at Yorba Linda Water District and the JPIA office in Roseville; the Social Committee hosted the Family Fun event at Golfland Sunsplash and the staff Holiday and Retirement lunch held in Whitney Oaks; the Wellness Committee hosted a financial

wellness event and the Fall Feast for staff; and staff continues to volunteer at the Placer Food Bank.

### **CEO UPDATE**

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Mr. Sells provided an update on relevant, current issues and potential, future opportunities, and challenges.

### **NEXT MEETING DATE**

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The Personnel Committee is scheduled to meet next on June 8, 2023.

The Personnel Committee meeting adjourned at 4:45 p.m.