



Approved: September 6, 2023

Personnel Committee Meeting

ACWA JPIA
2100 Professional Drive
Roseville, CA 95661
(916) 786-5742

June 8, 2023

This meeting consisted of a simultaneous Zoom teleconference call at the ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661 and remote sites.

MEMBERS PRESENT

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

MEMBERS ABSENT

None.

STAFF PRESENT

Chief Executive Officer/Secretary: Walter “Andy” Sells
Adrienne Beatty, Assistant Executive Officer

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair McDonald called the meeting to order at 11:03 a.m. and announced there was a quorum.

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.

ADDITIONS TO AND DELETIONS FROM THE AGENDA

None.

APPROVAL OF MINUTES

Chair McDonald called for approval of the minutes of the January 23, 2023, meeting. The minutes have been amended to correct Director Rupp’s misspelled name in the motion for Agenda item: Review New Salary Schedule.

M/S/C (Rupp/Drake) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the January 23, 2023, meeting, as presented.

REVIEW STAFF ACTIVITIES

Ms. Beatty reported on the events and activities that have transpired since the last Personnel Committee meeting. JPIA's Management team participated in an offsite leadership training focused on understanding the five dysfunctions of a team; the Social Committed hosted a Chili Cookoff and three retirement celebrations for Peter Kuchinsky, Patricia Slaven, and Melody Tucker; the Wellness Committee hosted a Superbowl party and numerous activities in April for National Humor Month; and finally, Administrative Professionals Day was celebrated by JPIA.

REVIEW STAFFING STATUS AND POSSIBLY MAKE RECOMMENDATION TO APPROVE NEW POSITION AND UPDATED SALARY SCHEDULE

Ms. Beatty reported on staffing changes that have occurred since the last Personnel Committee meeting. Six new employees were hired: Olivia Sayad, Employee Benefits Administrative Assistant II; Heidi Singer, Accountant II; Tony Waterford, Human Resources Manager; Erin Bowles, Workers' Compensation Claims Manager; and Kevin Phillips, Director of Member Outreach. Jennifer Jobe will begin her position as Director of Pooled Programs on July 10, 2023. Three employees retired: Peter Kuchinsky, Patricia Slaven, and Melody Tucker.

Ms. Beatty presented the new position of Event Planner, Grade 21 and JPIA's plan to promote Laura Baryak, Administrative Assistant II, to this position.

Ms. Beatty stated that the JPIA General Counsel position is currently a grade 68 position with a pay range of \$171,996 (minimum) to \$257,993 (maximum). JPIA will need to establish a grade 70 for this position and expand the salary range to \$180,703 (minimum) to \$271,054 (maximum). The grade change will not impact the incumbent's current salary.

M/S/C (Drake/Rupp) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee to approve the new position of Event Planner and a new grade level for General Counsel and resultant updated Salary Schedule, as presented.

REVIEW BENEFITS IMPLEMENTATION FOR NEW EMPLOYEES AND POSSIBLY MAKE RECOMMENDATION TO REVISE ORGANIZATIONAL POLICY

Ms. Beatty noted that the existing waiting period for health insurance coverage for regular full-time employees and their eligible dependents is the first of the month following one month of continuous employment. To make JPIA more competitive with its health insurance benefits and help attract and retain top quality candidates for future job openings, the JPIA recommended revising the waiting period for health insurance coverage to the first of the month following the date of hire.

M/S/C (Rupp/Drake) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee to approve the change in the waiting period for health insurance coverage to the first of the month following the date of hire.

REVIEW EMPLOYEE VACATION ACCRUAL AND POSSIBLY MAKE RECOMMENDATION TO REVISE ORGANIZATIONAL POLICY

Ms. Beatty reported on the current vacation accrual process and the proposed revision in order to attract and retain new staff and to retain current staff. The recommendation was to have three vacation accrual tiers based on three employment categories: Directors, Managers, and all other staff, with the maximum annual accrual of 200 hours (non-exempt)/25 days (exempt) remaining unchanged. The proposed vacation accrual chart was included in the packet.

M/S/C (Drake/Rupp)(Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee to approve the revision to its current vacation accruals and implement three vacation accrual tiers for staff, as presented.

CEO UPDATE

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

NEXT MEETING DATE

The Personnel Committee is scheduled to meet next on September 6, 2023.

The Personnel Committee meeting adjourned at 12:35pm.