



Approved: January 8, 2024

Personnel Committee Meeting

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

September 6, 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 11:10 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.

I. APPROVAL OF MINUTES

Chair McDonald called for approval of the minutes of the June 8, 2023, meeting.

M/S/C (Drake/Rupp) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the June 8, 2023, meeting, as presented.

II. REVIEW 2023-2024 ORGANIZATION GOALS

Ms. Beatty reviewed the 2023-2024 organizational goals and objectives. She explained that the JPIA will continue with the same goals and objectives from 2022-2023 as follows: Continue community services project, create digital strategy/ roadmap, and improve internal and external communications.

III. REVIEW STAFFING ACTIVITIES

Ms. Beatty reported on the events and activities that have transpired since the last Personnel Committee meeting. Two offsite events took place: an adults-only social event at Impact Axe and a family event at the Old Spaghetti Factory and Sactown Family Fun for mini-golf. After their meeting on July 27, an Executive Committee appreciation event was hosted by JPIA staff with fun games and a BBQ. Staff continue to volunteer at the Placer Food Bank.

IV. REVIEW STAFFING STATUS AND NEW ADMINISTRATIVE ASSISTANT III AND LEAD RISK ADVISOR POSITIONS AND MAKE RECOMMENDATION TO THE EXECUTIVE COMMITTEE

Ms. Beatty reported on staffing changes that have occurred since the last Personnel Committee meeting. Jennifer Jobe started as Director of Pooled Programs; Laura Baryak was promoted to Event Planner; and Matt Bunde was promoted to Lead Risk Control Advisor. The Lead Risk Control Advisor South position vacated by Peter Kuchinski was removed from the Salary Schedule. The JPIA has created a Lead Risk Control Advisor position, grade 48 and an Administrative Assistant III (Administration) position, grade 24. Job descriptions for both positions were included in the packet.

M/S/C (Rupp/Drake) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee approval of the new positions of Lead Risk Control Advisor and Administrative Assistant III (Administration) and resultant updated Salary Schedule, as presented.

V. REVIEW NEW SALARY SCHEDULE AND MAKE RECOMMENDATION TO THE EXECUTIVE COMMITTEE

Ms. Beatty stated that the JPIA's annual Employee Performance Appraisal process and subsequent merit increases take place during the months of August and September, with merit increases awarded on October 1. The Fiscal Year 2022-23 Salary Schedule requires approval prior to October 1. Changes to the salary schedule include the removal of the Lead Risk Control Advisor South position and addition of the Lead Risk Control Advisor position. Additionally, each year staff proposes a change to the salary ranges partially related to the change in Consumer Price Index (CPI) for the Western US Region. This year's range increase is also being requested to allow more cushion to avoid the risk of long-tenured staff exceeding their ranges with a merit increase.

M/S/C (Drake/Rupp) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee approval of the JPIA 2023-24 Salary Schedule, as presented.

VI. REVIEW REVISED ANTHEM/KAISER CDHP HSA FUNDING POLICY AND MAKE RECOMMENDATION TO THE EXECUTIVE COMMITTEE

Ms. Beatty reported that at their July 27, 2023 meeting, the Executive Committee approved increasing the deductibles on the Consumer Driven Health Plans (CDHP) to \$1,600 for a single and \$3,200 for a family, matching the new IRS minimums, to maintain participants' eligibility to contribute to an HSA. Currently, the JPIA deposits monies, annually in January, into the HSAs for eligible employees enrolled in a CDHP. Staff recommends the HSA contributions by the JPIA, for eligible participants in the Anthem and Kaiser CDHP plans, be increased to an amount that continues to make the out-of-pocket deductible spend for CDHP participants equal to that of the Anthem PPO/Kaiser participants.

M/S/C (Rupp/Drake) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee to approve increasing the ACWA JPIA contribution to HSAs for participants in the Anthem CDHP plan to \$1,400 for an individual and \$2,600 for a family and increase the contribution to HSAs for participants in the Kaiser CDHP plan to \$1,600 for an individual and \$3,200 for a family, effective January 1, 2024.

VII. REVIEW CEO EVALUATION PROCESS AND MAKE RECOMMENDATION TO THE EXECUTIVE COMMITTEE

The CEO position will transition from Walter "Andy" Sells to Adrienne Beatty, effective October 1, 2023. With this transition, the Committee may wish to consider a formal, structured process for evaluating the performance of the new CEO over the coming fiscal year. Staff recommended engaging an outside consultant to help guide the Executive Committee through the annual evaluation process and provide executive coaching and leadership support, if desired. Proposals for both services were attached to the packet.

M/S/C (Rupp/Drake) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee approval of the proposed CEO evaluation proposal, excluding salary negotiation services, and approve the proposed executive coaching and leadership support proposal for the \$1,000 per month service plan.

VIII. CEO UPDATE

Mr. Sells and Ms. Beatty provided an update on relevant, current issues and potential, future opportunities, and challenges. A discussion was held on the need to hire for additional positions in the near future and the consensus of the Committee was to support staff seeking approval from the Executive Committee directly to approve the new positions of Senior Claims Examiner, Administrative Assistant (Claims), and Cost Estimator. These positions are in addition to the new Administrative Assistant III (Administration) position, previously recommended for approval under Agenda Item IV.

NEXT MEETING DATE

The Personnel Committee is scheduled to meet next on January 8, 2024.

The Personnel Committee meeting adjourned at 12:30pm.