



Approved: August 26, 2021

Personnel Committee Meeting

ACWA JPIA

2100 Professional Drive

Roseville, CA 95661

(916) 786-5742

July 1, 2021

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

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

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Gladbach called the meeting to order at 10:00 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.

APPROVAL OF MINUTES

Chairman Gladbach called for approval of the minutes of the February 22, 2021 meeting.

M/S/C (McDonald/ Cuquet) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):

That the Personnel Committee approve the minutes of the February 22, 2021 meeting, as presented.

STAFFING STATUS

Ms. Slaven reported on staffing changes that have occurred since the last Personnel Committee meeting: Justin Wall was hired as Senior Claims Adjuster and started in April; Jillian Sciancalepore was promoted to Administrative Assistant II in April; Sarah Crawford was promoted to Training Manager in May; recruiting for Senior Risk Advisor started in May, however due to an insufficient number of candidates, recruitment is postponed until late summer; recruiting for Assistant Executive Officer began in May and the application deadline has been extended to July 30, 2021 due to availability of the interview panel. Interviews have been tentatively scheduled for mid to late August.

ORGANIZATIONAL PERFORMANCE APPRAISAL RESULTS

Ms. Slaven reported that the Executive Committee completed the organizational appraisal conducted via Survey Monkey from June 18-29, 2021. Results were shared with the Committee.

M/S/C (Cuquet/McDonald) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):
That the Personnel Committee recommend to the Executive Committee approval of the 2020/2021 Organizational Appraisal, and in future years, discontinue the organizational appraisals and setting of organizational goals.

ASSISTANT EXECUTIVE OFFICER RECRUITMENT PROCESS

Mr. Sells reported that recruitment for the Assistance Executive Officer (AEO) position began in May with applications due on July 30, 2021. The proposed culling of resumes and interview process was reviewed with the Committee. Please see packet for details.

STAFFING ACTIVITIES

Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting on February 22, 2021. Highlights included: the monthly interactive wellness webinars hosted by Kaiser Permanente; staff quarterly check-ins in March and June (electronically using Paylocity); staff return to office 3 days per week starting May 3; the National Frog Jumping Day event hosted by the Social Committee; and the Wellness Committee hosted a virtual Mindfulness and Meditation Workshop.

NEXT MEETING DATE

There are no Personnel Committee meetings scheduled at this time.

The Personnel Committee meeting adjourned at 10:56 a.m.