

# Personnel Committee Meeting



YOUR BEST PROTECTION

**ACWA JPIA**  
**Thursday**  
**July 1, 2021**  
**10:00 AM**

Chairman: E.G. “Jerry” Gladbach, Santa Clarita Valley Water Agency

Vice-chair: Thomas Cuquet, South Sutter Water District

Melody McDonald, San Bernardino Valley Water Conservation District



# PERSONNEL COMMITTEE MEETING

## AGENDA

[Link to Zoom Meeting](#)

Meeting ID: 852 1102 9147

Passcode: 200747

Zoom Call In #: (669) 900-6833

**Thursday, July 1, 2021, 10:00 AM**

### **WELCOME**

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

**PUBLIC COMMENT** Members of the public will be allowed to address the Personnel Committee on any agenda item prior to the Committee's decision on the item. They will also be allowed to comment on any issues that they wish which may or may not be on the agenda. If anyone present wishes to be heard, please let the Chairman know.

### **INTRODUCTIONS**

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

<u>Presenter</u>		<u>Page#</u>
Gladbach	* I. Approve the meeting minutes of February 22, 2021.	1
Slaven	* II. Review staffing status.	3
Slaven	* III. Review the organizational performance appraisal results.	5
Sells	* IV. Review the Assistant Executive Officer recruitment process.	6
Slaven	* V. Review staffing activities.	7
Gladbach	* VIII. Discuss next meeting date.	8

### **ADJOURN**

\*Related items enclosed.

**Americans With Disabilities Act** – *The ACWA JPIA conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. A request for disability-related modification or accommodation, in order to participate in a public meeting of the ACWA JPIA, shall be made to: Patricia Slaven, Director of Human Resources and Administration, ACWA JPIA, P.O. Box 619082, Roseville, CA 95661-9082; telephone (916) 786-5742. ACWA JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m. (Government Code Section 54954.2, subdivision. (a)(1).)*

*Written materials relating to an item on this Agenda that are distributed to the ACWA JPIA Personnel Committee within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661-3700; telephone (916) 786-5742. ACWA JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.*



*Unapproved*

**Personnel Committee Meeting**

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

February 22, 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**

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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**

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None.

**STAFF PRESENT**

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Chief Executive Officer/Secretary: Walter “Andy” Sells  
Patricia Slaven, Director of Human Resources and Administration  
Karen Thesing, Director of Insurance Services

**CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

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Chairman Gladbach called the meeting to order at 2:06 p.m and announced there was a quorum.

**PUBLIC COMMENT**

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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**

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Chairman Gladbach called for approval of the minutes of the September 15, 2020 meeting.

M/S/C (McDonald/ Cuquet) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):  
That the Personnel Committee approve the minutes of the September 15, 2020 meeting, as presented.

## **REVIEW OF 2020-2021 GOALS AND OBJECTIVES**

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Mr. Sells reviewed JPIA's 2020-2021 Goals and Objectives and provided a progress report.

## **STAFFING STATUS**

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Ms. Slaven reported on staffing changes that have occurred since the last Personnel Committee meeting: Cassie Crittenden was hired for the position of Human Resources Specialist; Dianna Sutton, Special Projects Manager and Bobbette Wells, Executive Assistant, both retired at the end of December; Chimene Camacho was promoted to Executive Assistant in December; and recruitment for Senior Claims Adjuster has begun with interviews planned for early March.

## **CEO TRANSITION PROCESS**

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Ms. Slaven stated that with the retirement of the CEO on September 2023, JPIA senior staff has started to assess the most effective methods and processes to recruit and interview candidates for the position. The Committee recommended that staff conduct the hiring process.

## **REMOTE WORK POLICY**

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Ms. Slaven noted that JPIA's current Remote Work Policy allows staff to work from home one day per pay period, if the position is conducive to remote work and with manager approval. The pandemic forced everyone to conduct work from home and it subsequently allowed JPIA to explore expanding the Remote Work policy. Staff proposes that the policy be updated to allow up to two days per week of remote work. Draft policy was included in the packet.

M/S/C (Cuquet/McDonald) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):  
That the Personnel Committee recommend to the Executive Committee approval of the revised Remote Work Policy, as presented.

## **STAFFING ACTIVITIES**

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Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting on September 15, 2020. Highlights included: MHN monthly Wellness webinars for staff; some staff participated in the CUEMA Virtual Event; JPIA's first virtual holiday and retirement party on December 11; and a virtual Valentine's Day Bingo on February 11. Also, staff have been encouraged to begin to come into the office beginning February 8, in anticipation that all staff will be required to come in two days per week beginning March 16.

## **NEXT MEETING DATE**

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There are no Personnel Committee meetings scheduled at this time.

The Personnel Committee meeting adjourned at 3:00 p.m.

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E.G. "Jerry" Gladbach, President

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Walter "Andy" Sells, Secretary

**ACWA JPIA**  
**Staffing Status**  
**July 1, 2021**

**BACKGROUND**

The Personnel Committee is to be kept apprised of staffing changes and will recommend any grade changes or new positions for approval by the Executive Committee.

**CURRENT SITUATION**

Staffing changes which have occurred since last Personnel Committee meeting:

- Testing and interviews were held for the Senior Claims Adjuster position. Four candidates were tested and invited to interview. Justin Wall was selected and began in April. Resume included.
- Jillian Sciancalepore was promoted from Administrative Assistant I to Administrative Assistant II in April.
- Sarah Crawford was promoted from Training Specialist to Training Manager in May.
- Recruiting began for Senior Risk Advisor in May. There were an insufficient number of candidates. Recruitment is postponed until late summer.
- Recruiting for Assistant Executive Officer began in May. Application deadline has been extended to July 30, 2021 due to availability of the interview panel. Interviews tentatively scheduled for mid to late August.

**RECOMMENDATIONS**

None, informational only.

## Justin M. Wall

### Professional Experience

**Gallagher Bassett Insurance Services** 04/19 - present  
**Senior Resolution Manager**

Investigate, evaluate and resolve moderate to complex general liability, automobile claims for construction companies and construction related companies. Ensure that all policy provisions are applied appropriately. Recognize and refer claims to appropriate teams.

**Schools Insurance Authority** 08/15 - 01/19  
**Liability & Property Claims Examiner II**

Intake, investigate, evaluate and resolve automobile, property and general liability claims for 32 public school districts within policy limits and authority. Ensure that all government code requirements are met. Conduct in person field investigations and interviews. Collect and preserve evidence. Provide exceptional customer service.

**Hunter Insurance Services Inc.** 08/13 - 07/15  
**Broker**

Provide multi-line insurance products to a variety of clientele.

**Zurich North American Insurance** 04/05 - 07/13  
**General Liability Adjuster**

Investigate, evaluate and resolve liability property and injury claims within policy limits and authority. Dedicated file handler to multiple top 100 Construction Customers.

### Education

California State University, Sacramento BS - Administration of Justice

### Designations-Associations-Licenses

California Independent Adjuster; license no: 2J19401  
 Certified School Risk Manager (CSRM); 02/19  
 Construction Risk Insurance Specialist (CRIS); 2011

**ACWA JPIA**  
**Organizational Performance Appraisal Results**  
**July 1, 2021**

**BACKGROUND**

Executive Committee members are asked to complete an individual appraisal of the organization along with suggested goals each year.

**CURRENT SITUATION**

The organizational appraisal for 2020/2021 with proposed goals for 2021/2022 was conducted via Survey Monkey from June 18-29, 2021. Results have been gathered and will be shared with the Committee.

**RECOMMENDATION**

That the Personnel Committee recommend to the Executive committee approval of the 2020/2021 Organizational Appraisal along with the 2021/2022 Organizational Goals.



**ACWA JPIA**  
**Recruitment of Assistant Executive Officer**  
**July 1, 2021**

**BACKGROUND**

The Executive Committee has approved the recruitment of the Assistant Executive Officer (AEO). The Personnel Committee has asked to be kept up to date on activities.

**CURRENT SITUATION**

JPIA began recruiting for the AEO position in May. Applications are due by end of day, July 30, 2021. Several candidates have applied thus far. Proposed culling of resumes and interview process is as follows:

- Staff will review submittals and narrow number of applicants for interviews as appropriate.
- Candidates will be asked to complete pre-interview testing and sit for in-person interviews in mid to late August.
- Initial Interview panel will consist of staff, Personnel Committee members and General Manager(s) from JPIA agencies.
- Potential subsequent interview style and participants have yet to be determined.

**RECOMMENDATIONS**

None, informational only.

**ACWA JPIA**  
**Staff Activities**  
**July 1, 2021**

**BACKGROUND**

The Personnel Committee has asked to be kept up to date on the staff activities.

**CURRENT SITUATION**

Staff activities since the last Committee meeting on February 22, 2021:

- JPIA continued to offer its yearlong series of monthly interactive wellness webinars hosted by Kaiser Permanente. In March, the webinar was on “Taking Care of YourSELF: Sleep, Exercise, Love, Food”. This was followed by “Managing your Weight” in April, “Emotional Well-Being” in May, and “Men’s Health” and “Womens Health” in June. These webinars are open to all JPIA employees and member districts that participate in Kaiser.
- The Wellness Committee hosted a virtual webinar on “Making the most of your paycheck during COVID-19” on April 28. The webinar was hosted by our Anthem EAP Provider.
- Staff quarterly check ins were completed in March and June electronically using Paylocity for the first time.
- All staff required to come into the office 3 days per week starting on May 3, anticipating the requirement to come into the office 5 days per week on July 6, unless approved for remote work up to 2 days per week.
- The Social Committee hosted National Frog Jumping Day on May 13. Staff enjoyed tacos while competing with one another by trying to flip plastic frogs into cups.
- The Wellness Committee hosted a virtual Mindfulness and Meditation Workshop on May 20.
- Several staff participated in the CUEMA Virtual Event, hearing from a speaker on Employee Engagement.

**RECOMMENDATIONS**

None, informational only.

# JPIA MEETING & CONFERENCE CALENDAR – 2021

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT
					Emp. Benefits	Liability	Property	Work Comp	
FEB 9		1:00 PM ZOOM							9:30 AM ZOOM
FEB 22			2:00 PM ZOOM						
MAR 15		2:00 PM ZOOM							
APRIL 7				10:00 AM ZOOM					
APRIL 12		10:00 AM ZOOM							
APRIL 15					10:00 AM ZOOM				
MAY 10	10:00 AM ZOOM								
<b>ACWA VIRTUAL CONFERENCE MAY 12-13</b>									
MAY 21		10:30 AM ZOOM			9:30 AM ZOOM				
JUNE 14							10:30 AM ZOOM	8:30 AM ZOOM	
JUNE 17		10:00 AM ZOOM							
JULY 1		8:30 AM ZOOM	10:00 AM ZOOM						
JULY 15		1:00 PM WORKSHOP TBD			9:00 AM TBD				
JULY 16		9:00 AM TBD							
<b>CAJPA CONFERENCE – SEPTEMBER 21-24</b>									
SEPT 27				8:30 AM TBD		10:30 AM TBD			
SEPT 29		1:00 PM TBD							
NOV 29	TBD								
<b>ACWA CONFERENCE – NOVEMBER 30 – DECEMBER 3</b>									

**\*\*DATES AND TIMES SUBJECT TO CHANGE**

Date Prepared: 6/16/2021 9:00 AM