



Approved June 2, 2020

**Personnel Committee Meeting**  
Ontario Gateway Hotel  
2200 E. Holt Boulevard  
Ontario, CA 91761  
(909) 975-5000

January 15, 2020

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### **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

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### **MEMBERS ABSENT**

None.

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### **STAFF PRESENT**

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

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

Chairman Gladbach called the meeting to order at 10:47 AM.

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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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### **APPROVAL OF MINUTES**

Chairman Gladbach called for approval of the minutes of the October 2, 2019 meeting.

M/S/C (Cuquet/McDonald) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):  
That the Personnel Committee approve the minutes of the October 2, 2019 meeting, as presented.

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### **REVIEW OF 2019-2020 GOALS AND OBJECTIVES**

Mr. Sells reviewed JPIA’s 2019-2020 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: New Hire, Shelley Tippit - Accountant II; Promotions - Sonya Baker - Benefits System Analyst II, Milena Neshkova - Lead IT Solutions Developer, Terry Lofing – Administrative Assistant III, and Dan Steele - Finance Manager. Other changes: Dianna Sutton transitioned to Special Projects Manager and Cece Reynolds retired on December 16 after nine years with the JPIA. Recruitment efforts for the part-time Member Services Rep II and Senior Accountant positions are underway.

## **EMPLOYEE ENGAGEMENT SURVEY RESULTS**

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Ms. Slaven presented the results of the employee survey conducted in October of last year. Overall, results were positive with the majority of the staff fully engaged. However, the survey also highlighted areas for improvement that the JPIA takes seriously. A special committee will be convened to review and offer ideas to improve in the areas needing improvement.

## **JPIA AND CUEMA PARTNERSHIP**

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Ms. Slaven stated that the California Utility Executive Management Association (CUEMA) board has decided that they can no longer maintain the organization and has approached the JPIA to determine if some assistance could be had to continue their mission. Discussions began in December 2019 and it was decided that JPIA will partner with CUEMA in coordinating the events in 2020, and ultimately take over the complete management of these events. This will allow JPIA to offer continuing professional development to current and next leaders in the water industry while also continuing the CUEMA mission.

## **STRATEGIC PLANNING SESSION**

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Mr. Sells reviewed the list of potential topics to discuss at the Strategic Planning Session on March 4-6, 2020 in Palm Desert and asked for input from the Committee.

## **STAFFING ACTIVITIES**

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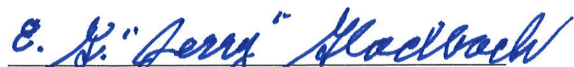
Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting on October 2, 2019. Highlights included: Training Conference in October; Leadership Essentials participants; Staff Thanksgiving lunch; JPIA's participation in the Salvation Army's Angel Tree project; and staff holiday lunch at La Provence.

## **NEXT MEETING DATE**

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The next Personnel Committee meeting will be on June 2, 2020.

The Personnel Committee meeting adjourned at 12:50 p.m.

  
E.G. "Jerry" Gladbach, President

  
Walter "Andy" Sells, Secretary