



Approved: July 1, 2021

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

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
Karen Thesing, Director of Insurance Services

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Gladbach called the meeting to order at 2:06 p.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 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

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

STAFFING STATUS

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

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

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

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

There are no Personnel Committee meetings scheduled at this time.

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

E.G. "Jerry" Gladbach, President

Walter "Andy" Sells, Secretary