



Approved: September 20, 2021

Personnel Committee Meeting

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

August 26, 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 (*via telephone*)
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 8:32 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 July 1, 2021 meeting.

M/S/C (McDonald/ Cuquet) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):
That the Personnel Committee approve the minutes of the July 1, 2021 meeting, as presented.

STAFFING STATUS

Ms. Slaven reported on staffing changes that have occurred since the last Personnel Committee meeting: Interviews were held for the Assistant Executive Officer position this week; organization changes announced: Risk Management department reporting to the Director of HR and Administration; the Workers' Compensation and Liability and Property Claims departments reporting to the General Counsel; and Member Services department reporting to the Chief Executive Officer; CEO meetings with individual departments for open discussion regarding changes; current recruitment efforts for Senior Accountant with Min Su's resignation; and hiring process to start in September for Administrative Assistant II in Workers' Compensation department due to Ginny Bolan's retirement.

REVIEW CEO APPRAISAL PROCESS

Ms. Slaven will distribute the CEO Appraisal forms on August 26, 2021. The due date to return the appraisal forms is September 13, 2021. She will coordinate the process and provide a copy of the comprehensive results to Chairman Gladbach. All results and recommendations will be reviewed with the Executive Committee on September 29, 2021.

STAFFING ACTIVITIES

Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting. Highlights included: monthly interactive wellness webinars hosted by Kaiser Permanente continue; Social Committee team building event at Top Golf on June 17; Remote Work policy went into effect July 6, 2021 with staff required to return to the office at least three days a week; and for the first time since COVID, staff met in-person for the monthly staff meeting.

NEXT MEETING DATE

The next Personnel Committee meeting is scheduled for Monday, September 20, 2021 at 10:00 a.m.

The Personnel Committee meeting adjourned at 9:02 a.m.