

Personnel Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA
Thursday
August 26, 2021
8:30 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

EXECUTIVE CONFERENCE ROOM
JPIA OFFICE
2100 PROFESSIONAL DRIVE
ROSEVILLE, CA 95661
(800) 231-5742

Thursday, August 26, 2021, 8:30 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 July 1, 2021.	1
Slaven	* II. Review staffing status.	3
Slaven	* III. Discuss CEO Appraisal process.	4
Slaven	* IV. Review staffing activities.	11
Gladbach	* V. Discuss next meeting date.	12

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

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.

E.G. "Jerry" Gladbach, President

Walter "Andy" Sells, Secretary

ACWA JPIA
Staffing Status
August 26, 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:

- Interviews were held for the Assistant Executive Officer position this week.
- Organization changes were implemented on July 1 as follows:
 - The Risk Management Department now reports to the Director of HR and Administration
 - The Workers' Compensation and Liability and Property Claims Departments now report to the General Counsel
- Starting July 15, the Member Services Department now reports to the Chief Executive Officer
- CEO Andy Sells is scheduled to meet with each department for open discussion regarding changes
- Currently recruiting for Senior Accountant with resignation of Min Su
- Will begin hiring process for Administrative Assistant II in Workers' Compensation department in September due to Ginny Bolan's retirement

RECOMMENDATIONS

None, informational only.

ACWA JPIA
CEO Performance Appraisal Process
August 26, 2021

BACKGROUND

Each year, the Executive Committee conducts a performance appraisal of the Chief Executive Officer (CEO). The results are reviewed and approved by the Executive Committee.

CURRENT SITUATION

Staff is assembling information for inclusion in the Appraisal forms with the anticipated distribution date of August 26, 2021, and return to Patricia Slaven by September 13, 2021. Included in this packet is the CEO Appraisal. Staff seeks input on anything that should be changed on the CEO Appraisal.

Patricia will coordinate the results and provide a copy to the Committee Chairman, Jerry Gladbach. All results and recommendations will be reviewed with the Executive Committee on September 29, 2021.

RECOMMENDATION

That the Personnel Committee discuss the process above and determine guidance for completion of the appraisal process.

ACWA JPIA

Chief Executive Officer Executive Committee Appraisal

CEO Name: Walter 'Andy' Sells

Date: August 2021

Evaluation Period: September 1, 2020 – August 31, 2021

Instructions for the Preparation of the Chief Executive Officer's Performance Appraisal

1. The blank appraisal forms are distributed to the Executive Committee which contain the Chief Executive Officer's self-appraisal.
2. Executive Committee members their own appraisal and send it to the Director of Human Resources and Administration.
3. The Director of Human Resources and Administration will consolidate and summarize the appraisal, then review with the Chairman.
4. The appraisal will be finalized in a closed session meeting with the entire Executive Committee following final preparation by the Chairman. Questions and comments by the Executive Committee will be invited.
5. The Chief Executive Officer will be excused while the Executive Committee determines its suggested final format. A discussion of compensation changes and incentive award may be discussed at this time.
6. The Chief Executive Officer will be invited to return and the Chairman will deliver the proposed appraisal, allowing the Chief Executive Officer to provide comments.
7. The Executive Committee will also use the opportunity to communicate to the CEO its overall JPIA performance appraisal and issues of importance.
8. Goals and objectives for the coming year can be developed at this time for both the Chief Executive Officer and the organization.
9. The final format will be written and available for signature by the Chief Executive Officer and the Executive Committee Chairman.

RATING SCALE:

Rating Options	Definition
5 = Outstanding	Performance and results achieved always exceed the standards and expectations for the position requirements, performance standards and long and short-term objectives.
4 = Exceeds Standards	Performance and results achieved consistently exceed the standards and expectations for the position requirements, performance standards and long and short-term objectives.
3 = Meets Standards	Performance and results achieved generally meet the standards and expectations for the position requirements, performance standards and long and short-term objectives.
2 = Below Standards	Performance and results achieved generally do not meet the standards and expectations for the position requirements, performance standards and long and short-term objectives.
1 = Unsatisfactory	Performance and results achieved consistently do not meet the standards and expectations for the position requirements, performance standards and long and short-term objectives.
N = Not Observed	The rater has not had the opportunity to observe the manager's performance adequately to rate this performance dimension.

Accomplishment of CEO Key Objectives

1. Personally visit at least three of our newest members.

Rating: _____

CEO Comments:

Executive Committee Comments:

2. Review existing and develop new policies/procedures for all departments that address the workplace post-COVID.

Rating: _____

CEO Comments:

Executive Committee Comments:

3. Address and report to the Executive Committee status of succession planning for the JPIA.

Rating: _____

CEO comments:

Executive Committee Comments:

Total the ratings for Accomplishment of Key Objectives _____
Then divide that by the number of Objectives rated (4):

Rating: _____

Criteria (Chief Executive Officer)

1. Communication

Rating: _____

- Follows rule of no surprises
- Expresses ideas clearly and effectively
- Accepts and offers innovative solutions
- Actively listens
- Deals fairly and equitably with the Executive Committee
- Responsive to Executive Committee requests
- Articulates complex ideas and concepts to others

CEO Comments:

Executive Committee Comments:

2. Leadership

Rating: _____

- Gains the respect, confidence, loyalty, and support of others
- Promotes positive personal, professional and organizational image
- Articulates and implements the JPIA's vision and ensures consistent application across the organization
- Visionary – demonstrates a broad and far-reaching perspective; sees and communicates the big picture
- Uses good judgement, reads a situation accurately and acts appropriately
- Develops effective management team

CEO Comments:

Executive Committee Comments:

3. Management Controls

Rating: _____

- Maintains financial management and cost containment
- Applies principles of employee selection, training, development and evaluation
- Optimizes productivity with financial resources
- Identifies and becomes appropriately involved in conflict resolution
- Maximizes staff and material resources to increase efficiency
- Adapts to changing circumstances
- Displays originality and resourcefulness
- Develops plans for succession, emergencies, and necessary staffing

CEO Comments:

Executive Committee Comments:

4. Decision Making/Problem Solving

Rating: _____

- Makes inferences or draws conclusions from relevant information using logic and analysis
- Assessment of risk and uncertainty, and analysis to the likelihood of outcomes
- Collaboration, communication, cooperative learning, negotiation, and active listening needed for effective group decision making

CEO Comments:

Executive Committee Comments:

5. Financial Management

Rating: _____

- Maintains financial management and cost containment
- Prepares accurate budget and keeps expenditures within the budget
- Effectively administers the JPIA budget
- Keeps Executive Committee informed about the fiscal impact of policy decisions
- Employs management practices and policies that are designed to achieve and maintain a sound, long-range financial condition

CEO Comments:

Executive Committee Comments:

6. Professional Competence

Rating: _____

- Understands complex technical information
- Holds own on discussion with peers, members and Executive Committee on policy issues
- Has solid understanding of the water and insurance industry

CEO Comments:

Executive Committee Comments:

7. Member Service

Rating: _____

- Responds in a timely manner to requests and complaints
- Serves members with impartiality and fairness at all times
- Maintains effective relationships with member agencies
- Encourages and holds employees accountable for high standards and customer service

CEO Comments:

Executive Committee Comments:

Total the ratings for Criteria _____ then divide by number of criteria rated (7): Rating: _____

OVERALL RATING: Add Objectives & Criteria _____ then divide that by 2: Rating: _____

Accomplishments

List 3-5 noteworthy items things CEO accomplished during FY 2020/2021:

List 3-5 important things CEO could change or improve for FY 2021/2022:

Goals and Objectives for CEO for 2021/2022

CEO Signature

Date:

Executive Committee Chairman

Date:

CEO comments: Attach a separate page with comments if applicable

ACWA JPIA
Staff Activities
August 26, 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 July 1, 2021:

- JPIA continued to offer its yearlong series of monthly interactive wellness webinars hosted by Kaiser Permanente. In July, the webinar was on Skin Cancer and Heat Awareness. This was followed by Fitness Your Way in August. These webinars are open to all JPIA employees and member districts.
- The Social Committee hosted a team building event at Top Golf on June 17. Staff enjoyed a few hours of hitting golf balls, socializing with their coworkers, and winning prizes for best and worst scores.
- All Roseville staff were required to return to the office July 6, 2021. The Remote Work policy went into effect at that time. Currently, the majority of staff have elected to work from home at least one day per week.
- For the first time since COVID, Staff met in-person for the monthly staff meeting. All, but a few staff joined in the expanded conference room.

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								
ACWA VIRTUAL SPRING CONFERENCE MAY 12-13									
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							
JUNE 30		2:30 PM ZOOM							
JULY 1		8:30 AM ZOOM	10:00 AM ZOOM						
JULY 15		1:00 PM WORKSHOP ZOOM			9:00 AM ZOOM				
JULY 16		9:00 AM ZOOM							
AUG 18					9:00 AM ZOOM				
AUG 23		2:00 PM ZOOM							
AUG 26			8:30 AM						

JPIA MEETING & CONFERENCE CALENDAR – 2021

CAJPA CONFERENCE – SEPTEMBER 21-24 – LAKE TAHOE									
MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT
					Emp. Benefits	Liability	Property	Work Comp	
SEPT 27				8:30 AM ZOOM		10:30 AM ZOOM			
SEPT 29		1:00 PM ZOOM							
Nov 29	1:30 PM	10:15 AM							
ACWA FALL CONFERENCE – NOVEMBER 30 – DECEMBER 3 - PASADENA									