

Personnel Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA
Monday
September 20, 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 ID: 661 516 2566

Passcode: 1234

Zoom Call In #: (669) 900-6833

Monday, September 20, 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 August 26, 2021.	1
Slaven	* II. Review staffing status.	3
Slaven	III. Review new Salary Schedule and make recommendation to the Executive Committee.	4
Slaven	* IV. Review staffing activities.	6
Gladbach	* V. Discuss next meeting date.	7

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

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.

ACWA JPIA
Staffing Status
September 20, 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:

- Second round interviews were held for the Assistant Executive Officer position last week.
- Interviews were held for the Senior Accountant position. Offer made and accepted.
- Will begin hiring process for Administrative Assistant II in Workers' Compensation department in October due to Ginny Bolan's retirement.

RECOMMENDATIONS

None, informational only.

ACWA JPIA
Salary Schedule for 2021-2022
September 20, 2021

BACKGROUND

The California Public Employees' Retirement System (CalPERS), California Code of Regulations 570.5 and 571, requires the approval of the employee Salary Schedule by the Executive Committee, after review by the Personnel Committee.

CURRENT SITUATION

The JPIA's annual employee Performance Appraisal process and subsequent merit increases and incentive awards takes place during the months of August and September, with merit increases awarded on October 1. The Fiscal Year 2021-22 Salary Schedule requires approval prior to the October 1 date. Only change was the cost of living adjustment of 5.7 percent.

RECOMMENDATION

That the Personnel Committee recommend to the Executive Committee approval of the JPIA 2021/2022 Salary Schedule as presented.

ACWA JPIA Staff

Pay Schedule

Revision Date: October 01, 2021

Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	\$ 241,209	\$ 361,813
Assistant Executive Officer	Exempt	76	193,143	289,714
Director of Finance	Exempt	68	158,521	237,782
Director of Human Resources & Administration	Exempt	68	158,521	237,782
Director of Insurance Services	Exempt	68	158,521	237,782
General Counsel	Exempt	68	158,521	237,782
Employee Benefits Manager	Exempt	58	123,837	185,755
Finance Manager	Exempt	52	106,784	160,176
Liability and Property Claims Manager	Exempt	52	106,784	160,176
Risk Control Manager	Exempt	52	106,784	160,176
Training Manager	Exempt	52	106,784	160,176
Workers' Compensation Manager	Exempt	52	106,784	160,176
Lead Risk Control Advisor South	Exempt	48S	101,638	152,458
Senior Risk Control Advisor South	Exempt	45S	96,741	145,111
Cost Estimator Risk Control Advisor	Exempt	45	89,834	134,750
Senior Risk Control Advisor	Exempt	45	89,834	134,750
Lead IT Solution Developer	Non-Exempt	45	89,834	134,750
IT Solution Developer	Non-Exempt	44	87,643	131,464
Lead Benefits Analyst	Non-Exempt	42	83,419	125,129
Lead Member Services Representative	Non-Exempt	42	83,419	125,129
Lead Sr. Claims Adjuster	Exempt	42	83,419	125,129
Lead Sr. Workers' Compensation Examiner	Exempt	42	83,419	125,129
Senior Workers' Compensation Examiner	Exempt	40	79,400	119,100
Senior Accountant	Non-Exempt	38	83,419	125,129
System/Network Administrator	Non-Exempt	38	75,574	113,361
Human Resource Specialist	Non-Exempt	38	75,574	113,361
Employee Benefits Account Manager	Non-Exempt	32S	70,178	105,267
Member Services Representative II	Non-Exempt	32	65,167	97,751
Executive Assistant	Non-Exempt	30	62,027	93,041
Benefits System Analyst II	Non-Exempt	30	62,027	93,041
Publications & Web Editor	Non-Exempt	29	60,514	90,771
Benefits Analyst II	Non-Exempt	28	59,038	88,557
Administrative Assistant III	Non-Exempt	24	53,486	80,229
Benefits Administrator II	Non-Exempt	24	53,486	80,229
Benefits Analyst I	Non-Exempt	24	53,486	80,229
Claims Assistant	Non-Exempt	24	53,486	80,229
Accountant III	Non-Exempt	22	50,908	76,363
Accountant II	Non-Exempt	20	48,455	72,683
Administrative Assistant II	Non-Exempt	20	48,455	72,683
Receptionist/Office Assistant	Non-Exempt	11	38,800	58,199

ACWA JPIA
Staff Activities
September 20, 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 September, the webinar was on Independence from Tobacco. These webinars are open to all JPIA employees and member districts.
- Patricia and Andy attended the joint JPIA and CUEMA Leadership Summit in Carlsbad. This was a very successful event where attendees heard from different speakers on strategies for succession planning.
- Staff annual reviews were completed for the first time using Paylocity.

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 20			10:00 AM ZOOM						
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									