



Approved: June 3, 2024

Personnel Committee Meeting

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

January 8, 2024

This meeting consisted of a simultaneous Zoom teleconference call at the ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661 and remote sites.

MEMBERS PRESENT

Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District (via Zoom)
Vice-Chair: David Drake, Rincon del Diablo Municipal Water District (via Zoom)
J. Bruce Rupp, Humboldt Bay Municipal Water District (via Zoom)

MEMBERS ABSENT

None.

STAFF PRESENT

Chief Executive Officer/Secretary: Adrienne Beatty
Robert Greenfield, General Counsel
Tony Waterford, Human Resources Manager

OTHERS

Ernie Avila, Contra Costa Water District (via Zoom @ 10:18 a.m.)
Chris Kapheim, Kings River Conservation District (via Zoom @ 10:18 a.m.)
Szu Pei Lu-Yang, Rowland Water District (via Zoom @ 10:18 a.m.)
Scott Ratterman, Calaveras County Water District (via Zoom @ 10:18 a.m.)
Randall Reed, Cucamonga Valley Water District (via Zoom @ 10:18 a.m.)

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair McDonald called the meeting to order at 10:09 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.

ADDITIONS TO AND DELETIONS FROM THE AGENDA

None.

I. APPROVAL OF MINUTES

Chair McDonald called for approval of the minutes of the September 6, 2023 meeting.

M/S/C (Drake/Rupp) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the September 6, 2023 meeting, as presented.

II. REVIEW AND TAKE ACTION ON EMPLOYEE HANDBOOK CHANGES

Ms. Beatty thoroughly reviewed the proposed updates to the JPIA Employee Handbook with the Committee. A high level summary of the proposed changes was included in the packet. Ms. Beatty noted that the recommended changes have no negative impact on the JPIA General and Administrative budget.

M/S/C (Drake/Rupp) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend that the Executive Committee approve the proposed edits to the JPIA Employee Handbook, as presented.

III. REVIEW STAFFING ACTIVITIES

Ms. Beatty reported on the events and activities that have transpired since the last Personnel Committee meeting. Highlights included: A retirement celebration for Andy Sells in September; an in-office Halloween Costume party in October; a Fall Feast in November; and the annual Holiday Lunch attended by staff and retirees in December.

IV. REVIEW STAFFING STATUS

Ms. Beatty reported on staffing changes that have occurred since the last Personnel Committee meeting. In October 2023, Cindy Buschmann was promoted to Accountant III and in December 2023, Jillian Sciancalepore was selected for the promotion to Administrative Assistant III with a start date sometime in early 2024, pending the hiring of her replacement in the Workers' Compensation Department. In November 2023, the Retired Annuitant assignment for Andy Sells as Project Manager for the JPIA was approved by CalPERS. In December 2023, recruitment to fill the Employee Benefits Manager position commenced. In January 2024, two new hires started their positions. Kayla Villa started as Litigation Manager and Judy Shiu as Senior Claims Adjuster. It is anticipated that recruitment will begin in early 2024 for the Cost Estimator position that was approved by the Executive Committee in September.

V. REVIEW AND TAKE ACTION ON THE NEW SALARY SCHEDULE

Ms. Beatty stated the Salary Schedule was updated to include the new Litigation Manager and Project Manager positions. These positions were both approved in September and October of 2023, however, the Salary Schedule was not updated at that time.

M/S/C (Rupp/Drake) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend that the Executive Committee approve the new Salary Schedule, as presented.

VI. REVIEW CEO EVALUATION CONSULTANT

Ms. Beatty noted that in the September 2023 meeting, the Personnel Committee reviewed and recommended, and the Executive Committee reviewed and approved, a proposal from Mary Egan to facilitate the 2023/24 CEO Evaluation process. Subsequent to that approval, a Committee member requested staff bring this agenda item back for further discussion. After further review at this meeting, the Committee recommended no change from their prior recommendation.

VII. REVIEW CEO COACHING/LEADERSHIP SUPPORT

Ms. Beatty presented two options for CEO coaching and leadership support services. The first option was to hire Andy Sells, former JPIA CEO, to provide leadership support at an hourly rate of \$100. The second option was to contract with Clint Camac, the current JPIA Leadership Program Facilitator, at an hourly rate of \$220 per hour. The Committee reviewed the benefits of hiring Mr. Sells given his 33 years of service and experience. They also reviewed the proposal presented from Mr. Camac which provides for continuation of the methodology implemented in the Leadership Program.

M/S/C (Rupp/Drake) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend that the Executive Committee approve a one-year agreement with Clint Camac for CEO Coaching/Leadership support.

VIII. CEO UPDATE

Ms. Beatty provided an update on relevant, current issues and potential, future opportunities, and challenges.

NEXT MEETING DATE

The Personnel Committee is scheduled to meet next on June 3, 2024.

The Personnel Committee meeting adjourned at 11:41 a.m.