

Personnel Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA
2100 Professional Drive
Roseville, CA 95661

Monday
June 2, 2025
3:00 PM

Chair: Melody McDonald, San Bernardino Valley Water Conservation District
J. Bruce Rupp, Humboldt Bay Municipal Water District
Szu Pei Lu-Yang, Rowland Water District



PERSONNEL COMMITTEE MEETING

AGENDA

[Zoom Link](#)

Meeting ID: 532 180 4035

Password: 5742

Telephone No.: 1 (669) 900-6833

Monday, June 2, 2025, 3:00 PM

This meeting shall consist of a simultaneous Zoom teleconference call at the ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661 and the following remote sites:

- McDonald – 254 E Valley Street, San Bernardino
- Rupp – 229 Boyle Drive, Eureka
- Lu-Yang - 500 N. Brand Blvd. Suite 1850, Glendale

WELCOME, CALL TO ORDER, ANNOUNCEMENT OF QUORUM, AND INTRODUCTIONS

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 Chair know.

INTRODUCTIONS

ADDITIONS TO OR DELETIONS FROM THE AGENDA

<u>Presenter</u>			<u>Page#</u>
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Beatty	* VII. CEO Contract Negotiation and Performance Review Process	31
McDonald	* VIII. Discuss Next Meeting Date: September 3, 2025	34

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: Chimene Camacho, Sr. Executive Assistant, 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 Minutes

Personnel Committee Meeting

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

January 15, 2025

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)
Szu Pei Lu-Yang, Rowland Water District (via Zoom @ 9:16 AM)

MEMBERS ABSENT

None

STAFF PRESENT

Chief Executive Officer/Secretary: Adrienne Beatty
Chimene Camacho, Senior Executive Assistant (Recording Secretary)
David deBernardi, Director of Finance
Robert Greenfield, General Counsel
Jennifer Jobe, Director of Pooled Programs
Elisa Sabatini, Director of Member Outreach
Kayla Villa, Litigation Manager
Tony Waterford, Human Resources Manager

OTHERS

Ernie Avila, Contra Costa Water District (via Zoom)
Chris Kapheim, Kings River Conservation District (via Zoom)
Scott Ratterman, Calaveras County Water District (via Zoom)
Randall Reed, Cucamonga Valley Water District (via Zoom)

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair McDonald called the meeting to order at 9:03 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.

ADDITIONS TO AND DELETIONS FROM THE AGENDA

None

I. APPROVAL OF MINUTES

Chair McDonald called for approval of the minutes of the September 4, 2024, meeting.

M/S/C (Drake/Rupp) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the September 4, 2024, meeting.

II. REVIEW AND TAKE ACTION ON EMPLOYEE HANDBOOK CHANGES

Mr. Waterford reported on the new laws, taking effect January 2025, and that were added to the Employee Handbook: Crime or Abuse Victims' Leave, Unpaid Leaves – – Federal Mandated Family Medical Leave Act (FMLA)/California Family Rights Act (CFRA), Prohibition of Discrimination, and Equal Employment Opportunity.

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

III. REVIEW OF THE NEW PERFORMANCE APPRAISAL PROCESS

Ms. Beatty provided an update on the performance appraisal process, including the introduction of the C4E Performance Impact Competency Based Model, which aligns evaluations with the organization's core values and mission. The model uses a five-point rating scale, promotes employee self-appraisals, and encourages meaningful discussions between staff and managers.

Implementation is scheduled for October 2025. Employee feedback, gathered via surveys and focus groups, supported a structured annual review and mid-year check-ins. The new system aims to improve consistency, link evaluations to salary adjustments, and focuses on nine key competencies such as customer service, quality of work, and problem-solving.

IV. REVIEW OF THE NEW AI POLICY

Ms. Beatty reviewed the potential benefits and risks of implementing AI within the organization. Key benefits identified include increased efficiency in data processing and decision-making, improved service delivery to members, and the automation of routine tasks, which would allow staff to focus on more complex and strategic work. At the same time, several concerns were noted, including data privacy, the need for strong

cybersecurity measures to protect sensitive information, and the importance of ensuring AI systems do not reinforce bias or produce inaccurate results.

The discussion emphasized the importance of balancing the adoption of AI technologies with responsible automation. This includes establishing governance frameworks to manage risks effectively while leveraging AI's capabilities to drive innovation and improve organizational performance.

V. REVIEW STAFF ACTIVITIES

Ms. Beatty provided an update on events and activities since the last Personnel Committee meeting. Highlights included staff social events, a two-day managers' workshop on the topic of Productive Conflict, Staff Pooling Academy discussion meetings, and retirement celebration for two long-term staff members: Lindsey Johnson and Lee Patton.

VI. REVIEW STAFFING STATUS

Ms. Beatty provided an update on staffing changes since the last Personnel Committee meeting. Among the changes, the following people joined the JPIA staff: Kristen Bennett, Training Specialist; Fernando Ochoa, IT Support Specialist; Elisa Sabatini, Director of Member Outreach; and Heather Spain, Workers' Compensation Specialist; Syreeta McGaskey started a temporary-to-hire assignment as Risk and Safety Technician. Further details and an updated organizational chart were included in the meeting packet. Jennifer Nogosek separated employment from JPIA in September 2024, and Lee Patton and Lindsey Johnson retired in December 2024. In January 2025, three Liability/Property Claims team members were promoted: Judy Shiu to Lead Senior Claims Adjuster; Heidi Sander to Claims Adjuster II; and Shelley Tippit to Claims Adjuster I. Also in January 2025, Fernando Ocho transitioned from temporary-to-hire to the full-time Information Technology Support Specialist position.

VII. REVIEW UPCOMING RECRUITMENTS

Ms. Beatty reviewed upcoming recruitment needs driven by an anticipated wave of retirements, which will create several key vacancies. The retiring staff members are: Lee Patton, Senior Risk Control Advisor; Cece Wuchter, Lead Senior Claims Adjuster; Linda Craun, Administrative Assistant III; and Jackie Rech, Employee Benefits Specialist. Proactive planning is underway to ensure continuity of operations and maintain high service standards

VIII. REVIEW AND TAKE ACTION ON NEW POSITIONS

Ms. Beatty reviewed the three proposed new positions to support organizational growth and member services: Cybersecurity Risk Specialist, Member Services Rep 2, and Senior Risk Control Advisor. These roles will strengthen cybersecurity efforts, improve member communication and application processing, and enhance risk assessment and training support.

The Cybersecurity Risk Specialist will strengthen the organization's ability to manage emerging cyber risks and provide more comprehensive support to members in

addressing these evolving threats. This position is considered increasingly vital as the cybersecurity landscape grows more complex.

The Member Services Department is requesting an additional representative to address the rising workload and ensure timely, high-quality service to members.

Due to the growing number of new members, increases in employee counts and total insured values, and broader participation in multiple JPIA programs, current Risk Advisor capacity in the Central Valley has been exceeded. To meet this increased demand, the addition of a Senior Risk Control Advisor is recommended.

The discussion emphasized the importance of proactive, strategic hiring to maintain service excellence and organizational resilience during this period of expansion.

M/S/C (Rupp/Drake) (Drake-Yes; Lu-Yang-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend to the Executive Committee approval of the new Cybersecurity Risk Specialist position and approve adding additional Member Services Representative II and Senior Risk Control Advisor positions to the organization.

IX. UPDATE ON RETIREMENTS, FUTURE POSITIONS, AND OFFICE SPACE

Ms. Beatty provided a summary of earlier agenda discussions, highlighting anticipated retirements and the resulting staffing needs to address both organizational changes and evolving member support requirements.

Ms. Beatty also provided an update on building space needs. The current office space no longer meets the needs of the growing staff, prompting the organization to consider a larger facility that can support increased collaboration and provide designated areas for training and meetings. Plans are underway to explore both leasing and purchasing options for a new building that aligns with operational requirements and long-term goals.

An initial review of the market revealed limited availability of medium-sized properties, while larger spaces are more common but may require extensive renovations. Due to high interest rates, many property owners prefer leasing over selling, affecting purchase opportunities. In the Roseville area, the average cost per square foot is around \$250, with newer, Class A properties listed closer to \$175. To lead the search, an ad hoc committee was formed to identify and tour potential sites, evaluate their suitability, and assess associated costs and renovation needs.

X. NEXT MEETING DATE

The Personnel Committee is scheduled to meet next on June 2, 2025.

The Personnel Committee meeting adjourned at 11:31 a.m.

ACWA JPIA
Staffing Activities
June 2, 2025

BACKGROUND

The Personnel Committee has asked to be kept up to date on staff activities.

CURRENT SITUATION

Below is a detailing of staff activities since the last Committee meeting on January 15, 2025:

- Missed on the January report was mention of the January 8, 2025, JPIA-hosted Chili Cook Off Competition and PJ Day. Up to 10 staff could sign up to participate in an anonymous chili cook-off competition. Others were encouraged to bring cornbread or a complimentary dish to share. The Social Committee provided salad and refreshments. The top three (3) vote recipients of the competition were given a trophy, gift cards, and earned bragging rights until next year's competition.
- On January 23, 2025, the JPIA hosted a Meet & Greet event with ACWA employees. The event started with lunch and included an icebreaker, JPIA historical overview and brief 101, and an office tour (group visits to each JPIA department). JPIA and ACWA staff were invited to attend a happy hour mixer (optional) at Junior Restaurant in Roseville, CA.
- On January 31, 2025, CPS HR Consulting conducted a virtual (via Zoom) kickoff presentation for all JPIA staff regarding the upcoming 2025 Employee Engagement Survey. The survey was live for 2 weeks in early February. There was a 100% participation rate in the survey by employees. The JPIA Leadership Team (CEO, Directors, and Managers) reviewed the results of the Survey in March and April 2025. CPS HR is scheduled to present the results of the Survey to all staff at the June 11th Connection. The JPIA Leadership Team will continue to meet to identify a limited number of specific goals to constructively address the key results the Team would like to reinforce as well as the results the Team would like to see improve. More information will be shared with the Personnel Committee in September, after further work has been done by the Leadership Team.
- On February 6, 2025, the JPIA Social Committee hosted a Super Bowl party for JPIA staff at the JPIA offices. The party included lunch and games (friendly competition – super bowl / football themes). Employees were encouraged to wear their favorite team's gear.
- One (1) hour of educational content has been added to All Staff Connections in 2025. On February 12, 2025, at the first All Staff Connection of the year, staff were given an overview of the JPIA's new Commitment for Excellence (C4E) Employee Performance Appraisal Process by CPS HR. CPS HR focused on recapping the

process by which the new Process was selected, which included an all staff survey, focus groups comprised of Managers and line staff, and a review of CPS HR's three proposed options – one of which was ultimately selected as the preferred option – by the JPIA Leadership Team. This presentation was phase one in what intends to be a comprehensive communication and training plan for implementation of the JPIA's new C4E Performance Appraisal Process which will directly tie to a new Wage Progression Tool to be used by the CEO to determine annual merit increases. Additional phases of the plan are noted below.

- After the Connection and also on February 12, 2025, Adrienne Beatty led an interactive Staff Pooling Academy discussion with JPIA staff on the topic of "Claims."
- On February 14, 2025, the JPIA hosted a mandatory, all staff "Clear the Clutter" day. Employees were encouraged to clean and organize their communal and personal workspaces and physical and electronic files. All employees were briefed on the JPIA's Records Retention Policy in advance. Some staff were tasked with cleaning/organizing storage rooms. IT held an equipment sale to discard equipment no longer needed by the JPIA; employees could buy desired equipment for a modest fee. Staff were provided with a light breakfast and pizza for lunch. All staff were allowed to go home 2 hours early to celebrate Valentine's Day.
- On March 3, 2025, Clint Camac facilitated a half-day all staff workshop on Adaptive Listening. JPIA staff completed an Adaptive Listening assessment to gauge their level of adaptive listening and learned about five adaptive listening approaches (appreciative, empathetic, discerning, comprehensive, and evaluative), to improve their adaptive listening skills. This was a continuation of the prior two (2) all staff workshops led by Clint in January 2024 (DiSC) and August 2024 (Productive Conflict).
- On March 5, 2025, Adrienne Beatty led an interactive Staff Pooling Academy discussion with JPIA staff on the topic of "Risk Management."
- On March 12, 2025, the JPIA Social Committee hosted a St. Patrick's Day celebration for all JPIA staff at the JPIA offices. Seven (7) staff members volunteered to cook corned beef and cabbage for everyone. All staff could volunteer to bring appetizers or desserts to share. Staff enjoyed great food and fun games inspired by St. Patrick's Day.
- On March 26, 2025, the JPIA Wellness Committee hosted a Wake Up with Wellness event, a CalPERS Benefits Basics class. A light breakfast was provided.
- On April 9, 2025, at the All Staff Connection, staff were again given a deeper dive overview of the JPIA's new C4E Employee Performance Appraisal Process by JPIA's new Training Specialist, Kirsten Bennett. Ms. Bennett went into significant detail on the nine (9) performance competencies and provided excellent analogies

to assist employees with recognizing what kinds of performances would demonstrate each of the five (5) possible numerical grades for each competency (Outstanding, Exceeds Expectations, Meets Expectations, Needs Improvement, and Unacceptable). This training was part of the comprehensive communication and training plan for implementation of the JPIA's new C4E Performance Appraisal Process.

- After the Connection and also on April 9, 2025, Adrienne Beatty led an interactive Staff Pooling Academy discussion with JPIA staff on the topic of "Employee Benefits." Pizza was provided for participants in celebration of the completing a full year of Staff Pooling Academy discussions. This was the second cohort of employees to complete the year-long program.
- On April 9 and April 10, 2025, the JPIA Leadership Team attended a two-day workshop to develop a Digital Strategy. The workshop engaged the Team to establish a digital strategic planning process with the intent of building a shared understanding and co-created roadmap that brings clarity, consistency, and collaboration, as well as timelines, to the JPIA's technology efforts.
- On April 23, 2025, the JPIA celebrated Administrative Professionals Day (also known as Secretaries Day or Admin Day) which recognizes the work of secretaries, administrative assistants, executive assistants, personal assistants, receptionists, client services representatives, and other administrative support professionals. In celebration of Administrative Professionals Day, JPIA staff enjoyed bagels from Noah's Bakery and all staff were allowed to finish their workday two (2) hours early.
- On April 30, 2025, the JPIA Wellness Committee hosted a "Walk-a-Thon" Wellness Event for JPIA staff. This was preceded by the Committee's encouragement to track walks throughout the month for weekly prizes. This event included the options of participating in a 1.8 mile walk from the JPIA offices to Maidu Park and back to the JPIA offices, or a 0.6-mile loop starting at Maidu Park in Roseville. Hydration stations were provided along the walk routes, and participants enjoyed a healthy lunch after the walk.
- On May 21, 2025, the JPIA Employee Fund Committee hosted an Employee Appreciation lunch (ordered from The Old Spaghetti Factory) for JPIA staff at the JPIA offices.
- On May 28, 2025, to celebrate the roll out of the JPIA's new spot recognition program the JPIA hosted an Employee Recognition Taco party for JPIA staff at the JPIA offices. Fully remote staff who were not able to travel to the JPIA offices for the party were encouraged to buy lunch on behalf of the JPIA. Over 2024, a voluntary group of staff formed an Employee Recognition Committee to evaluate the JPIA's employee recognition programs and recommend improvements. The Committee has been rolling out its four-part re-vamped employee recognition

Program, as approved by the CEO, at All Staff Connections throughout 2025. The four-part program consists of: spot recognitions, service anniversary recognitions, an annual making the difference award, and employee/boss appreciation days.

Some events scheduled for the remainder of June are:

- On June 6 & 24, 2025, the JPIA Leadership Team will meet to receive training on How to Conduct and Deliver Performance Reviews. This training is part of the comprehensive communication and training plan for implementation of the JPIA's new C4E Performance Appraisal Process.
- On June 11, 2025, at the All Staff Connection, CPS HR is scheduled to present the results of the Employee Engagement Survey. Additionally, the Building Update presentation given at the Spring Summit will be presented to staff. After the Connection, staff has been invited to an optional, informal tour of the JPIA's new building, along with a catered lunch.
- On June 13, 2025, the JPIA is hosting its annual Summer Social/Family Event at the Sacramento Zoo. Employees and their families will be treated to a BBQ lunch and free time to explore the zoo with their families.
- On June 25, 2025, the JPIA Wellness Committee will host another Wake Up with Wellness event, Gardening Tips & Tricks, where Greg, the "Gardening Guru" from Green Acres will be sharing expert tips on growing a thriving garden that supports healthy eating. A light breakfast and raffle prizes will be provided to attendees.
- Also on June 25, 2025, the Leadership Team will be reconvening to continue working on the JPIA's Digital Strategy and to fine-tune the workplan.
- On Monday June 30, 2025, Tony Waterford will be leading employees through a training on Navigating the New Performance Evaluation Tool, where staff will be provided with a preview of the new JPIA Employee Performance Evaluation in the JPIA's cloud-based HR and payroll software, Paylocity. Staff will be given demonstrations on how to navigate the evaluation tool in Paylocity, utilize Performance Competency Journals to track performance progress throughout the year, and create/include goals in the evaluation tool. The training will be recorded for reference by employees not able to attend live, for re-watch by existing staff, or use in onboarding of new staff.

RECOMMENDATIONS

None, information only.

ACWA JPIA
Staffing Status
June 2, 2025

BACKGROUND

The Personnel Committee is to be kept apprised of staffing changes.

CURRENT SITUATION

Below is a detailing of staffing changes which have occurred since the last Personnel Committee meeting:

- On March 24, 2025, Kenzie (Makenzie) Lundy joined the JPIA as Administrative Assistant II to support the Liability and Property and Workers' Compensation Claims departments. Resume attached. This is a new position.
- On March 30, 2025, Heather Spain was promoted to Senior Workers' Compensation Claims Examiner.
- On March 31, 2025, Syreeta McGaskey transitioned from a temporary employee to regular, full time employee as the Risk and Safety Technician in the Risk Control department. Resume attached. This is a new position.
- On April 15, 2025, Kristin Smith joined the JPIA as Workers' Compensation Claims Examiner for the Workers' Compensation Claims department. Resume attached. This is a replacement position.
- On April 21, 2025, Iris Penales joined the JPIA to serve as Senior Risk Control Advisor in Southern California (supporting members in Los Angeles, Kern, Ventura, and Santa Barbara counties). Resume attached. This is a replacement position.
- On June 9, 2025, Amie Painter will join the JPIA to serve as Senior Risk Control Advisor in the Central Valley of California (supporting members in Fresno, Tulare, Kings, Madera, and Merced counties). Resume attached. This is a new position.
- On June 30, 2025, Amber Anderson will join the JPIA to serve as Member Services Representative II for the Member Services department. Resume attached. This is a replacement position.
- In March 2025, Erin Bowles, Workers' Compensation Claims Manager, and Kayla Villa, Litigation Manager, completed the Supervisor Basic track of the JPIA Professional Development Program.

- Since January, several employees also celebrated Service Anniversaries:
 - Veronica Cobain, Senior Benefits Administrator – 20 years
 - Pete Korfhage, IT Solutions Developer – 20 years
 - Heidi Sander, P/L Claims Adjuster II – 15 years
 - Robin Flint, Risk Control Manager – 10 years
 - Jillian Sciancalepore, Administrative Assistant III – 5 years
- An updated organizational chart reflective of the above changes follows.

RECOMMENDATIONS

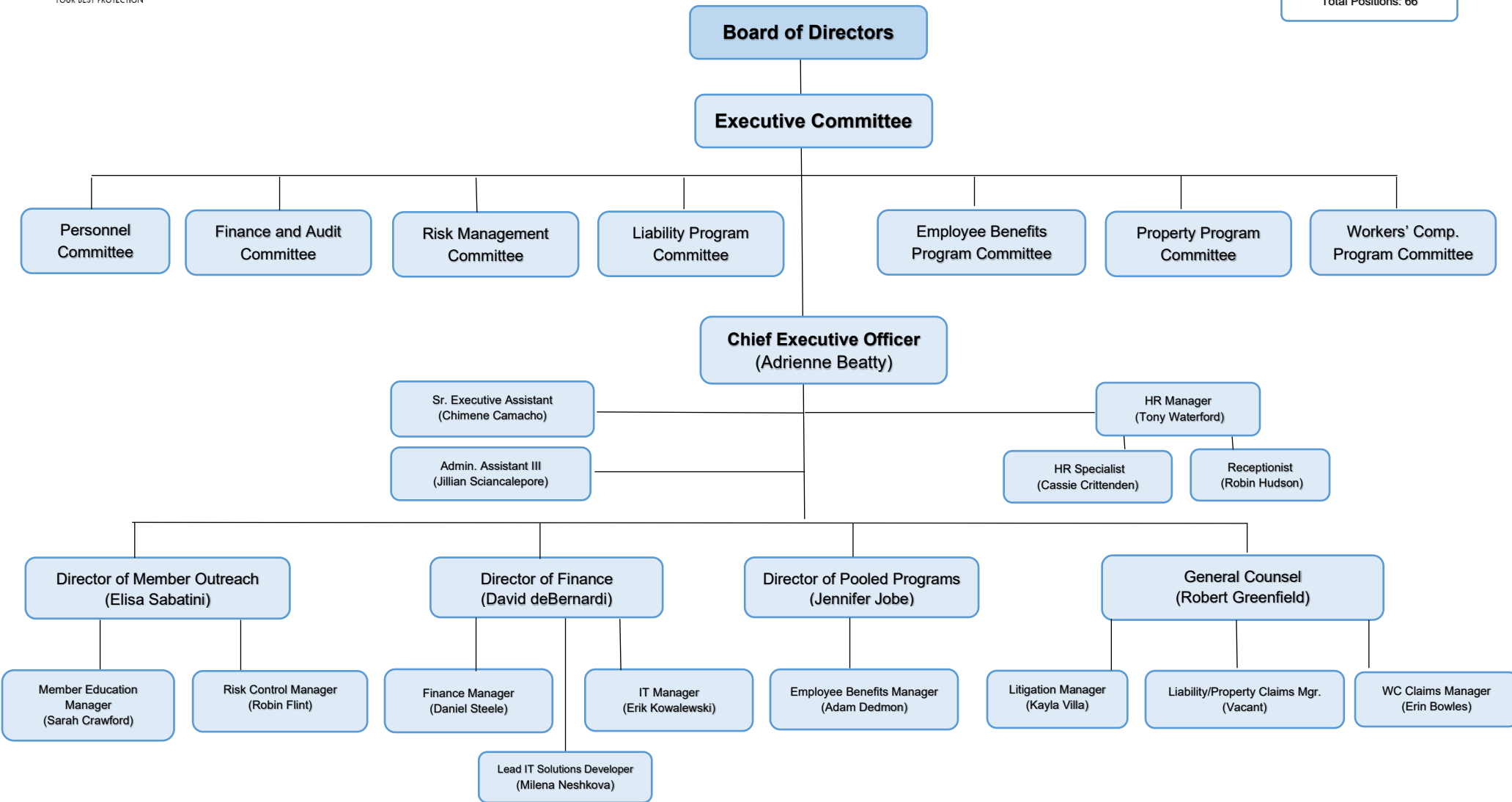
None, information only.



Organizational Chart

Full time employees: 62

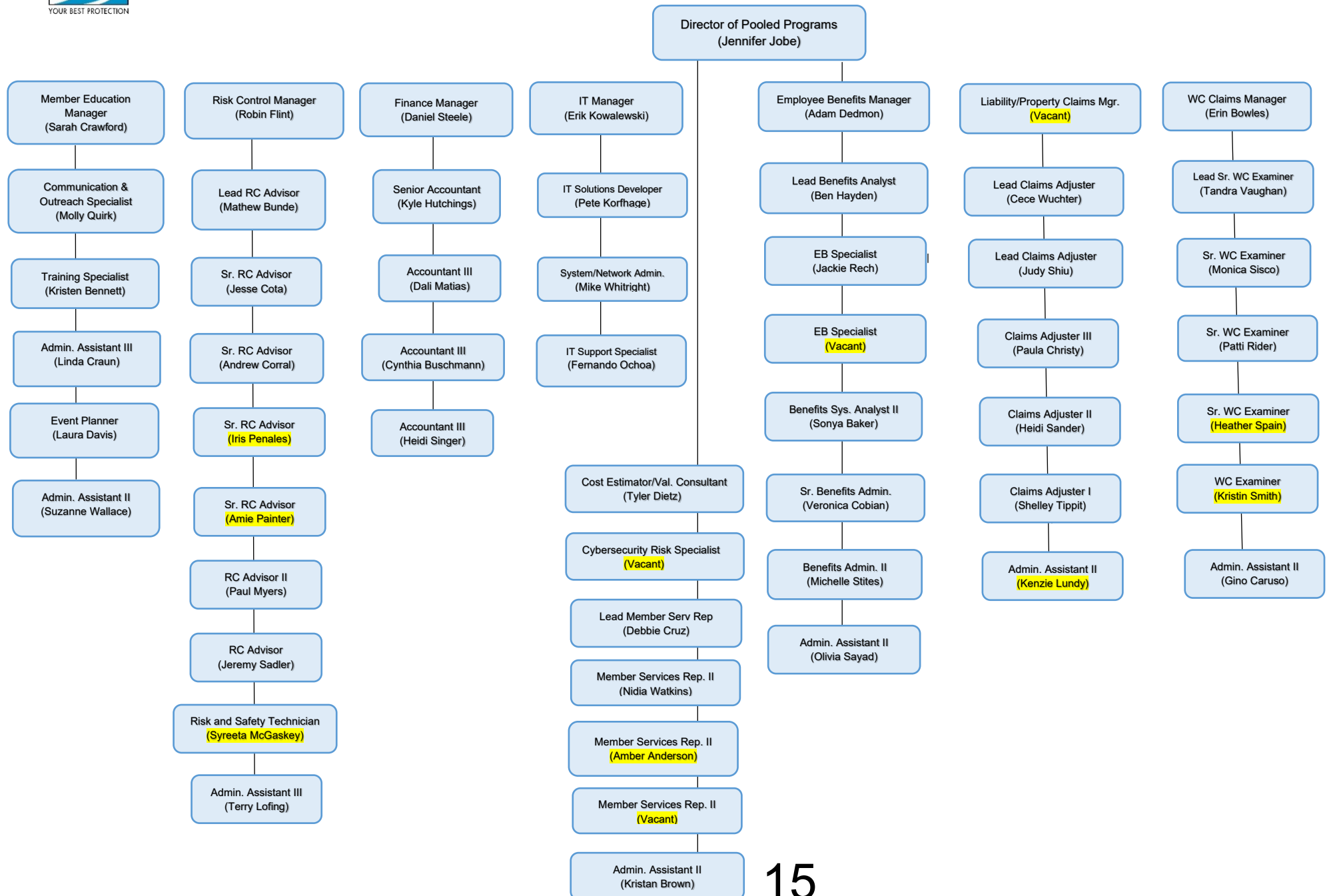
Total Positions: 66





Organizational Chart

Effective June 30, 2025



MACKENZIE (KENZIE) LUNDY

PROFILE

After 10 years of rising through the ranks in the airlines industry, I am looking for mid-career transition to accommodate a better work-life balance. My colleagues have regarded me as a driven, honest, and galvanizing leader who has successfully managed a diversity of teams and responsibilities at several major airports. My track record of surpassing expectations, attention to detail, strong interpersonal skills, and commitment to professional and organizational excellence make me an exceptional candidate.

EXPERIENCE

- | | | |
|---|--------------------------|------------------|
| Interim Manager, Station Operations, Horizon Air | Sacramento, CA | 2024 |
| <ul style="list-style-type: none">• Responsible for the performance and attendance of 2 Supervisors and 100+ Customer Service and Ramp Service Agents at Sacramento International Airport by leading, directing, motivating, and evaluating their work.• Develop reports and presentations in Microsoft applications to present to Sacramento staff and corporate headquarters regarding station performance, safety outcomes, and budget tracking• Design and implement strategies for achieving operational targets, including SMF's budget, on-time performance, hiring, customer service satisfaction and employee morale.• Complete regular audits of the station as well as quarterly and yearly performance reviews for the entire staff.• Responsible for managing relationships with local vendors, including food and beverage, maintenance, cargo, fleet, TSA, CA Fire, Sheriff's Office, and Customs Boarder Protection | | |
| Supervisor, Station Operations, Horizon Air | Sacramento, CA | 2023-2024 |
| <ul style="list-style-type: none">• Responsible for supervising the performance and attendance of 100+ Customer Service and Ramp Service Agents at Sacramento International Airport by leading, directing, motivating, and evaluating their work.• Work with Station Manager to develop reports and presentations in Microsoft applications regarding operational targets, including SMF's budget, on-time performance, hiring, customer service satisfaction and employee morale. | | |
| Supervisor, Flight Attendants, Alaska Airlines | San Francisco, CA | 2018-2023 |
| <ul style="list-style-type: none">• Responsible for supervising the performance and attendance of 250+ union Flight Attendants at San Francisco International Airport by leading, directing, motivating, and evaluating their work• Work with Station Manager to develop reports and presentations in Microsoft applications operational targets, including SFO budget, on-time performance, hiring, customer satisfaction and employee morale | | |
| Lead, Customer Service Agent, Alaska Airlines | San Francisco, CA | 2017-2018 |
| <ul style="list-style-type: none">• Responsible for overseeing 200+ Customer Service Agents at San Francisco International Airport by leading, directing, motivating, and evaluating their work• Responsible for overseeing the accuracy and completeness of all financial transactions conducted by Customer Service Agents• Responsible for the team's ability to achieve Air Group's established goals, including safety, financial, and customer priorities | | |
| Team Captain and Customer Service Agent, Horizon Air | Reno, NV | 2016-2017 |
| <ul style="list-style-type: none">• Responsible for overseeing 20+ Customer Service Agents at Reno Airport by leading, directing, motivating, evaluating and approving their work• Responsible for overseeing the accuracy and completeness of the daily financial transactions conducted by 20+ Customer Service Agents and engaged in check-in process, processing customer payments, and baggage handling• As a fully trained cargo agent, processed cargo payments and ensured that all loaded freight met regulations• Trained new employees and taught them Horizon Air policies and procedures | | |

CERTIFICATES

Harvard Business Publishing – Leadership Essentials Course

San Francisco, CA

2021

- Four month professional development course on leadership principals
- Chosen personally by Alaska Airlines management team to participate in this program

EDUCATION

Truckee Meadows Community College

Reno, NV

2012-2014

- General Education Track

Spanish Springs High School

Sparks, NV

2008-2012

- Honors High School Diploma
- Received the Millennium Scholarship and Boosters Club Scholarship

SKILLS

- Proficient in Microsoft Applications, including Outlook, Word, Excel
- Proficient in Google Applications, including Gmail, Drive, Sheets, and more
- CPR Certified

REFERRALS

Cierra Lewis – Manager, Alaska Airlines; San Francisco, CA (510)-563-0921

Jeff George – Placer County Sheriff's Office; Sacramento CA (916)- 532-3029

Jackie Milligan – Flight Attendant, Alaska Airlines; San Francisco, CA (916)- 430-9897

Syreeta P. McGaskey

PROFESSIONAL SUMMARY

Detail-oriented Operations Manager and Senior Human Resources Administration Manager/Employee Relations with over 9 years of experience managing day-to-day business operations and 8 years overseeing Human Resources of ice administration. Proven ability to serve as the primary liaison between clients, vendors, and various outside agencies. Highly capable in fast-paced, deadline-driven environments, with a passion for building strong workplace and client relationships.

PROFESSIONAL EXPERIENCE

A Turn of Events

*Operations Manager, Sr. Human Resources Administrative. Manager & Brand Safety Leader
February 2019 - Present (Closing soon to merge with another company)*

- Managed company operations, creating procedures based on data analysis to meet client needs while optimizing costs and margins.
- Established and developed the Human Resources Department; trained all incoming staff.
- Educated new managers on processes including employee relations, talent acquisition, performance tracking, compliance, and workplace safety.
- Facilitated company-wide compliance and safety training in accordance with local, state, and federal guidelines.
- Enhanced contract management processes and ensured compliance with contractual terms.
- Developed performance review programs tailored to organizational culture and ensured compliance and effectiveness.
- Oversaw dispatching and call center operations, as well as fleet management and driver safety initiatives.
- Managed client relationships and project execution, delivering comprehensive service and fostering long-term partnerships.
- Risk Assessment - Conducted thorough risk assessments to identify potential workplace hazards and developed effective strategies for mitigation.
- Training & Education - Facilitated safety training sessions to educate employees on protocols, emergency procedures, and the proper use of personal protective equipment (PPE).
- Compliance Monitoring - Regularly inspected workplaces to ensure adherence to safety regulations and company policies, addressing any identified issues promptly.
- Incident Investigation - Conducted detailed investigations into accidents and incidents to determine root causes, implemented corrective actions, and maintained a safe work environment.
- Emergency Preparedness - Developed and executed emergency response plans for potential crises, including natural disasters and medical emergencies.
- On-the-Job Training - Provided hands-on safety training, ensuring employees understood and properly followed safety procedures.
- Safety Culture Promotion - Fostered a corporate culture prioritizing safety by encouraging safe practices and recognizing employees who adhered to established safety standards.

Air Systems Inc. - An Emcor Company

Building Automation Systems Service Team Lead Supervisor & Junior Project Manager

June 2023 - November 2023

- Handled billing, payroll, purchasing, invoicing, and contract administration while ensuring record accuracy for a successful ERP transition.
- Maintained compliance with OSHA, MSDS, and other regulations; coordinated necessary training for all staff.
- Scheduled and dispatched field technicians using COINS ERP+, CorrigoPro, and CMMS software.
- Collaborated with accounting to ensure consistency in records and mitigate discrepancies.
- Oversaw ALC systems monitoring and maintenance for critical PG&E facilities, enhancing equipment performance.

Jeff's Plumbing Inc.

Office Administrator/Manager

October 2017 - March 2023

- Directed daily office operations and managed the dispatch of technicians across the Sacramento area.
- Assisted in hiring and training call center representatives to adhere to best practices and operational protocols.
- Acted as a liaison among clients, property managers, vendors, and city officials, ensuring smooth communication and project execution.
- Managed company schedules, expenses, inventory, and purchasing; developed an organized record-keeping system to streamline operations and improve efficiency.

EDUCATION

Certified Personal Trainer & Athletic SAQ Trainer - NASM (2012 - Present)

Sacramento City College - Currently Enrolled for transfer to CSU Spring 2025 for Business Degree.

SKILLS

- Operations Management
- Human Resources Admin-DEI Culture/Talent Acquisition/Total Rewards/Emp.Law & Relations/Inclusive Language/Intercultural Sensitivity/Benefits
- Provide Safety and Compliance Training
- Contract Management and Procurement
- Data Analysis and Reporting
- Fleet Management
- Project Management
- Excellent Communication Skills
- Strong Relationship Building
- Change Leadership
- Conflict Management
- Permit Filing & Inspection Scheduling (multiple city/county offices)
- Provide On-Site Safety supervision and plans for various construction jobs such as trenching, excavation, shoring, scaffolding, jobsite inspections, fall protection and more.

References available upon request

Kristin Smith

EDUCATION

Monterey County Charter, Salinas, CA

2006

High School Diploma

California Self-Insurance Administrator's Certificate 2023

PROFESSIONAL EXPERIENCE

2023 - Current

Claims Adjuster - Sedgwick

Responsible for managing a national accounts desk with 9 different clients. Average caseload of 140 Indemnity claims between both self-insured and insured accounts. Sets reserves, completes 3 point contacts, obtains medical reporting, and documents all claim facts and investigation decisions. Expertly works with multiple litigated claims to bring to resolution via settlement. Follows all California Labor Code laws when issuing indemnity benefits. Provides excellent customer service to all claimant's.

2020 - 2023

Project Coordinator – Servpro of Citrus Heights / Roseville

Managed emergency mitigation and remediation claims involving fire, water, contents, and mold losses. Used Xactimate to create estimates and invoices following insurance guidelines. Worked with various insurance companies and adjusters to obtain payment for services rendered.

2018 - 2020

Store Manager – CVS Health

Oversaw annual store budget, payroll, and financial departments. Managed store appearance, including merchandising and displays. Developed and optimized store schedules to meet coverage demands and maintain service levels. Managed a staff of 20 employees.

2015 - 2018

Assistant Store Manager – Sacramento Natural Foods Co-op

Assisted in overall day-to-day operations of the store including financial reports and store associates to achieve desired sales and results. Managed vendor discrepancies and store inventory. Cultivated impactful relationships with customers

SKILLS

Claims adjusting and management

Customer service

Multi-tasking

Detail-oriented

Negotiating skills

Time Management

Strong organizational and computer skills

IRIS PENALES

Profile: Iris Penales has been serving public entities and school districts since 2014 providing consultative risk control services such as safety training, inspections, and hazard assessments. Iris is known for her strong work ethic, dedication to helping others, and drive for innovative risk control solutions. Iris is adept at handling multiple accounts and projects with attention to detail and possesses exceptional customer service, written, and communication skills.

Professional Experience:

Senior Risk Control Consultant
Sedgwick Claims Management Services
Telecommuter CA

July 2021 - Present

- Manage and lead delivery of risk control consulting services to multiple joint powers authorities (JPA) such as training, program development, inspections, ergonomic evaluations, job hazard analysis (JHA), research, and loss analysis.
- Lead product development in hazardous materials management including hazardous materials inventory, consultation and training services, and Tier II reporting such as Hazardous Materials Business Plans (HMBPs).
- Develop risk control service plans to address top loss drivers and ensure regulatory compliance through program development, risk reduction strategies, and employee training.
- Communicate risk mitigation efforts and targeted services to pool members during JPA meetings providing staff reports, presentations, loss analyses and interpretation, and consultation.
- Oversee the implementation of Safety Award Program. This includes providing resources and marketing efforts to promote the program as well as gathering the required information to identify the program award recipients.
- Meet with the management teams of the targeted members to review their loss runs, safety programs, policies, and to develop an individualized plan addresses Cal/OSHA requirements, loss drivers, and member goals and objectives.
- Identify service opportunities and new product offerings ensuring optimum results and improved customer experience.
- Integrate creative and innovative approaches into risk control services by exploring unconventional risk mitigation strategies, incorporating technology-driven solutions, and fostering a culture of innovation.

Loss Control Consultant
Keenan & Associates
Torrance, CA

June 2014 – June 2021

- Provided services such as property and liability inspections, certified playground safety inspections, hazardous material inventories, hazard assessments, traffic assessments, employee safety training, accident investigation, and ergonomic assessments.
- Conducted loss analysis of property and liability and workers' compensation losses to help identify major loss drivers and recommend appropriate corrective actions.

- Reviewed safety programs to assess compliance and functional effectiveness. Provided recommendations and assistance with developing and implementing effective safety programs.
- Supported clients in improving their hazardous materials program and completing Hazardous Materials Business Plan (HMBP) requirements on the California Environmental Reporting System (CERS).
- Fostered collaboration and communication with loss control colleagues on customer strategy issues. Trained multiple new hires in the department.

Environmental Health and Safety Representative
International Marine and Industrial Applicators
San Diego, CA

June 2012 – March 2013

- Enhanced environmental safety and health support to company operations throughout the San Diego waterfront. Developed safety programs, JSA/JHAs, safety training materials and bulletins.
- Conducted Navy and commercial ship inspections and audits with government representatives and contractors to ensure work operations align with safety and environmental regulations.
- Maintained OSHA record keeping, industrial hygiene monitoring and lab analysis of toxic metals to identify and implement effective abatement controls.
- Facilitated safety meetings to crews ranging between 10 to 100 employees and prepared the necessary safety training documents and presentation materials.
- Performed inspections of heavy equipment and monitoring systems, safety performance tracking and reporting, and investigation of environmental spills, safety accidents and worker injuries.

Education:

University of Washington School of Public Health
Bachelor of Science, Environmental Health

Certifications/Qualifications:

- Certified Playground Safety Inspector, National Recreation and Park Association, January 2024 (#60001-0227)
- Certified Hazardous Materials Manager (CHMM), Institute of Hazardous Materials Management, August 2023 (#32413)
- DOT 501 Hazardous Materials Instructor Training, Texas A&M Engineering Extension Service, April 2023
- Aquatic Facility Operator (AFO), National Recreation and Park Association, February 2022
- Certified Ergonomics Assessment Specialist (CEAS), The Back School, September 2021
- Certified School Risk Manager (CSRM), The National Alliance of Insurance Education and Research, February 2021

PROFESSIONAL SUMMARY

Experienced Safety Professional with over 11 years in general industry and 7 years in construction safety. Currently managing the safety program for the City of Fresno, overseeing a workforce of around 2,000 employees. Proven ability in designing, implementing, and maintaining safety programs across diverse departments, ensuring regulatory compliance, and mitigating risks. Skilled in training, auditing, and collaborating with key stakeholders to promote workplace safety.

PROFESSIONAL EXPERIENCE

City of Fresno – Fresno, CA

Sr. Risk Analyst (Personnel) / Sr. Management Analyst (Fleet Division) / Safety Specialist (Water Division)

2016 – Present

- Lead the citywide safety program and safety committee for all departments.
- Main liaison for Cal OSHA, managing inspections, investigations, and consultations.
- Ensure compliance with OSHA and CAL-OSHA regulations related to both General Industry and Construction.
- Conduct comprehensive investigations, risk audits, and deliver actionable recommendations.
- Design and implement policies and training programs to enhance safety awareness.
- Analyze safety data to identify trends, recommend preventive measures, and improve overall safety programs.
- Collaborate with employees, medical facilities, and insurance carriers on workers' compensation.
- Knowledge in Adobe Acrobat and Microsoft Office (Word, Excel, PowerPoint, Outlook)

Loss Prevention/Safety/Hazmat Manager

2013 – 2016

- Interpreted and applied state laws related to hazardous materials handling and compliance.
 - Developed and implemented new safety programs for approximately 220 employees.
 - Conducted audits for warehouse operations, focusing on racking systems, power equipment, and employee safety.
 - Evaluated statistical data and financial reports to identify safety hazards and loss trends.
 - Developed cost-effective solutions that complied with company and state safety regulations.
 - Investigated internal and external losses, making informed recommendations for risk mitigation.
-

EDUCATION

Bachelor of Science in Business Administration – Management

California State University, Fresno, CA

Associate's Degree

State Center Community College, Clovis, CA

CERTIFICATIONS & TRAINING

- OSHA Authorized Outreach Trainer Cal OSHA 10 & 30 Hour CISO
- American Red Cross First Aid/CPR/AED Instructor
- Pediatric & Adult First Aid/CPR/AED Certification
- 40-Hour HAZWOPER Certificate

AMBER R. ANDERSON

PROFESSIONAL EXPERIENCE

Risk Program Administrators

Portland, OR

Program Manager

2021-Present

- Served as Assistant Executive Director for a Joint Powers Authority comprised of 14 Southern California cities with a \$25M annual budget. Insured and self-insured programs include general liability, workers' compensation, property, auto physical damage, crime, cyber, terrorism, and earth movement & flood.
- Program Administrator for a Joint Powers Authority consisting of 22 Central California school districts with a \$16M annual budget. Programs include workers' compensation and trustees' errors and omissions.
- Integrate departmental efforts to ensure commitment to the overall mission and strategic goals set forth by the Board of Directors, including budget, program coverage, and execution of risk control initiatives.
- Communication and project coordination for multiple pool consultants, including legal counsel, finance and claims managers to assure the successful outcome of deliverables.
- Coordination of all aspects of meeting planning and execution, from development of materials to scheduling, onsite logistics and record keeping in compliance with statutory regulations.
- Foster and maintain relationships with board of directors, committees, and members at large.
- Provide technical expertise including website oversight, loss run distribution and complex member survey dissemination from creation to completion.
- Representative, AGRiP Membership Practices Committee, responsible for review of AGRiP Advisory Standards Recognition applications.
- Graduate of 24-month Gallagher Leadership Program (LEAD), October 2023.

Friedman Real Estate

Farmington Hills, MI

Senior Executive Assistant

2019-2021

- Key support for Senior Vice President and CEO of Michigan's largest commercial and residential real estate brokerage firm.
- Oversight of commercial property listings process, including creation of marketing materials and tracking progress across multiple platforms.
- Creation of over 100 property listings and high-level marketing campaigns.
- Implemented organizational improvements to increase efficiencies across departments.
- Proficient in entire Microsoft Suite, Adobe Photoshop, Illustrator and various CRM programs.

24 Seven, LLC

New York, NY

Director of Administrative Operations

2014-2018

- Hired, trained & managed 25+ administrative staff members across the US and Canada.
- Executed relocation of NY headquarters the same year as opening a Long Island corporate office, with a budget responsibility of over \$4 million.
- Developed corporate policies & procedures, implemented process improvements and negotiated contract improvements creating a 30% reduction in administrative expenses.
- Human resources liaison: worked closely with VP of Human Resources and CFO, overseeing recruiting and employment eligibility compliance for contractors.
- Authority over \$1M operational budget and management of vendor relationships - implemented multiple efficiencies to improve speed to service while reducing costs.

AMBER R. ANDERSON

24 Seven, LLC
San Francisco, CA
Office Manager

2013-2014

- Recruited, trained and managed all administrative staff.
- Liaison between local office and NYC headquarters, including policy development and submission of monthly budget and expenses.
- Facility operations, vendor and supply management for office of 15 high-level creative recruiters.
- Communicated with hundreds of clients and candidates daily, ensuring adherence to payroll deadlines and consistently achieving weekly targets.
- Developed nationwide training handbook and annual audit system in direct coordination with Director of Operations, leading to promotion to NY headquarters.
- Produced marketing materials for business development department.

Skin City
San Francisco, CA
Salon Manager

2010-2013

- Provided oversight of internal operations including recruiting, compliance, logistics, and marketing strategy for award-winning skincare salon.
- Developed & implemented policies and procedures, bringing owner-operated business into full regulatory compliance and expanding efficiencies.
- Researched, developed & executed web product portal on company website, facilitating a new line of business via online sales.
- Introduced and fulfilled increased service offerings, increasing profitability & earning citywide recognition/awards within months of implementation, including a feature in 7x7 Magazine and multiple Best of San Francisco designations.

Alliant Insurance Services
San Francisco, CA
JPA Program Coordinator

2007-2010

- Executed multiple risk management pool conferences and board meetings, from scheduling, vendor coordination creation of meeting materials to recording minutes and arranging travel and hotel accommodations.
- Compliance consultant for all public entity risk management pool clientele.
- Coordination across all departments of brokerage firm to facilitate successful client experience.

Special District Risk Management Authority
Sacramento, CA
Administrative Assistant II

2005-2007

- Member services representative serving the special districts of California.
- Primary contact between the Authority and its members, ensuring effective communication, collaborating on meeting planning, and providing representation at key conferences.
- Integral part of administration and marketing for member growth and retention.

EDUCATION

California State University, Sacramento

Bachelor of the Arts, English

ACWA JPIA
Upcoming Recruitments
June 2, 2025

BACKGROUND

The Personnel Committee is to be kept apprised of future staffing needs.

CURRENT SITUATION

Below is a detailing of upcoming recruitments for existing positions and new positions for which authority to hire has already been granted.

The following recruitments were/are for staff that will ultimately be replacing pending retirees, they are not “plus one” positions:

- Tandra Vaughn, Lead Senior Workers’ Compensation Claims Examiner, will retire effective September 16, 2025. Tandra’s last day in the office will be Friday, July 18, 2025. Tandra announced her retirement subsequent to the January meeting. Recruitment to hire a replacement was expedited and Kristin Smith, Workers’ Compensation Claims Examiner, joined the JPIA on April 15, 2025, as reported in the prior report.
- Debbie Cruz, Lead Member Services Representative, will retire effective July 19, 2025. Debbie’s last day in the office will be Friday, July 18, 2025. Debbie announced her retirement subsequent to the January meeting. Recruitment to hire a replacement was recently completed. Amber Anderson, Member Services Representative II, will join the JPIA on June 30, 2025, as reported in the prior report.
- Jackie Rech, Employee Benefits Specialist, will retire effective January 3, 2026. Jackie’s last day in the office will be Wednesday, December 31, 2025. In January the Committee was notified that Ms. Rech’s retirement date would be effective April 1, 2026; however, subsequent to that meeting, Ms. Rech moved her retirement date up. Recruitment to hire a replacement was expedited and is underway. We anticipate having an Employee Benefits Specialist on staff by the end of June or early July.
- Cece Wuchter, Lead Senior Claims Adjuster, will retire effective October 18, 2025. Her last day in the office will be Friday, August 22, 2025. Recruitment for a replacement position has been delayed until July 2025, due to space limitations to accommodate additional staff.
- Linda Craun, Administrative Assistant III, will retire in December 2025. Recruitment for a replacement position has been delayed until July 2025, due to space limitations to accommodate additional staff.

The following recruitments are for new positions for which authority to hire has already been granted:

- Authority to hire a Cyber Security Risk Specialist was granted in January. Recruitment was delayed due to the need to expedite recruitments for unexpected replacement positions. Recruitment is currently underway. We anticipate having a Cyber Security Risk Specialist on staff by the end of June.
- Authority to hire another Member Services Representative II was granted in January. A viable candidate was not identified with the first recruitment; therefore, recruitment will be re-opened. Pending a successful recruitment, we anticipate having a Member Services Representative II on staff by September.

RECOMMENDATIONS

None, information only.

ACWA JPIA
New Salary Schedule
June 2, 2025

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 performance appraisal process and subsequent merit increases take place during the months of July, August, and September, with merit increases awarded on October 1. The Fiscal Year 2025-26 Salary Schedule requires approval prior to the October 1 date. As such, each year staff proposes a change to the salary ranges. Historically that request has been made in September; however, this year – and going forward – the CEO plans to request approval of the new Salary Schedule in June, to allow for the Executive Committee's decision to occur prior to the JPIA's performance appraisal process and subsequent merit increases for more effective budgeting.

One of the components considered in the recommended change to salary ranges, has historically been a cost-of-living adjustment based on the change in Consumer Price Index (CPI) for the Western/Pacific US Region, for the period of July - July, less medical expenses. In light of the earlier request for approval, this year data was used for the period of April – April. That adjustment is +1.9%.

Staff proposes increasing the ranges by 3.0% to allow a modest cushion to avoid the risk of long tenured staff exceeding their ranges with a merit increase.

For the Committee's reference – and has been previously reported – the CEO plans to implement a new Wage Progression Tool, designed by CPS HR, that will ensure merit increases tie to performance appraisal scores. The new wage progression tool is intended to make the merit increase process objective and equitable across employees within the same salary grade, alleviating wage dispersion (i.e. employees at the higher end of a grade getting a larger dollar increase than employees at the lower end of a grade, who have earned the same appraisal score), and will better control for accelerated wage penetration (i.e. employees "capping out" in their grade).

An updated Salary Schedule reflective of a 3.0% increase to all ranges, is attached.

RECOMMENDATIONS

That the Personnel Committee recommend to the Executive Committee approval of the 2025-2026 Salary Schedule, as presented.

ACWA JPIA Staff

Pay Schedule

Revision Date: June 2, 2025

Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	\$ 297,194	\$ 445,790
General Counsel	Exempt	70	205,202	307,802
Director of Finance	Exempt	68	195,315	292,971
Director of Member Outreach	Exempt	68	195,315	292,971
Director of Pooled Programs	Exempt	68	195,315	292,971
Litigation Manager	Exempt	60	160,303	240,456
Employee Benefits Manager	Exempt	58	152,579	228,868
Finance Manager	Exempt	52	131,569	197,353
Human Resources Manager	Exempt	52	131,569	197,353
Liability and Property Claims Manager	Exempt	52	131,569	197,353
Risk Control Manager	Exempt	52	131,569	197,353
Member Education Manager	Exempt	52	131,569	197,353
Workers' Compensation Manager	Exempt	52	131,569	197,353
Information Technology Manager	Exempt	52	131,569	197,353
Lead Risk Control Advisor	Exempt	48	119,195	178,792
Senior Risk Control Advisor South	Exempt	45S	119,195	178,792
Cost Estimator / Valuation Consultant	Exempt	45	110,683	166,026
Senior Risk Control Advisor	Exempt	45	110,683	166,026
Cybersecurity Risk Specialist	Non-exempt	45	110,683	166,026
Lead IT Solution Developer	Non-exempt	45	110,683	166,026
IT Solution Developer	Non-exempt	44	107,985	161,977
Lead Benefits Analyst	Non-exempt	42	102,782	154,171
Lead Member Services Representative	Non-exempt	42	102,782	154,171
Lead Claims Adjuster	Exempt	42	102,782	154,171
Lead Sr. Workers' Compensation Examiner	Exempt	42	102,782	154,171
Claims Adjuster III	Exempt	40	97,828	146,742
Senior Workers' Compensation Examiner	Exempt	40	97,828	146,742
Benefits Specialist	Exempt	38	93,115	139,672
Training Specialist	Non-exempt	38	93,115	139,672
Senior Executive Assistant	Non-exempt	38	93,115	139,672
Senior Accountant	Non-exempt	38	93,115	139,672
System/Network Administrator	Non-exempt	38	93,115	139,672
Human Resource Specialist	Non-exempt	38	93,115	139,672
Communication & Outreach Specialist	Non-exempt	38	93,115	139,672
Risk Control Advisor II	Non-exempt	38	93,115	139,672
Member Services Representative II	Non-exempt	38	93,115	139,672
Claims Adjuster II	Non-exempt	36	84,408	126,612
Benefits System Analyst II	Non-exempt	32	80,292	120,438
Risk Control Advisor	Non-exempt	32	80,292	120,438
Claims Adjuster I	Non-exempt	32	80,292	120,438
Workers' Compensation Examiner	Non-exempt	32	80,292	120,438
Risk and Safety Technician	Non-exempt	28	72,741	109,111
IT Support Specialist	Non-exempt	28	72,741	109,111
Senior Benefits Administrator	Non-exempt	28	72,741	109,111
Administrative Assistant III	Non-exempt	24	62,762	94,142
Benefits Administrator II	Non-exempt	24	62,762	94,142
Claims Specialist	Non-exempt	24	62,762	94,142
Claims Assistant	Non-exempt	24	62,762	94,142
Accountant III	Non-exempt	22	62,724	94,088
Event Planner	Non-exempt	21	61,193	91,791
Accountant II	Non-exempt	20	59,702	89,552
Administrative Assistant II	Non-exempt	20	59,702	89,552
Administrative Assistant I	Non-exempt	18	56,877	85,237
Receptionist/Office Assistant	Non-exempt	11	47,805	71,707

Retired Annuitants

Project Manager	Non-exempt	Ret An	<u>Hourly</u> 75	<u>Hourly</u> 150
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ACWA JPIA
Update on Retirements, Future Positions, and Office Space
June 2, 2025

BACKGROUND

The Personnel Committee is to be kept apprised of future staffing needs and interrelated logistics.

CURRENT SITUATION

The JPIA's Chief Executive Officer will update the Personnel Committee on potential future retirements, future staffing needs, and office space.

RECOMMENDATIONS

None, information only.

ACWA JPIA
CEO Contract Negotiation and Performance Review Process
June 2, 2025

BACKGROUND

The CEO's contract expires on October 1, 2025. JPIA President, Melody McDonald, has indicated interest in appointing an Ad Hoc Committee to work with JPIA's Consultant, Mary Egan, and Ms. Beatty, on the contract negotiation. Additionally, Ms. Egan will facilitate Ms. Beatty's annual performance review process.

CURRENT SITUATION

Attached for the Committee's reference is a tentative timeline for the contract negotiation and performance review process. One point on which Ms. Egan is seeking direction is if the Committee wishes for her to complete a "staff survey regarding culture/climate and leadership of CEO." This would be a survey to Ms. Beatty's direct reports and information gleaned from that survey would be included in materials provided to the Executive Committee as part of Ms. Beatty's performance review process. Ms. Egan has noted that her recommendation is that this survey only be completed every other year, as a best practice. However, it is the Committee's prerogative if they wish for the staff survey to be included in this year's review process or not.

RECOMMENDATION

That the Personnel Committee provide direction to the President and CEO regarding the CEO performance review process.

2025 ACWA JPIA CEO Draft Evaluation/Goals Timeline

Date	Action Required
JUNE 2, 2025	PERSONNEL COMMITTEE TO PROVIDE DIRECTION ACWA JPIA Personnel Committee Meets to determine process for evaluation and negotiations of contract extension with JPIA CEO Beatty
JUNE	MRG/CEO/BOARD CHAIR CONFIRM PROCESS AND TIMELINE ACWA JPIA President and Personnel Committee confirm process. Agenda: - Confirmation of desired process, timeline, roles - Names of subcommittee members to conduct redline contract process - Updated contact information and feedback on who will participate - Confirmation of desired goals, format and focus of this evaluation (e.g., staff feedback and updated focus on SMART goals) - Confirm closed session dates and key scheduling requirements
JUNE	TIMELINE FINALIZED AND SHARED MRG to align process and information needs to CEO and Board President. ACWA JPIA Board to determine elements of evaluation desired: - Staff survey regarding culture/climate and leadership of CEO (recommended every other year as best practice) - Subcommittee for contract extension (recommended on years contract to expire) with planned 3-4 meetings in June/July/August - Self-evaluation and reflection on year - Progress on identified goals - Individual interviews with Board members in late July - Develop draft document for early review by Board leadership - Finalize redline and compensation requests to circulate to Board - Facilitated discussion with Board/CEO Should a staff survey be included, MRG will provide a draft set of questions for discussion with the CEO to determine if new areas should be included
JUNE	CEO GENERATES INFORMATION NEEDED FOR CONTRACT EXTENSION PROCESS CEO to develop her desired contract amendments and begin drafting self-evaluation documents to be circulated to the Board members. This information is shared in a meeting between MRG and CEO to probe interests, needs, concerns, and review data. Redline and self-evaluation due by early July
JUNE/JULY	STAFF FEEDBACK SOLICITED (Optional) MRG to initiate Direct Report feedback process (to run with Subcommittee review of contract) to start in July. CEO to provide copies of current contract, desired edits, and industry information relevant to evaluate total compensation and request for augmentation to contract. This material will be circulated in the same packet as the CEO Self Evaluation and a list of questions to be asked in the interview to allow Board members to prepare.
Mid JULY	CEO DEVELOPS SELF EVALUATION Self-evaluation due to distribution to Board members along with other information required for meetings. MRG will resend to each member the evening before their interview as a reminder.

2025 ACWA JPIA CEO Draft Evaluation/Goals Timeline

Date	Action Required
Mid JULY	INTERVIEWS WITH BOARD MEMBERS Interviews with each Executive Committee in a manner that meets their time and location requirements (Zoom or telephone) to gather their input and desired detailed goals for 2025-26
LATE JULY/AUGUST	FINAL INPUT ON GOALS AND CONTRACT MRG/CEO debrief regarding general Board discussion and seek CEO input on specific, timely, measurable goals to be considered in 2025-26. MRG to discuss progress on contract renewal discussions in preparation for final recommendations. Confirm status and next steps with Board President
AUGUST/SEPT	FINAL DRAFT AND MATERIALS CIRCULATED FOR CLOSED SESSION MRG finalizes and distributes draft performance evaluation in order identified by the Board (e.g., does Executive Board receive evaluation before others?), Board recommended goals, and salary information to Executive Committee via closed session memorandum. <i>Red line edits due 9/19/24.</i>
SEPT	CLOSED SESSION FOR CONTRACT AND EVALUATION Finalize and discuss CEO evaluation and compensation. Following approval from the CEO and Board Chairperson, MRG routes final documents via DocuSign for Executive Committee Chair.
SEPT	DEBRIEF AND ENSURE CONTRACT EXTENSION AND MATERIALS PROCESSED AND FINALIZED Debrief process CEO and MRG to help formulate action plan and next steps

ACWA JPIA MEETINGS CALENDAR – 2025

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	P R O G R A M S				RISK MGMT	CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 15			9:00 AM *							
JAN 29		10:30 AM							8:00 AM	
MARCH 9-11 CICA CONFERENCE – TUCSON, AZ										
MARCH 16-19 AGRIP GOVERNANCE CONFERENCE – LAS VEGAS										
MAR 27				1:00 PM		3:00 PM				
MAR 28		8:00 AM								
MAR 31		3:00 PM *								
APRIL 30					9:00 AM *					
MAY 12-15 ACWA JPIA SPRING MEMBERSHIP SUMMIT/ACWA CONFERENCE – MONTEREY										
MAY 12	2:00 PM						8:15 AM			
JUNE 2			3:00 PM *							
JUNE 4										9:00 AM (UTAH)
JUNE 26							3:00 PM	1:00 PM		
JUNE 27		8:00 AM								11:00 AM
JULY 14-15 EXECUTIVE COMMITTEE ONBOARDING WORKSHOP – SAN DIEGO										
JULY 15		1:30 PM			10:30 AM					
SEPT 3			10:00 AM *							
SEPTEMBER 16-19 CAJPA ANNUAL CONFERENCE - MONTEREY										
SEPT 29				1:00 PM		3:00 PM				
SEPT 30		8:30 AM								11:00 AM
OCT 22		10:00 AM *								
DECEMBER 1-4 ACWA JPIA FALL MEMBERSHIP SUMMIT/ACWA FALL CONFERENCE – SAN DIEGO										
DEC 1	1:45 PM	10:30 AM								8:00 AM

*Virtual Meeting