

# Personnel Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA  
2100 Professional Drive  
Roseville, CA 95661

**Wednesday**  
**June 3, 2026**  
**10:00 AM**

Chair: Melody McDonald, San Bernardino Valley Water Conservation District

Vice-Chair: J. Bruce Rupp, Humboldt Bay Municipal Water District

Brent Hasteley, Reclamation District 784

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

### Wednesday, June 3, 2026, 10:00 AM

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 – 2305 Nottingham Drive, Valparaiso, Indiana
- Lu-Yang - 500 N. Brand Blvd. Suite 1850, Glendale
- Hasteley - 3000 Plumas Arboga Road, Plumas Lake

### 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.

### ADDITIONS TO OR DELETIONS FROM THE AGENDA

<u>Presenter</u>		<u>Page #</u>
McDonald	* I. Approve the Meeting Minutes of January 21, 2026	4
Waterford	* II. Review Staff Activities	8
Waterford	* III. Review Staffing Status	12
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Beatty	* V. Review and Make Recommendation on Updated Salary Schedule	22
Beatty	* VI. 2026 CEO Contract Negotiation and Performance Review Process	24

McDonald \* VII. Discuss Next Meeting Date: September 11, 2026

**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.*



YOUR BEST PROTECTION

*Unapproved Minutes*

**Personnel Committee Meeting**

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

January 21, 2026

**MEMBERS PRESENT**

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Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District  
Vice Chair: J. Bruce Rupp, Humboldt Bay Municipal Water District  
Brent Hastey, Reclamation District 784  
Szu Pei Lu-Yang, Rowland Water District

**MEMBERS ABSENT**

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None

**STAFF PRESENT**

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Chief Executive Officer/Secretary: Adrienne Beatty  
Chimene Camacho, Senior Executive Assistant (Recording Secretary)  
David deBernardi, Director of Finance  
Jennifer Jobe, Director of Pooled Programs  
Erik Kowalewski, Acting IT Manager  
Tony Waterford, Human Resources Manager

**OTHERS**

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Carol Lee Gonzales-Brady, Rancho California Water District  
Chris Kapheim, Kings River Conservation District  
Scott Ratterman, Calaveras County Water District  
Randall Reed, Cucamonga Valley Water District  
David Wheaton, Citrus Heights Water District  
Mary Egan, MRG Solutions (*via Zoom, joined at 3:45 PM*)

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

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Chair McDonald called the meeting to order at 3:01 PM and announced there was a quorum.

**PUBLIC COMMENT**

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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. None were noted.

## **ADDITIONS TO AND DELETIONS FROM THE AGENDA**

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None

### **I. APPROVAL OF MINUTES**

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Chair McDonald called for approval of the minutes of the September 3, 2025, meeting.

M/S/C (Hastey/Lu-Yang) (Hastey-Yes; Lu-Yang-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the September 3, 2025, meeting.

### **II. REVIEW AND TAKE ACTION ON EMPLOYEE HANDBOOK CHANGES**

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Ms. Beatty reported that the Ad Hoc Employee Handbook and Policy Review Committee was formed in September 2024 and met seven times between November 2024 and September 2025 to review the JPIA Employee Handbook in its entirety. The Committee identified which policies require Executive Committee approval and which sections may be updated by staff, as needed. Ms. Beatty highlighted several key changes, including an overhaul of the educational reimbursement policy from upfront payments to a \$3,000 annual reimbursement contingent upon course completion; a revision to the vacation policy requiring employees to provide 10 business days' notice prior to taking leave to support scheduling and operational stability; and the addition of the Oath of Employment for public service employees.

With regard to policies requiring Executive Committee approval versus staff discretion to change, the Committee requested the Chart Addendum note that the JPIA Mission Statement, Core Values, and Organizational Development and Engagement (previously Diversity Equity and Inclusion) Policies should have shared approval responsibility between the Executive Committee and staff.

It was also noted that the Equal Employment Opportunity section of the Chart Addendum should note that this section is dictated by law.

M/S/C (Rupp/Hastey) (Hastey-Yes; Lu-Yang-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend to the Executive Committee approval of the proposed Employee Handbook changes for sections requiring Executive Committee approval.

### **III. REVIEW STAFF ACTIVITIES**

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Mr. Waterford provided an update on staff events and activities since the last Personnel Committee meeting. Highlights included staff social and wellness events; a holiday and retirement celebration honoring the retirement of five long-term JPIA employees—Cece Wuchter, Debbie Cruz, Jackie Rech, Linda Craun, and Tandra Vaughan; and an all-staff training on the new C4E Mid-Year Employee Performance Evaluation tool, including instruction on navigating and using the tool in Paylocity.

#### **IV. REVIEW STAFFING STATUS**

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Mr. Waterford provided an update on staffing changes since the last Personnel Committee meeting. The following individuals joined the JPIA staff: Aileen Dizon, Training Specialist; Jennifer Duchene, Administrative Assistant II – Workers’ Compensation; Diego Casillas-Iniguez, Senior Risk Control Advisor; Shelby Toth, Training Coordinator; Sara Clonce, Workers’ Compensation Examiner I; Julia Griffin, Communications Specialist II; and Ia Her, Member Services Representative II.

Additional details and an updated organizational chart were included in the meeting packet.

#### **V. REVIEW RECRUITMENT STATUS**

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Mr. Waterford reviewed the upcoming recruitments.

<b>Replacement Positions</b>	<b>Department</b>	<b>Status</b>
IT Manager	IT	Interviews Completed
Risk and Safety Technician	Risk Management	Active
HR Assistant/Admin. Assistant II/III	Human Resources	To replace Robin Hudson

Mr. Waterford also reported that recruitment for the Claims Adjuster II/III position is underway. Recruitment for the IT Support Specialist position has been discontinued in order to maintain the approved staffing level of five full-time IT positions, pending the arrival of the new IT Manager. He further noted that the Director of Member Outreach position remains vacant pending further evaluation of JPIA’s needs.

#### **VI. REVIEW AND TAKE ACTION ON NEW POSITION**

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Ms. Beatty reported that the Member Services Department is currently the only department without a manager. A new Member Services Manager position was proposed and recommended for approval to help alleviate operational demands on the current acting manager and to support internal staff development. Jennifer Jobe, Director of Pooled Programs, currently oversees the department of more than six staff members, in addition to the Employee Benefits and Risk Control Managers, which limits her ability to focus on more strategic responsibilities. The proposed manager position would initially remain unfilled to allow for needed growth and development of the department.

M/S/C (Hastey/Lu-Yang) (Hastey-Yes; Lu-Yang-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend to the Executive Committee approval of the new Member Services Manager position.

#### **VII. UPDATE ON RETIREMENTS, FUTURE POSITIONS, AND OFFICE SPACES**

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Ms. Beatty reported that Robin Hudson is scheduled to retire on February 20, 2026, with the potential for one additional retirement later in the year. At this time, no new positions are planned beyond the proposed Member Services Manager position.

## **VIII. DISCUSS FUTURE CEO PERFORMANCE REVIEW PROCESS**

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Chair McDonald reviewed the proposed 2026-27 CEO Performance Review process and timeline, which includes a 360-degree feedback process beginning in May, a CEO self-evaluation and Executive Committee member interviews conducted in June and July, and final recommendations to be considered at the September 25, 2026, Executive Committee meeting.

Chair McDonald announced the appointment of a new Ad Hoc CEO Performance Evaluation and Compensation Review Committee. In addition to Chair McDonald, Committee members include Directors Hastey, Ratterman, and Wheaton. Chair McDonald noted that the Ad Hoc Committee will meet between June-August and will plan to make a recommendation to the Personnel Committee at their September 11<sup>th</sup> meeting.

Ad Hoc Committee members expressed a preference for in-person meetings during the evaluation process to avoid technical issues and to enhance the quality of discussion. Mary Egan's office will facilitate these meetings.

M/S/C (Hastey/Lu-Yang) (Hastey-Yes; Lu-Yang-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend to the Executive Committee approval of the above process and timeline for the 2026 CEO performance review and contract negotiation process.

## **IX. NEXT MEETING DATE**

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The Personnel Committee is scheduled to meet next on June 3, 2026.

The Personnel Committee meeting adjourned at 4:04 PM.

**ACWA JPIA**  
**Review Staff Activities**  
**June 3, 2026**

**BACKGROUND**

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

**CURRENT SITUATION**

Below is a detailing of staff activities experienced since the last Committee meeting on January 21, 2026:

- On January 7, 2026, the Employee Fund Committee hosted an optional, employee-paid B-B-Q. Employees had the choice of a hotdog, hamburger, or turkey burger and the option to make it a meal with chips and a drink. Food was prepared by the Committee members. Optional side dishes were brought by staff.
- On January 15, 2026, in recognition of the JPIA Martin Luther King, Jr. holiday, Friday, January 16, 2026 – all staff were allowed to finish their workday 2 hours early.
- On January 21, 2026, Tony Waterford led staff through a training of our C4E Mid-Year Employee Performance Appraisal Process. The Process occurred in February through mid-April. The Process asks employees to rank themselves across nine (9) performance competencies using five (5) possible numerical grades for each competency (Outstanding, Exceeds Expectations, Meets Expectations, Needs Improvement, and Unacceptable). The Mid-Year Process is also intended to be an opportunity for Managers and employees to review progress on goals and discuss key areas of high performance and areas for growth in preparation for the Annual Appraisal Process that occurs late July through early September and directly impacts raises determined by the CEO in October. Employees were also reminded to utilize Performance Competency Journals to track high performance areas and areas for growth throughout the year.
- On January 28, 2026, JPIA employees attended mandatory training on Public Service – Understanding the Roles and Responsibilities of Public Employees. The three-hour presentation, led by Scott Fera, Senior Counsel, Liebert Cassidy Whitmore, covered the difference between public vs. private sector employment, the responsibilities and role of a public employee, common labor laws for public employees, ethical obligations of public servants, efficient use of public resources, providing customer service, and creating and maintaining a work environment of respect, dignity, and integrity for who we serve. At the end of the training, employees were asked to sign a Public Service Oath. The Oath is now a standard process of JPIA onboarding for new employees.

- On February 4, 2026, the Employee Fund Committee hosted an optional, employee-paid B-B-Q. Employees had the choice of a hotdog, hamburger, or turkey burger and the option to make it a meal with chips and a drink. Food was prepared by the Committee members. Optional side dishes were brought by staff.
- On February 5, 2026, the JPIA Social Committee hosted the Soup-er Bowl and Chili Cook-Off. This event included food, games and prizes, and the winning chef, Paula Christy, walked away with bragging rights and glory.
- On February 13, 2026, in recognition of Presidents Day, Monday, February 16, 2026 – all staff were allowed to finish their workday 2 hours early and enjoy a slightly longer 3-day weekend.
- On February 18, 2026, to celebrate Robin Hudson’s retirement, administrative staff attended a celebratory lunch at Outback Steakhouse in Roseville. Ms. Hudson requested a small, private celebration and declined an organization-wide celebration.
- On March 4, 2026, the Employee Fund Committee hosted an optional, employee-paid B-B-Q. Employees had the choice of a hotdog, hamburger, or turkey burger and the option to make it a meal with chips and a drink. Food was prepared by the Committee members. Optional side dishes were brought by staff.
- One (1) hour of educational content has been added to All Staff Connections quarterly in 2026. At the March 11, 2026, Connection a presentation by Anthem EAP, detailing the variety of resources available to staff, was presented.
- On March 18, 2026, the JPIA Wellness Committee hosted “Wake Up with Wellness.” This event, led by Darren Wagerman, CalPERS 457 Account Manager, included an informative 1-hour session on the CalPERS 457 Plan to help employees build a stronger financial future. Staff who attended this session enjoyed a light breakfast provided by the Wellness Committee.
- On March 24, 2026, the JPIA hosted a “Baby Sprinkle” event at the JPIA offices for Kenzie Lundy. The event was well attended and included snacks and beverages provided by the Social Committee. Employees voluntarily contributed to the costs for various Baby Sprinkle gifts, including diapers, baby wipes, a dump truck toy, wrapping paper, and a “Diaper Duty” decision flip coin. Kenzie and family, including her husband, Wyatt, and two small children, were very appreciative of the Baby Sprinkle celebration.

- On April 8, 2026, the Employee Fund Committee hosted an optional, employee-paid B-B-Q. Employees had the choice of a hotdog, hamburger, or turkey burger and the option to make it a meal with chips and a drink. Food was prepared by the Committee members. Optional side dishes were brought by staff.
- On April 9 and 10, 2026, the JPIA Leadership Team participated in a Strategic Planning Session, led by Jim Delizia, as a follow up to the Executive Committee's session in February. The goal of the session was for the Leadership Team to identify deliverables for the first year of the plan, set top priorities, and discuss plan implementation, including impact on resources, accountability, monitoring, evaluation, reporting, updating the plan implementation system, and setting the JPIA planning cycle.
- On April 22, 2026, in celebration of Administrative Professionals Day (also known as Secretaries Day or Admins Day which recognizes the work of secretaries, administrative assistants, executive assistants, personal assistants, receptionists, client services representatives, and other administrative support professionals) – staff at the JPIA offices enjoyed Noah's Bagels, and all staff were allowed to finish their workday 2 hours early.
- On May 6, 2026, the Employee Fund Committee hosted an optional, "seis de mayo" taco lunch. Employees could request two tacos and could optionally have more after everyone had been served. The Committee provided tortillas, hamburger taco meat, cheese, chips, beans, guacamole, salsa, sour cream, lettuce, onions, and cilantro. It has long been a tradition at JPIA that during Summit – while significant numbers of staff are offsite – the remaining staff gather for a communal mid-week meal.
- On May 20, 2026, a surprise celebration of Robin Hudson's retirement was coordinated with a small number of current staff and retirees. The celebratory lunch was held at the Spaghetti Factory in Roseville.
- On Friday, May 22, 2026, in recognition of the JPIA Memorial Day holiday, Monday, May 25, 2026 – all staff were allowed to finish their workday 2 hours early and enjoy a slightly longer 3-day weekend.
- On May 27, 2026, the JPIA Wellness Committee hosted "Walk for Wellness," the JPIA's annual walk from the JPIA offices to Maidu Park and back. Following the walk, participants enjoyed lunch together. The event was well attended and enjoyed by all who participated. Throughout the month, the Committee hosted various walking events and created "The Great California Wellness Walk" Mission through the "MyVirtualMission" App, where employees could track their own and others progress through a leaderboard and also receive updates on group progress throughout the Mission which aimed to collectively cover 1,586 miles as tracked through various virtual milestones across the State.

- At the May 13, 2026, Connection, an Engagement Survey Goals progress document was shared with staff, detailing the goals set by the Leadership Team (broadly: Communication, Psychological Safety, Training and Development) as well as the underlying objectives set, responsible parties, and estimated timeframe for completion, and notes relative to progress. The document will be updated as progress occurs and shared with staff monthly at every Connection.

**RECOMMENDATIONS**

None, information only.

**ACWA JPIA**  
**Review Staffing Status**  
**June 3, 2026**

**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 January 21, 2026:

- On February 4, 2026, Patti Ryder, Senior Workers' Compensation Examiner, announced her retirement. Patti's official retirement date is December 31, 2026. Her last day in the office will be October, 16, 2026.
- On February 12, 2026, Joe Rumenapp joined the JPIA to serve as Information Technology Manager for the IT Department. Resume attached. This is a replacement position.
- On February 20, 2026, Robin Hudson, Receptionist, retired from the JPIA.
- The following staff were promoted effective March 16, 2026:
  - Jennifer Jobe was promoted from Director of Pooled Programs to Deputy Executive Officer.
  - Tony Waterford was promoted from Human Resources Manager to Director of People and Culture.
- On March 23, 2026, Brian Davis joined the JPIA to serve as a Claims Adjuster III for the Liability and Property Claims Department. Resume attached. This is a new position.
- On April 4, 2026, Robert Greenfield, General Counsel, retired from the JPIA.
- At the April 8, 2026, All Staff Connection, Adam Dedmon was recognized for an educational achievement, earning Certified Employee Benefit Specialist (CEBS) designation.
- On May 6, 2026, Ben Hayden, Lead Benefits Analyst, separated employment from the JPIA.
- On May 8, 2026, Heidi Singer, Accountant III, JPIA Finance Department, voluntarily separated employment from the JPIA.

- On May 18, 2026, Olivia Sayad transitioned from Administrative Assistant II in the Employee Benefits department to Accountant II in the Finance Department. Olivia's transition fills the vacancy that was left by Heidi Singer's departure.
- On May 18, 2026, Adam Dedmon, Employee Benefits Manager, tendered his resignation from the JPIA effective June 26, 2026.
- On May 24, 2026, Sara Clonce was promoted from Workers' Compensation Examiner I to Workers' Compensation Examiner II.
- Since January 2026, several employees also celebrated Service Anniversaries:
  - o Kenzie Lundy, Administrative Assistant II – 1 year
  - o Kristin Smith, Workers' Compensation Examiner II – 1 year
  - o Iris Penales, Sr. Risk Control Advisor – 1 year
  - o Kayla Villa, Litigation Manager – 2 years
  - o Judy Shiu, Liability & Property Claims Manager – 2 years
  - o Adam Dedmon, Employee Benefits Manager – 2 years
  - o Mike Whitright, System Network Administrator – 3 years
  - o Paul Myers, Risk Control Advisor II – 3 years
  - o Olivia Sayad, Accountant II – 3 years
  - o Tony Waterford, HR Manager – 3 years
  - o Erin Bowles, Workers' Compensation Claims Manager – 3 years
  - o Paula Christy, Claims Adjuster III – 4 years
  - o Jillian Sciancalepore, Administrative Assistant III – 6 years
  - o Matt Bundy, Lead Risk Control Advisor – 7 years
  - o Robin Flint, Risk Control Manager – 11 years
  - o Dan Steele, Finance Manager – 12 years
  - o Kristan Brown, Administrative Assistant II – 13 years
  - o Milena Neshkova, Lead IT Solutions Developer – 13 years
  - o Suzi Wallace, Administrative Assistant II – 13 years
  - o Heidi Sander, Claims Adjuster II – 16 years
  - o David deBernardi, Director of Finance – 17 years
  - o Pete Korfhage, IT Solutions Developer – 21 years
  - o Veronica Cobian, Sr. Benefits Administrator – 21 years
  - o Erik Kowalewski, Lead IT Analyst – 23 years
  - o Dali Matias, Accountant III – 24 years

An updated organizational chart reflective of the above changes follows.

**RECOMMENDATIONS**

None, information only.

# Joseph Rumenapp

## KNOWLEDGE & SKILLS

### Business Development/Project Management

Comprehensive knowledge and experience in group facilitation • Effective written and verbal abilities • Excellent speaking and presentation skills • Strong communication, motivation, and leadership skills.

### Development Tools / Applications

Microsoft Visual Studio • Microsoft SQL Server • mySQL • Microsoft SharePoint Designer • Microsoft Visio • Microsoft Project • Microsoft Office • Adobe Creative Suite • Laserfiche

### Internet / Server Technologies

• Internet Information Server setup/configuration • Microsoft SharePoint • Ecommerce Integration  
• Web site management, Directory Security, SSL • Active Directory / ADFS • DNS • TCP/IP • Exchange Server

### Programming Languages / Markup Languages

• ASP .NET (VB & C#), Classic ASP, PHP, JavaScript, Powershell  
• HTML, CSS, XML, JSON, T-SQL

## EDUCATION

**Certified Chief Technology Officer;** California Educational Technology Professionals Association

**Technical Management Program;** University of California, Los Angeles

**Bachelor of Science, Computer Science;** California State University, Sacramento

### Related Courses:

Programming Concepts & Methodology I & II

Discrete Structures

Object Oriented Computer Graphic

Data Structures & Algorithm Analysis

Computer Software Engineering

Database Management Systems

Programming Languages

Computer Architecture

Software Requirements and Specifications

Computer Organization

## WORK EXPERIENCE

### Technology Coordinator

**Loomis Union School District, Loomis, CA**

**08/17 - present**

Consolidated redundant systems to streamline production environment thereby saving expenses and improving maintainability. Upgraded wireless throughout the district and enforced stricter security. Deployed Office 365 to all staff within the district which allowed for better accessibility of district resources to employees while on-site as well as off-site. Created a backup plan for existing infrastructure, upgraded obsolete equipment, and modified existing network to be consistent across all campus locations. Implemented a streamlined purchase requisition process and created an inventory process for tracking district assets.

### Coordinator, Systems and Technology

**Placer County Office of Education, Auburn, CA**

**07/15 – 8/17**

Deployed large scale applications across the organization within a defined timeline and provided extensive hands on training to users. Supported end users in daily activities and assisted in highest tier of support. Worked with vendors to procure equipment and ensure products met the needs of the organization. Directed and provided oversight of the development of applications in use within the organization. Extensive work with user accounts and internal systems to provide automation and integration across several disparate systems. Goal oriented with proven track record of increasing department efficiency, establishing processes and exceeding customer expectations. Professional manager with a strong work ethic and attention to detail. Strong leadership, problem solving and communication skills. Flexible, positive and responsive to change.

### Technical Supervisor

**Placer County Office of Education, Auburn, CA**

**09/12 – 07/15**

Customer-focused IT professional, expert in leading and contributing to projects designed to enhance system functionality and end-user productivity. Acknowledged for capacity to tackle challenging issues, analyze viable alternatives, and provide innovative solutions that reside well within clients' needs and time frameworks. History of successes in team development, leadership, customer relationship management, project management and development and implementation of large, complex IT projects. Expertise in application development life cycle and architecture, data resource management, and information technology infrastructures.

### Web Applications Developer III

**Placer County Office of Education, Auburn, CA**

**08/05 – 09/12**

Developed, coordinated, and facilitated projects from stage of concept to full implementation. Work well independently and within team-based environments. Apply high level of motivation and organization to all professional endeavors. Create dynamic data driven web sites including personalization, search, and commerce functionality. Researched and prototyped new web technologies and techniques to realize benefits of the latest

innovations, achieve increased efficiency, and provide highest quality products. Determined and translated customer expectations into precise specifications in order to clarify project deliverables, define schedule, and perform tasks.

**Web Developer**

**Mindset Software, Sacramento, CA**

**01/05 – 08/05**

Analyzed customer requirements for custom pages. Completed challenging web design and programming projects in Unix and PC/Windows environments which interfaced with backend database. Coordinated multiple projects simultaneously. Designed areas for special features and visitor interaction. Experienced analyzing, designing, developing and implementing Web-based applications. Experienced Web developer with strong computer knowledge, graphic design abilities, people skills, and business experience. Proven technical background in information systems and Internet server support.

**ACTIVITIES & ACCOMPLISHMENTS**

- Consistently recognized by management and peers for producing high quality work.
- Received numerous customer commendations and awards.
- Demonstrated high quality, results-driven, prompt, and professional customer service and support to instill confidence in technical advice and directions.
- Acknowledged throughout career as a service-centric and process-driven leader and troubleshooter; a composer of clean code and concise documentation that fully details software development lifecycles from development environment to production
- Developed and maintained complex applications to deliver data-driven content to Web users.
- Apply high level of motivation and organization to all professional endeavors.
- Excellent motivational, planning and communication skills, with proven results building teams that exceed objectives.

# BRIAN DAVIS

## OBJECTIVE

Experienced Claims Team Lead, with over 20 years claims adjusting experience, seeking to bring exceptional customer service, claims adjusting and communication skills to a team environment.

## EXPERIENCE

### **Claims Team Lead**

Sedgwick CMS | Roseville, CA

Sept. 2023 – Current

- Supervise claims team of 7 Examiners and 1 Assistant specializing in Government Tort Claims, including both first and third-party, bodily injury and property damage claims for multiple public municipalities and transit systems, standalone accounts, as well as Risk Pools.
- Active adjuster licenses held in CA and HI, along with 20+ reciprocal state licenses.
- Attend court proceedings and mediations ranging from Small Claims up to Federal Court.
- Ensure timely initial reporting and follow up periodic reporting to appropriate excess carriers and stake holders, including preparation of detailed claim reports and presentation of reports.
- Training new hires on claims best practices.

### **Senior Claims Examiner**

Sedgwick CMS | Roseville, CA

July 2018 – Sept. 2023

- Adjust moderate to complex first and third-party bodily injury and property damage claims, both unrepresented and represented, both litigated and non-litigated, Government Tort Claims for multiple public municipalities, transit districts and ride sharing programs arising from auto accidents, general liability losses, infrastructure failures, police, and civil rights, employment practices liability.
- Complete and document scene investigations including photographs and measurements as needed.
- Attend litigation hearings from Small Claims up to Federal Court.

### **Senior Coverage Specialist**

Mercury Insurance Group | Folsom, CA

May 2005 – July 2018

- Investigation of complex issues of coverage to determine policy applicability for policies written in California, Arizona, and Nevada.
- Managed litigated and non-litigated first- and third-party property damage, bodily injury, uninsured motorist property damage and bodily injury claims while completing complex liability investigations.

## SKILLS & ABILITIES

- Initiative-taking, skilled multitasking, setting priorities and working well under pressure.
- Knowledgeable in public entity, commercial auto, personal auto, homeowners, and general liability policies and claim handling requirements.
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook.
- Excellent oral and written communication and presentation skills.
- Strong analytical, interpretive, and organizational skills.

## EDUCATION

### **Associate of Applied Science**

Heald Business College | Roseville, CA

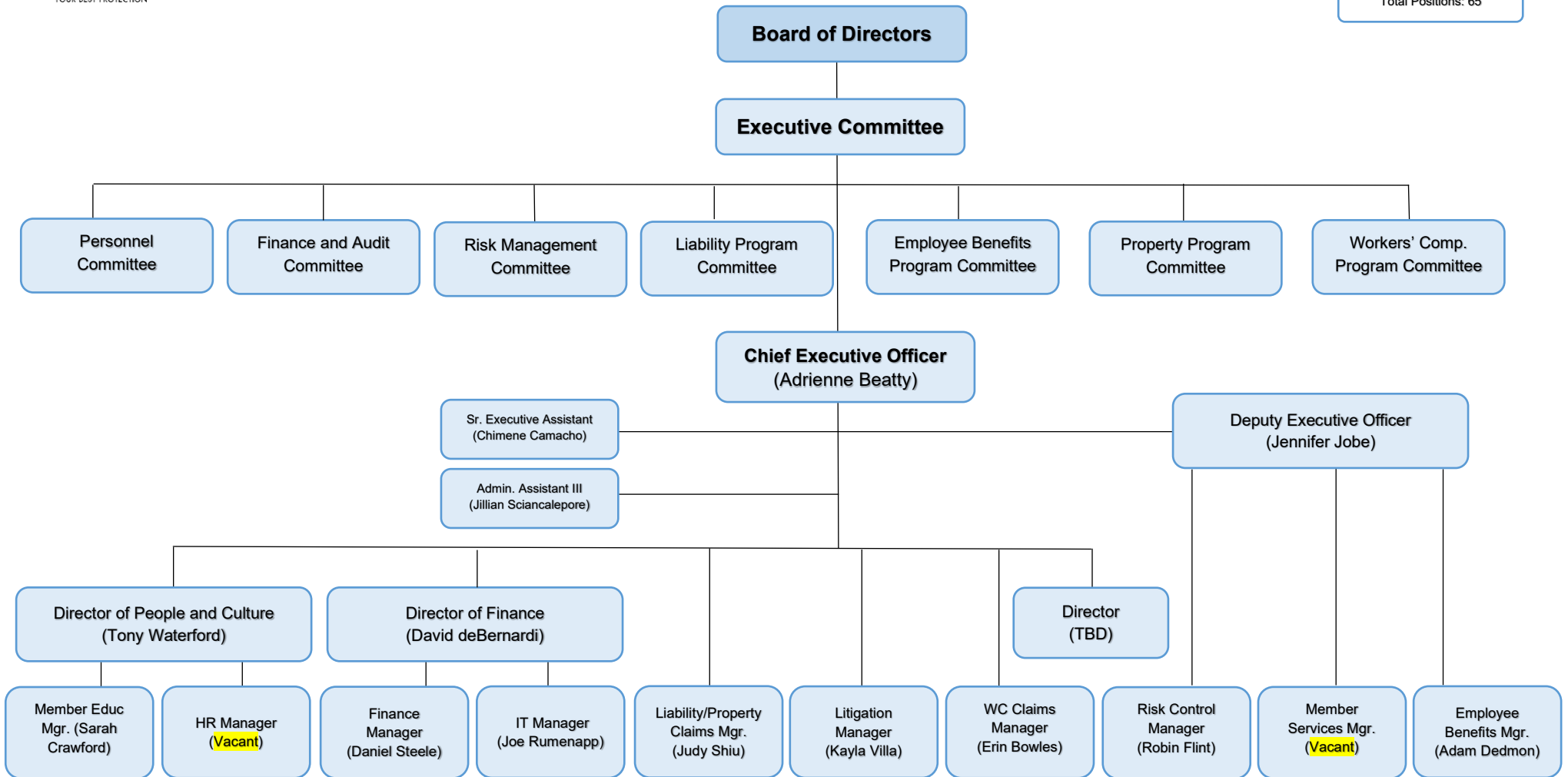


# Organizational Chart

Effective May 24, 2026

Full-time employees: 57

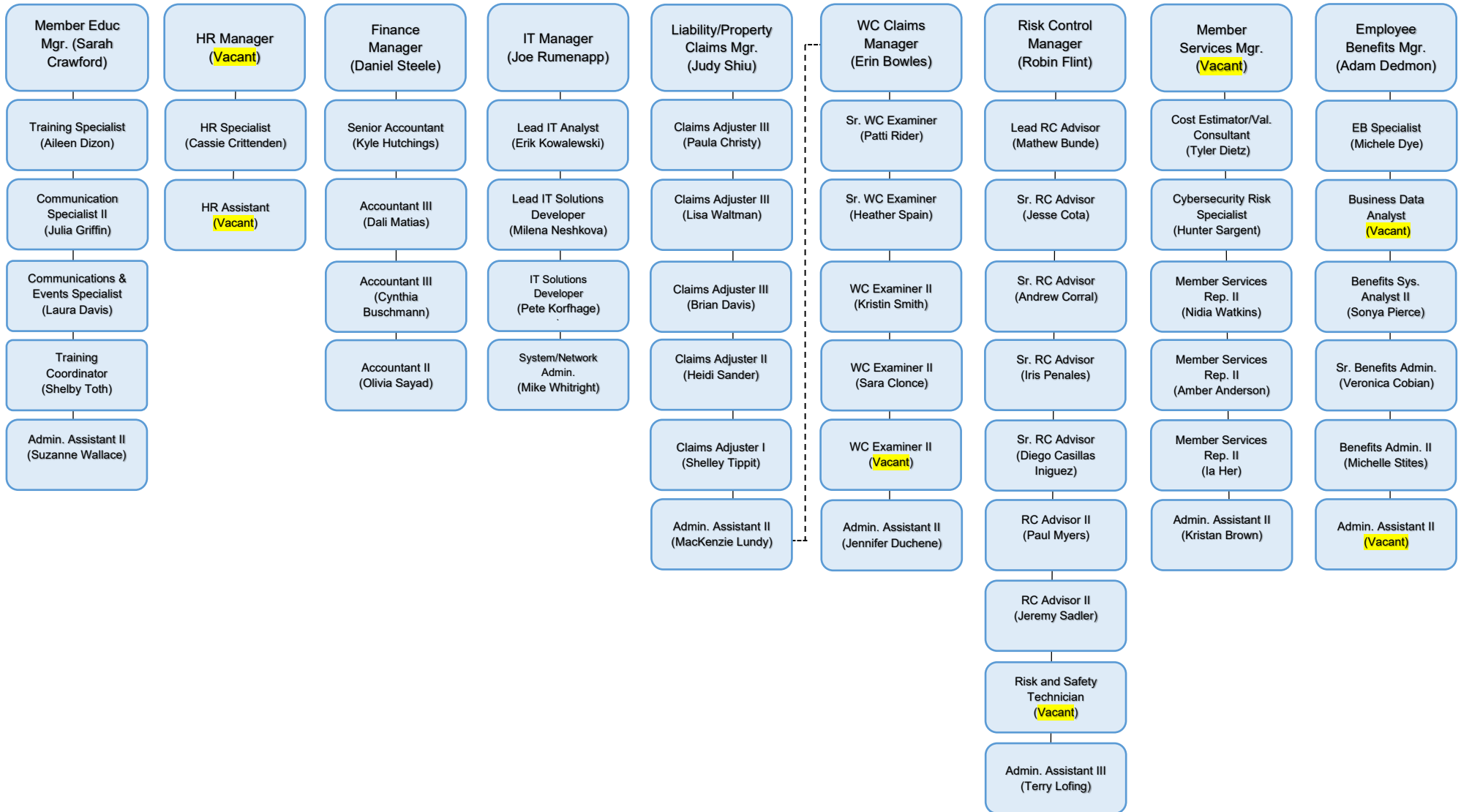
Total Positions: 65





# Organizational Chart

Effective May 24, 2026



**ACWA JPIA**  
**Review Recruitment Status**  
**June 3, 2026**

**BACKGROUND**

The Personnel Committee is to be kept apprised of the JPIA's recruitment status.

**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 are for replacement positions:

- **Workers' Compensation Examiner II:** This is a replacement position for Patti Ryder's impending retirement. The recruitment has concluded and pre-employment tasks are underway. We expect to have a new Examiner II on Board by mid-June.
- **Risk and Safety Technician:** The job announcement was posted on January 23, 2026; however, there were no qualified applicants. This recruitment is currently paused, pending further job description review and needs analysis.
- **Human Resources Manager:** Recruitment is underway to fill the position vacated by Tony Waterford who was promoted to Director of People and Culture effective March 16, 2026. We expect to have a new Human Resources Manager in place by August 2026.
- **Business Data Analyst:** This position replaces the Lead Benefits Analyst position previously held by Ben Hayden who separated employment on May 6, 2026. Recruitment is underway to fill this position, and we expect to have a new Business Data Analyst in place by the end of August 2026.
- **Employee Benefits Manager:** Recruitment is underway to fill the position vacated by Adam Dedmon's resignation, effective June 26, 2026. We expect to have a new Employee Benefits Manager in place by the end of August 2026. This position will be re-classified as Grade 52, down from Grade 58.
- **Administrative Assistant I/II:** Heidi Singer, Accountant III, resigned effective May 8, 2026. Olivia Sayad, Administrative Assistant II, in the Employee Benefits Department, was selected to fill the vacant Accountant position at the Accountant II level, effective May 18, 2026. A temporary Administrative Assistant has been hired while recruitment for the position is underway.

- **HR Assistant/Administrative Assistant II/III:** In collaboration with JPIA Managers, Tony Waterford established an Administrative Support Team consisting of current JPIA Administrative Assistants responsible for performing essential Receptionist and Administrative Assistant duties previously handled by Robin Hudson, who retired in February 2026. Once the full-time Human Resources Assistant/Administrative Assistant II/III recruitment is underway and completed, the selected candidate will be added to the Administrative Support Team for rotation.

The following recruitment is for a new position for which authority to hire has already been granted:

- **Member Services Manager:** The Executive Committee approved this as a new position (Grade 52) in January. This recruitment has been delayed in lieu of other more pressing recruitments.

The following recruitment is to be determined:

- **Director:** The General Counsel position was a hybrid position of both traditional General Counsel services and a variety of other both internal and external claims management and claims-related member services. General Counsel duties will be fulfilled by a contracted consultant. Recruitment for another Director has been postponed so that the CEO and DEO can determine optimal needs of the organization.

The following recruitment is being discontinued:

- **Director of Member Outreach:** The Director of Member Outreach vacancy was replaced with the Director of People and Culture position, which was filled through the promotion of Tony Waterford, effective March 16, 2026. Director of Member Outreach duties not relevant to the new Director of People and Culture position have been redistributed amongst the CEO and DEO.

A Salary Schedule reflective of all positions has been attached.

### **RECOMMENDATIONS**

None, information only.

# ACWA JPIA Staff

## Pay Schedule

Effective Date: May 20, 2026

Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	\$ 297,193	\$ 445,790
Deputy Executive Officer	Exempt	76	237,971	356,957
General Counsel	Exempt	70	205,202	307,803
Director of Finance	Exempt	68	195,314	292,971
Director of Member Outreach	Exempt	68	195,314	292,971
Director of Pooled Programs	Exempt	68	195,314	292,971
Director of People and Culture	Exempt	68	195,314	292,971
Litigation Manager	Exempt	60	160,303	240,455
Employee Benefits Manager	Exempt	52	131,568	197,353
Finance Manager	Exempt	52	131,568	197,353
Human Resources Manager	Exempt	52	131,568	197,353
Liability and Property Claims Manager	Exempt	52	131,568	197,353
Risk Control Manager	Exempt	52	131,568	197,353
Member Education Manager	Exempt	52	131,568	197,353
Workers' Compensation Manager	Exempt	52	131,568	197,353
Information Technology Manager	Exempt	52	131,568	197,353
Member Services Manager	Exempt	52	131,568	197,353
Lead Risk Control Advisor	Exempt	48	119,194	178,792
Cost Estimator / Valuation Consultant	Exempt	45	110,684	166,026
Senior Risk Control Advisor	Exempt	45	110,684	166,026
Cybersecurity Risk Specialist	Exempt	45	110,684	166,026
Lead IT Analyst	Non-exempt	45	110,684	166,026
Lead IT Solution Developer	Non-exempt	45	110,684	166,026
IT Solution Developer	Non-exempt	44	107,984	161,976
Lead Benefits Analyst	Non-exempt	42	102,781	154,171
Claims Adjuster III	Exempt	40	97,828	146,743
Senior Workers' Compensation Examiner	Exempt	40	97,828	146,743
Employee Benefits Specialist	Exempt	38	93,114	139,672
Training Specialist	Non-exempt	38	93,114	139,672
Senior Executive Assistant	Non-exempt	38	93,114	139,672
Senior Accountant	Non-exempt	38	93,114	139,672
System/Network Administrator	Non-exempt	38	93,114	139,672
Human Resource Specialist	Non-exempt	38	93,114	139,672
Risk Control Advisor II	Non-exempt	38	93,114	139,672
Member Services Representative II	Non-exempt	38	93,114	139,672
Communications Specialist II	Non-exempt	36	88,628	132,942
Workers' Compensation Claims Examiner II	Non-exempt	36	88,628	132,942
Claims Adjuster II	Non-exempt	36	88,628	132,942
Business Data Analyst	Non-exempt	32	80,292	120,439
Benefits System Analyst II	Non-exempt	32	80,292	120,439
Claims Adjuster I	Non-exempt	32	80,292	120,439
Risk and Safety Technician	Non-exempt	28	72,741	109,111
Communications and Events Specialist	Non-exempt	28	72,741	109,111
Senior Benefits Administrator	Non-exempt	28	72,741	109,111
Administrative Assistant III	Non-exempt	24	65,900	98,849
Training Coordinator	Non-exempt	24	65,900	98,849
Benefits Administrator II	Non-exempt	24	65,900	98,849
Accountant III	Non-exempt	22	62,724	94,086
Accountant II	Non-exempt	20	59,702	89,553
HR Assistant	Non-exempt	20	59,702	89,553
Administrative Assistant II	Non-exempt	20	59,702	89,553
Receptionist/Office Assistant	Non-exempt	11	47,805	71,707
<b>Retired Annuitants</b>			<b>Hourly</b>	<b>Hourly</b>
Project Manager	Non-exempt	Ret An	75	150

**ACWA JPIA**  
**Review and Make Recommendation on Updated Salary Schedule**  
**June 3, 2026**

**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 2026-27 Salary Schedule requires approval prior to the October 1 date. As such, each year staff proposes a change to the salary ranges. Last year, a process change was implemented to move this request from September to 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 March 2025 – March 2026, less medical expenses. That adjustment is +3.0%. As such, staff proposes increasing the ranges by 3.0%.

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 2026-2027 Salary Schedule, as presented.

# ACWA JPIA Staff

## Pay Schedule

Effective Date: June 3, 2026

Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	\$ 306,109	\$ 459,164
Deputy Executive Officer	Exempt	76	245,110	367,665
Director of Finance	Exempt	68	201,173	301,760
Director of People and Culture	Exempt	68	201,173	301,760
Litigation Manager	Exempt	60	165,112	247,669
Employee Benefits Manager	Exempt	52	135,515	203,273
Finance Manager	Exempt	52	135,515	203,273
Human Resources Manager	Exempt	52	135,515	203,273
Liability and Property Claims Manager	Exempt	52	135,515	203,273
Risk Control Manager	Exempt	52	135,515	203,273
Member Education Manager	Exempt	52	135,515	203,273
Workers' Compensation Manager	Exempt	52	135,515	203,273
Information Technology Manager	Exempt	52	135,515	203,273
Member Services Manager	Exempt	52	135,515	203,273
Lead Risk Control Advisor	Exempt	48	122,770	184,155
Cost Estimator / Valuation Consultant	Exempt	45	114,004	171,007
Senior Risk Control Advisor	Exempt	45	114,004	171,007
Cybersecurity Risk Specialist	Exempt	45	114,004	171,007
Lead IT Analyst	Non-exempt	45	114,004	171,007
Lead IT Solution Developer	Non-exempt	45	114,004	171,007
IT Solution Developer	Non-exempt	44	111,224	166,836
Claims Adjuster III	Exempt	40	100,763	151,145
Senior Workers' Compensation Examiner	Exempt	40	100,763	151,145
Employee Benefits Specialist	Exempt	38	95,908	143,862
Training Specialist	Non-exempt	38	95,908	143,862
Senior Executive Assistant	Non-exempt	38	95,908	143,862
Senior Accountant	Non-exempt	38	95,908	143,862
System/Network Administrator	Non-exempt	38	95,908	143,862
Human Resource Specialist	Non-exempt	38	95,908	143,862
Risk Control Advisor II	Non-exempt	38	95,908	143,862
Member Services Representative II	Non-exempt	38	95,908	143,862
Communications Specialist II	Non-exempt	36	91,287	136,930
Workers' Compensation Claims Examiner II	Non-exempt	36	91,287	136,930
Claims Adjuster II	Non-exempt	36	91,287	136,930
Business Data Analyst	Non-exempt	32	82,701	124,052
Benefits System Analyst II	Non-exempt	32	82,701	124,052
Claims Adjuster I	Non-exempt	32	82,701	124,052
Risk and Safety Technician	Non-exempt	28	74,923	112,385
Communications and Events Specialist	Non-exempt	28	74,923	112,385
Senior Benefits Administrator	Non-exempt	28	74,923	112,385
Administrative Assistant III	Non-exempt	24	67,877	101,815
Training Coordinator	Non-exempt	24	67,877	101,815
Benefits Administrator II	Non-exempt	24	67,877	101,815
Accountant III	Non-exempt	22	64,606	96,909
Accountant II	Non-exempt	20	61,493	92,239
HR Assistant	Non-exempt	20	61,493	92,239
Administrative Assistant II	Non-exempt	20	61,493	92,239
<b>Retired Annuitants</b>			<b>Hourly</b>	<b>Hourly</b>
Project Manager	Non-exempt	Ret An	75	150

**ACWA JPIA**  
**2026 CEO Contract Negotiation and Performance Review Process**  
**June 3, 2026**

**BACKGROUND**

This report has been drafted with the assistance of Mary Egan, Consultant to the Executive Committee for the CEO annual review and compensation process and the JPIA President and Vice President – Directors Melody McDonald and Bruce Rupp – respectively.

The ACWA JPIA Executive Committee adheres to the best practice of conducting an annual performance evaluation for the Chief Executive Officer. This facilitated evaluation process is conducted according to a specific timeline and includes a variety of steps to provide the Executive Committee with comprehensive performance and compensation information.

In addition to recommended contract and base pay modifications, the 2025 process resulted in process recommendations from the Ad Hoc Committee charged with generating compensation and contract revisions. These recommendations impacting the 2026 process were discussed at the January 2026 Personnel and Executive Committee meetings.

**CURRENT SITUATION**

The 2026 CEO annual review and contract negotiation process will include:

- a) Review of a total compensation array that includes base compensation, other cash compensation and relevant benefit enhancements provided to other large public comparator agencies including but not limited to JPIA, PRISM, CJPIA, ASCIP, and SDRMA. All California staffed risk pools that own and operate their own Captive. The compensation for the ACWA General Manager was also included.
- b) A comparison of relevant deferred compensation programs.
- c) Consideration of the CEO's compensation adjustment following the parameters adopted by the Committee with the October 1, 2025, contract renewal, which contemplates an annual increase of between 3% and 7% based upon performance, not including the one-time bonus provided in Section 6.3.

This compensation analysis will be provided to a new Ad Hoc Committee named by the President in January 2026. Committee members are: Melody McDonald, Scott Ratterman, David Wheaton, and Brent Hastey.

The process will adhere to the following timeline:

January 2026	President appoints Ad Hoc Committee for compensation review
May 2026	JPIA CEO direct reports participate in a “360” process to provide feedback on the CEO’s performance (conducted every 2-3 years)
June/July 2026	CEO prepares self-evaluation, suggests annual goals and requests contract modifications  Comparability data provided to Ad Hoc Committee  Facilitator begins interviews of all Executive Committee members concerning CEO’s performance  Ad Hoc Committee meetings to discuss compensation recommendations (through September as needed)
September 11, 2026 (9 AM)	Personnel Committee Meeting  Recommendations made by Ad Hoc Committee ready for Executive Committee
September 25, 2026 (8 AM)	Executive Committee Meeting Closed Session CEO Performance Review, Salary and Bonus confirmation, confirmation of any re-negotiated contract terms – and report out in Open Session of actions taken

Ms. Egan will be present to update the Committee on the current status of the process and next steps.

**RECOMMENDATION**

None, information only.

# ACWA JPIA MEETINGS CALENDAR – 2026

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT	CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 16		8:00 AM*								
JAN 21			3:00 PM							
JAN 22		10:30 AM							8:00 AM	
FEB 11							11:00 AM*			
FEBRUARY 19-20 STRATEGIC PLANNING SESSION - SAN DIEGO										
MARCH 1-4 AGRIP GOVERNANCE CONFERENCE - NASHVILLE										
MARCH 8-10 CICA CONFERENCE - PALM DESERT										
MAR 26				1:00 PM			3:00 PM			
MAR 27		8:00 AM								
APRIL 27		4:00 PM*								
APRIL 30					9:00 AM*					
MAY 4-7 ACWA JPIA SPRING MEMBERSHIP SUMMIT AND ACWA CONFERENCE - SACRAMENTO										
MAY 4	2:00 PM					8:15 AM				
MAY 29										9:00 AM (UTAH)
JUNE 3			10:00 AM *							
JUNE 25								3:00 PM		
JUNE 26		8:00 AM								10:30 AM
JULY 29		3:00 PM			1:00 PM					
SEPTEMBER 15-18 CAJPA ANNUAL CONFERENCE – SOUTH LAKE TAHOE										
SEPT 11			9:00 AM *							
SEPT 24				1:00 PM		3:00 PM	10:00 AM			
SEPT 25		8:00 AM								11:00 AM
OCT 22		10:00 AM*								
NOVEMBER 30-DECEMBER 3 ACWA JPIA FALL MEMBERSHIP SUMMIT AND ACWA FALL CONFERENCE - ANAHEIM										
Nov 30	2:00 PM									8:00 AM

\*Virtual Meeting