

Personnel Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA
2100 Professional Drive
Roseville, CA 95661

Monday
June 8, 2023
11:00 AM

Chair: Melody McDonald, San Bernardino Valley Water Conservation District

Vice-chair: David Drake, Rincon del Diablo Municipal Water District

J. Bruce Rupp, Humboldt Bay Municipal Water District



PERSONNEL COMMITTEE MEETING

AGENDA

[Zoom Link](#)

Meeting ID: 661 516 2566

Password: 1234

Telephone No.: 1 (669) 900-6833

Thursday, June 8, 2023, 11:00 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:

- Drake – 325 Rock Ridge Place, Escondido
- McDonald – 254 E Valley Street, San Bernardino

WELCOME

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

EVACUATION PROCEDURES

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>
McDonald	* I. Approve the meeting minutes of January 23, 2023.	4
Beatty	* II. Review staffing activities.	7
Beatty	* III. Review staffing status and possibly make recommendation to approve new position and updated Salary Schedule.	8
Beatty	* IV. Review benefits implementation for new employees and possibly make recommendation to revise organizational policy.	27
Beatty	* V. Review employee vacation accrual and possibly make recommendation to revise organizational policy.	28

Preliminary Agenda issued: May 3, 2023

Final Agenda issued: May 24, 2023

<u>Presenter</u>			<u>Page#</u>
Sells	*	VI. CEO Update.	31
McDonald	*	VII. Discuss next meeting date: September 6, 2023.	32

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: Tony Waterford, Human Resources Manager 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
Mesa Water District
1965 Placentia Avenue
Costa Mesa, CA 92627

January 23, 2023

MEMBERS PRESENT

Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District
Vice-Chair: David Drake, Rincon del Diablo Municipal Water District
Fred R. Bockmiller, Jr., Mesa Water District
J. Bruce Rupp, Humboldt Bay Municipal Water District

MEMBERS ABSENT

None.

STAFF PRESENT

Chief Executive Officer/Secretary: Walter “Andy” Sells
Adrienne Beatty, Assistant Executive Officer
Patricia Slaven, Director of Human Resources and Administration

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair McDonald called the meeting to order at 2:07 p.m. and announced there was a quorum.

PUBLIC COMMENT

As the agenda stated, members of the public would be allowed to address the Personnel Committee on any agenda item prior to the Committee’s decision on that item. Comments on any issues on the agenda, or not on the agenda, were also welcomed. No comments were brought forward.

ADDITIONS TO AND DELETIONS FROM THE AGENDA

None.

APPROVAL OF MINUTES

Chair McDonald called for approval of the minutes of the September 21, 2022 meeting.

M/S/C (McDonald/Drake) (Bockmiller-Yes; Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the September 21, 2022 meeting, as presented.

REVIEW GOALS AND OBJECTIVES

Mr. Sells reported on the progress of the JPIA towards the organization goals for 2022-23 as follows: Continue community service project; create digital strategy/roadmap; and improve internal and external communications.

REVIEW STAFFING STATUS

Ms. Slaven reported on staffing changes that have occurred since the last Personnel Committee meeting. Three new employees were hired: Molly Quirk, Communication and Outreach Specialist; Andrew Corral, Sr. Risk Advisor; and Michael Whitright, IT Support Specialist. Paul Myers will start his new position as Risk Advisor II on January 31, 2023. Five recruitments are underway for the following positions: Human Resources Manager, Accountant II, Director of Member Outreach, Workers' Compensation Claims Manager and Administrative Assistant II in Benefits. Sylvia Robinson and Allison Hartill both officially retired in December 2022 and three retirements are forthcoming: Peter Kuchinsky and Patricia Slaven in March 2023 and Melody Tucker in May 2023. Lastly, Shelley Tippit moved from the Finance department to her new position as Claims Assistant.

REVIEW NEW SALARY SCHEDULE AND MAKE RECOMMENDATION TO THE EXECUTIVE COMMITTEE

Ms. Slaven stated JPIA has updated the salary schedule to add Director of Pooled Programs and Director of Member Outreach positions approved by the Executive Committee in November.

M/S/C (Rup/Drake) (Bockmiller-Yes; Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee to approve the new Salary Schedule, as presented.

UPDATE ON EMPLOYEE ENGAGEMENT TEAM SURVEY PROPOSALS

Ms. Slaven reported on the following recommendations brought forth by the Employee Engagement Team and approved by JPIA management: Improve the process for creating organizational goals, allow time for staff to create supporting goals and then hold staff accountable for reaching the goals; create an online method to share suggestions anonymously – IT created such a method for submission; and provide information earlier in the process when policies and procedures change. All staff agreed that the process was valuable and endorsed what the organization was doing to keep engagement at a high level.

REVIEW STAFFING ACTIVITIES

Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting. Highlights included: JPIA hosted HR Group meetings at Yorba Linda Water District and the JPIA office in Roseville; the Social Committee hosted the Family Fun event at Golfland Sunsplash and the staff Holiday and Retirement lunch held in Whitney Oaks; the Wellness Committee hosted a financial

wellness event and the Fall Feast for staff; and staff continues to volunteer at the Placer Food Bank.

CEO UPDATE

Mr. Sells provided an update on relevant, current issues and potential, future opportunities, and challenges.

NEXT MEETING DATE

The Personnel Committee is scheduled to meet next on June 8, 2023.

The Personnel Committee meeting adjourned at 4:45 p.m.

ACWA JPIA
Staffing Activities
June 8, 2023

BACKGROUND

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

CURRENT SITUATION

Staff activities since the last Committee meeting on January 23, 2023:

- On January 24th JPIA management staff participated in an offsite leadership development training facilitated by Clint Camac. The training focused on understanding the five dysfunctions of a team.
- The Social Committee hosted a Chili Cookoff at the end of January. Staff enjoyed competing with each other for the best tasting chili.
- The Wellness Committee hosted a Superbowl party in February. Staff wore their favorite sports attire, played games, and enjoyed a “healthy” potluck.
- The Social Committee hosted two retirement parties in March. One for Peter Kuchinsky, II, celebrated at the JPIA office where staff enjoyed a catered taco lunch. The second for Patricia Slaven hosted at La Provence restaurant.
- The Wellness Committee planned activities during the month of April to celebrate National Humor Month. A “joke of the week” channel was created on Teams and staff were encouraged to share work appropriate jokes with the funniest joke winning a prize each week.
- On April 26th, JPIA celebrated Administrative Professionals Day with bagels and pastries for all staff.
- Staff celebrated the retirement of Melody Tucker on May 3rd with a catered taco lunch at the JPIA office.

RECOMMENDATIONS

None, informational only.

ACWA JPIA
Staffing Status and New Position/Salary Schedule
June 8, 2023

BACKGROUND

The Personnel Committee is to be kept apprised of staffing changes and will recommend any grade changes or new positions for approval by the Executive Committee.

CURRENT SITUATION

Staffing changes which have occurred since the last Personnel Committee meeting are:

- Six new employees were hired: Olivia Sayad started as Employee Benefits Administrative Assistant II on March 7, 2023; Heidi Singer started her position as Accountant II on March 8, 2023; Tony Waterford started as Human Resources Manager on March 13, 2023; Erin Bowles started her position as Workers' Compensation Claims Manager on April 13, 2023; and Kevin Phillips started as Director of Member Outreach on April 17, 2023. Jennifer Jobe will begin her position as Director of Pooled Programs on July 10, 2023. Resumes follow.
- An updated organizational chart follows.
- Peter Kuchinsky and Patricia Slaven officially retired in March 2023 and Melody Tucker officially retired in May 2023.
- Laura Baryak is currently classified as Administrative Assistant II, grade 20, non-exempt; however, the job description does not reflect the essential duties as Event Planner. JPIA will need to create an Event Planner job description to include essential duties and classification at grade 21, non-exempt, and promote Ms. Baryak to Event Planner. Event Planner job description follows.
- The JPIA General Counsel position is currently a grade 68 position with a pay range of \$171,996 (minimum) to \$257,993 (maximum). JPIA will need to establish a grade 70 for this position and expand the salary range to \$180,703 (minimum) to \$271,054 (maximum). The grade change will not impact the incumbent's current salary.

RECOMMENDATIONS

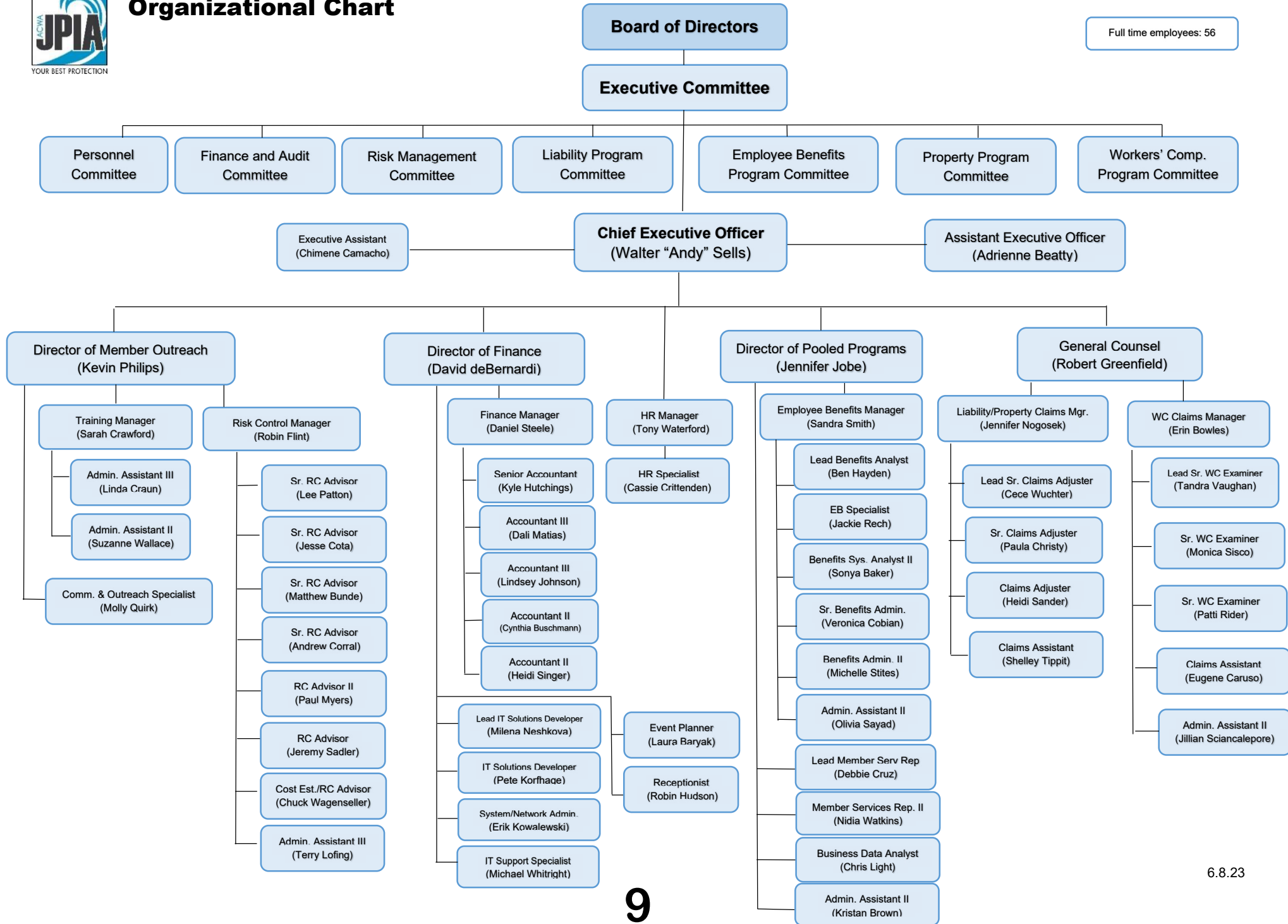
That the Personnel Committee make a recommendation to the Executive Committee to approve the new position of Event Planner and a new grade level for General Counsel and resultant updated Salary Schedule, as presented.



Organizational Chart

Effective July 10, 2023

Full time employees: 56



Olivia Sayad

Highly adaptable and confidential administrative secretary with determination to handle day to day work tasks with attention to detail and proven efficiency.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Legal Assistant

Penney & Associates - Roseville, CA

October 2019 to January 2023

Answered client phone calls and inquiries. Established and maintained cooperative working relationships with co-workers, clients, and the public. Managed a case load of 140 clients. Processed all incoming legal correspondence and medical documentation. Managed and maintained the records department. Organized, indexed, and summarized all client medical records for attorney review. Calculated accounting and case value for four attorneys. Contacted and built rapport with clients, healthcare providers, claims adjusters, opposing counsel, etc. Proficiently transcribed attorney dictation at a rate of 60 WPM. Transcribed legal documents, i.e. discovery, correspondence, medical summaries, depositions, and any further audio dictation provided. Transcribed all documentation for two attorneys in a quick, detail oriented, and timely manner Experienced with legal ease. Efficient and quick to with learning computer skills. Maintained a high degree of confidentiality. Answered phones and responded to any inquiries in a courteous manner. Calendaring.

Data Entry Specialist

Nivano Health Physicians - Grass Valley, CA

April 2017 to February 2018

Entered data of health insurance claim forms into Lennox system. Kept up with quota by continuously entering accurate information and various claim forms to meet data entry quota. Organized and prioritized the production of data into a usable form for management's release. Reviewed incoming medical claims for accuracy. Type information for a variety of routine documents such as application and claim forms. Demonstrated superior typing speed of 60 WPM and a 10-key speed of 10,000 KPM. Paid close attention to detail to ensure no errors in my key strokes. Worked efficiently while keeping up with company quota of 90% accuracy. Organized and prioritized incoming mail to the company.

Awards

National Honors Society

Volunteering and involvement in the community during high school. I was captain of the dance team 3 years in a row and organized all events to raise money to help others.

Heidi Singer

WORK EXPERIENCE

Special District Risk Management Authority – Sacramento, CA

Jun 2022 – Present

Accountant

- Performs a wide range of accounting and bookkeeping functions by ensuring compliance with established accounting principles and internal controls
- Performs accounts receivable functions within established controls including invoice preparation, invoice data imports, and delivery of invoices for over 500 government agencies
- Performs accounts payable functions within established controls including AP batch entry, check printing, and follow up on outstanding checks
- Prepares payments and controlled expenses by receiving, processing, verifying, and reconciling invoices
- Performs accounts receivable duties and reconciled billed and collected amount to GL accounts

Special District Risk Management Authority – Sacramento, CA

Feb 2016 – Jun 2022

Claims Examiner II

- Established and maintained claims files
- Managed claims and excess invoices along with the processing of recoveries
- Assisted with the record keeping and distribution of loss run reports
- Prepared and issued claims payments
- Provided assistance to the Claims Manager and Chief Risk Officer in the administration and handling of claims

York Risk Services Group

Aug 2013 – Feb 2016

Unit Manager – Claims Assistants/Operations Service Center

- Managed and developed 15 associates in workers compensation and operations tasks
- Addressed and prevented concerns of claims examiners
- Assured associates met their daily goals
- Performed audits to ensure compliance with regulations and to minimize penalties

York Risk Services Group

Jun 2012 – Aug 2013

Claims Assistant

- Input payments to vendors and workers compensation recipients
- Created notices to employees that followed the guidelines of the Division of Workers' Compensation
- Performed all clerical tasks assigned such as filing documents with attorneys, doctors, and employees. In addition to processing bill objections, litigation referrals, scheduling doctors' appointments and requisition requests

York Risk Services Group

Mar 2010 – Jun 2012

Operations Service Center Associate

- Set up general liability, property, and workers compensation claims
- Processed faxes to accurately match them to the correct file
- Routed mail to the appropriate recipients
- Trained new associates in claims setups and the proper handling of documents

EDUCATION

University of Nevada, Las Vegas

Graduated May 2009

- Bachelor of Science in Culinary Arts Management

SKILLS

- Finance, Accounts Payable, Accounts Receivable, Invoicing, Microsoft Excel, Internal Controls, Dynamics SL

TONY WATERFORD, MPA, SPHR | SHRM-SCP

SENIOR HUMAN RESOURCES PROFESSIONAL

MANUFACTURING • TECHNOLOGY • HEALTH CARE • FINANCIAL SERVICES • STAFFING • ENERGY
STRATEGIC HUMAN RESOURCES PLANNING • TALENT LIFECYCLE MANAGEMENT • HR / BUSINESS PARTNERSHIPS

Certified Senior Human Resources Professional with over 15 years of proven ability in all aspects of Human Resources management and leadership. Particular strengths in employee relations, strategic Human Resources, gap analysis, diversity and inclusivity, and HR practice alignment. Influential advisor and senior business partner for senior management to meet organizational goals and objectives. Ensures staffing needs meet business objectives in ratios, quality, training, and professional development. Notable successes in organizational development and workforce planning, SWOT analysis, talent acquisition, onboarding, employee retention, employee/labor relations, union avoidance, workplace safety improvement programs, workers' compensation cost reduction, and proactive HR policy development and implementation. Areas of expertise include:

Training and Development • Diversity, Equity and Inclusion • Talent Management / Acquisition
Risk Management • HR / Business Alignment • Strategic Workforce Planning • FMLA / CFRA Administration
Policy Development • Workplace Safety • Employee Engagement • Strategic Planning / Budgeting
Employee Relations / Labor Relations • Workers' Compensation • HRIS Systems • Regulatory Compliance
Benefits Planning / Administration • Compensation Design • Human Resources Management

PROFESSIONAL EXPERIENCE

Senior People Engagement Independent Consultant

06/2022 to present

Provides consultative services for non-profit and for-profit organizations. Conducts needs and gap analysis and identifies solutions that elevate employees' work performance and boost productivity. Conducts training on situational leadership, effective feedback, conflict resolution and Myers Briggs Type Indicator.

ACC SENIOR SERVICES, Sacramento, CA

11/2010 to 04/2022

A non-profit healthcare organization that operates programs within complex regulatory guidelines and evolving CA regulations. ACC has a workforce of over 300 employees and 500+ volunteers.

Director of Human Resources

- Served as Director/Senior Human Resources Business Partner to the President, Chief Executive Officer, and the leadership team, and led the Human Resources department to align HR programs and practices to support goals and mission. Provided leadership and direction for all human resources programs and services for multiple facilities including skilled nursing, assisted living, memory care and independent living.
- As a strategic partner, led change management to support organizational transformation and served as a champion for a diverse, inclusive, healthy, and engaged workforce. Resolved HR issues, including legal risks to the organization. Developed strategies to improve employee engagement to elevate organizational performance. Fostered a culture that supports intra-organizational relationships throughout the organization. Advised senior executive team and line staff on performance management and employee relations while integrating perspectives on culture and diversity and impact on the organization's success.
- Managed four staff members to support workforce planning and development, employee relations, compensation and benefits, payroll, workers' compensation, employee safety, and performance management. Developed and managed the implementation of Human Resources policies and procedures. Trained and coached managers on effective problem-solving techniques and team building.

Key Accomplishments and Business Impacts at ACC Senior Services:

- Designed and implemented a Diversity and Inclusion curriculum for management and line staff
- Implemented recruitment and onboarding strategies to attract and retain top-quality talent

- Led the job reclassification project to develop compensation and grade structure to ensure external market competitiveness and internal pay equity.
- Project Champion for migration of new HRIS and Payroll systems; automated workflows from paper forms and timesheets.
Transitioned and migrated new 403(b) Retirement Plans to enhance service and plan offerings.
- Managed workplace safety to achieve recognition for the organization's Lowest Incurred Cost and Lowest 3-Year Incidence Rate.
- Redesigned annual employee performance evaluation tools and processes and transitioned the yearly evaluation cycle to align with company compensation strategies.
- Coached managers in performance management and implemented a "rounding program" and "stay interview program" for managers to regularly check in with direct reports, resulting in reduced complaints by 90% and avoidance of lawsuits. Maintained a 97% high-performing employee retention rate for the organization.

EDFUND, Mather, CA

10/2003 – 11/2010

EdFund operated as the nation's second-largest student loan guarantor with a loan portfolio of \$38B and 700 employees. EdFund was acquired by ECMC in 2011.

Senior Human Resources Business Partner

- Served as Senior Human Resources Business Partner for the Information and Technology, Finance, Credit divisions; and played a critical consultative and advisory role to senior management on all strategic issues in Human Resources management, including strategic workforce planning, staffing/business alignment, policy development, compensation/benefits policies, legal and regulatory compliance, and labor relations.
- Provided consultation on promotions, transfers, terminations, immigration, and internal corporate communications. Conducted timely investigation of sexual harassment and complaints of discrimination.
- Partnered with California Student Aid Commission Department of Personnel to resolve civil service union grievances. Managed the annual performance review program; designed training and development plans; managed workforce safety and workers' compensation.

Key Accomplishments and Business Impacts

- Coached managers to achieve **85%** fewer complaints and zero lawsuits.
- Designed annual performance evaluation tools and processes and implemented a new incentive compensation program, resulting in an annual savings of over **\$200,000**.
- Reduced annual training costs by **\$52,000** by implementing an effective internal training program.
- Established job family structure and clarified career path opportunities to improve employee morale, retain high performers and reduce annual turnover by **60%**.

LIFE FITNESS, Paso Robles, CA and Chicago, IL

6/1999 – 05/2003

Life Fitness is the international leader in fitness equipment including stationary bicycles and Hammer Strength line of weight machines used in many gyms. Life Fitness employs more than 1,700 employees in 120 countries.

Senior Human Resources Manager

- In the first year on the job, **promoted** to Senior HR Manager to establish a new HR team and direct all Human Resource functions for over 300 employees at Life Fitness manufacturing plant in Paso Robles, CA. In a multi-site manufacturing environment provided key strategic assistance with workforce planning and staffing allocations, managed compensation and benefit plans, employee safety and workers' compensation, workforce training and development, and served as Affirmative Action Officer, managing Affirmative Action programs for four manufacturing facilities in four states.
- Provided HR consultative services for multiple manufacturing plants in California, Illinois, Kentucky, and Minnesota. Redesigned Human Resources operations and policies at the Paso Robles, California plant to effectively block unionization. Cultivated a work environment aimed at promoting and supporting employee growth, improving employee engagement and productivity, and celebrating success. Created and implemented new performance evaluation methods and tools for production and professional staff.
- Managed an HR team and served as a Grievance Hearing Officer for 400+ unionized employees at the Chicago, Illinois manufacturing plant. Successfully collaborated with the union business agent, union stewards and Life Fitness management to maintain excellent labor relations.

Key Accomplishments:

- Designed and implemented strategic programs to achieve a **97% reduction** in workplace injuries and saved over one million dollars annually in Workers' Compensation program costs.

- Developed and managed effective safety training programs and earned the Brunswick Safety Bronze award for leading the workforce to achieve over five hundred thousand work hours without experiencing a single lost-time accident.
- Created a successful proposal earning a **\$250,000** training grant for the Life Fitness Parabody manufacturing plant in Ramsey, Minnesota.

EDUCATION, CERTIFICATION & MILITARY TRAINING

Northern Illinois University, DeKalb, IL

- Master's Degree in Public Administration
- Bachelor's Degree, Community Health

United States Air Force Academy, Colorado Springs, CO

- Completed two years of military, physical fitness, and academic training
- Served five years, US Air Force Reserve

PROFESSIONAL CERTIFICATIONS:

- SPHR Certified
- SHRM-SCP Certified
- Myers-Briggs Type Indicator Certified Trainer
- Certified Situational Leadership Trainer

ERIN BOWLES



CONTACT



EDUCATION

- Master of Business Administration (MBA)
- Bachelor of Science in Business Administration (BSBA)
- State of a California Self-Insurance Administrator's Certificate
- CA Fire and Casualty Broker-Agent License 0C30368
- IEA Workers' Compensation Claims Administration Certificate



EXPERTISE

Customer Service & Relationship Management (Clients, Stakeholders, & Suppliers)

Workers Compensation Administration

Claims Operations Management

Strategic Planning & Execution

Case Management

Conflict Resolution, Arbitration & Mediation

Staff Supervision & Training

Auditing

Client Account Management

Insurance Sales Expertise



TECH. SKILLS

Proficient in MS Office applications and related claims and business software.



ATTRIBUTES

- Time Mgmt: ★★★★★
- Leadership: ★★★★★
- Flexibility: ★★★★★
- Creativity: ★★★★★
- Teamwork: ★★★★★
- Communication: ★★★★★



EXECUTIVE SUMMARY

Professionally qualified claims professional with more than twenty-seven years' experience in the insurance industry. Accomplished in multiple areas of the insurance industry relating to sales, claims, service, and utilization management. Expert in planning and executing investigations on insurance claims related to bodily injury, liability, medical, and worker's compensation. Well-versed in establishing solid relationships with professionals and individuals while maintaining high ethical and quality standards, professional demeanor, and a cooperative attitude. Possess outstanding problem-solving, leadership, intellectual curiosity, and social consciousness. Proven dedication to process efficiencies in legal and claims case management that provide in cost advantages in resolving conflicts even prior to a court-litigated resolution.



EXPERIENCE

QUALITY ASSURANCE MANAGER

Gallagher Bassett Insurance Services, Sacramento, CA | November 2016 – Present

- ◆ Collaborate with branches throughout the US, working with key internal and external stakeholders such as brokers, clients, claim examiners, defense counsels, and branch managers in achieving corporate goals.
- ◆ Coordinate claim reviews, resolve issues, and provide guidance consistent with corporate policies/procedures and best practices in accordance with applicable statutory and regulatory requirements.
- ◆ Claim auditing including analyzing payments, procedures, guidelines of benefits, financial reserve adequacy and accuracy, best practice compliance, and litigation.
- ◆ Review all targeted claims against identifiable claim closure metrics, which may include age of file, total incurred, defense firm or actuarial focus years.
- ◆ Develop and maintain monthly or quarterly reports, developed specifically for the claims mix, advising of progress and financial status for each file targeted.
- ◆ Provide complex claim findings and make recommendations in a clear and concise manner both in writing and verbally. Provide high level analysis of workers compensation claims.
- ◆ Prepare, analyze and administer a wide variety of reports, statistics, and other documents for, from and between the entities involved in these programs. Prepare monthly and annual reports for senior leadership.
- ◆ Identify training needs of internal staff and organize training interventions to meet quality standards.

WORKER'S COMPENSATION CLAIMS SUPERVISOR

Gallagher Bassett Insurance Services, Gold River, CA | June 2014 – November 2016

- ◆ Managed the assignment of losses to claims staff. Provided oversight and guidance to subordinate staff.
- ◆ Supervised the day-to-day operations of claim staff to ensure all quality, productivity, and customer service criteria are met while adhering to company policies and procedures. Planned, prioritized and organized claim workload for subordinate staff.
- ◆ Responsible for all management duties including; performance management/evaluations, establishment of department objectives, selection of new hires and training of all new claim staff, implementing strategic and innovative solutions to address challenges.
- ◆ Extended settlement authority on claims exceeding adjuster's granted authority. Developed, recommended and implemented short range objectives consistent with company business goals, guidelines and programs.
- ◆ Provided ongoing training to team members to ensure all corporate/department policies and procedures are followed. Resolved complaints, problems and coverage issues which have been escalated through the inside claims representative.

WORKER'S COMPENSATION SENIOR CLAIMS ADJUSTER

Gallagher Bassett Insurance Services, Gold River, CA | January 2007 – June 2014

- ◆ Applied knowledge of Workers' Compensation Laws, both statutory and judicial in adjusting workers' compensation claims. Studied and implemented applicable changes in Workers' Compensation Laws, Rules and Regulations. Investigated claims and potential claims against insured for Workers' Compensation; determined appropriateness in accordance with California Labor Code.
- ◆ Coached and mentored new adjusters, staff critical claims, managed and approved reserves, led weekly team meetings, monthly claim review, quarterly and yearly performance reviews for all claims staff.
- ◆ Represented customers before the Workers' Compensation Appeals Board.
- ◆ Resolved complex and severe exposure claims using high service oriented file handling.

CLAIMS CASE MANAGER III

Liberty Mutual Insurance Group, Sacramento, CA | May 2002 – January 2007

- ◆ Analyzed and adjusted worker's compensation claims, first party automobile claims, third party liability claims, and first party homeowner claims.
- ◆ Negotiated settlement of claims with attorney's or injured workers up to designated authority level and makes claim payments. Processed complex or technically difficult claims.
- ◆ Used established analytical and investigative techniques to conduct investigations to properly set reserves for moderate to high exposure claims involving litigation and vocational rehabilitation.
- ◆ Routinely audited files for payment accuracy within policy and state guidelines while ensuring ongoing adjudication of claims within company standards, industry best practices and client specific requirements.
- ◆ Outstanding organizational, oral communication and interpersonal skills to work with client representatives and customers in stressful and crisis management situations.

Kevin Michael Phillips, CPA

PROFILE SUMMARY:

Results-oriented manager with over fifteen years progressively responsible experience in public administration managing responsibilities in local government. Demonstrated proficiency in coordinating programs and interfacing with professionals of all levels, coupled with a solid ability to assess services and support, including customer service programs and general information dissemination. Profound knowledge of the government policies pertaining to budgeting and accounting coupled with outstanding knowledge of municipal procedures. Highly skilled in planning, budget management, and personnel management

EXPERIENCE

Town of Paradise

Town Manager

Aug. 2020 – Present

- Provided oversight to the Town's \$15 million budget, managed a staff of 81 employees, and worked with all Town Departments to ensure that operations and services comply with the policies and direction set by the Town Council.
- Reorganized the organizational chart to support the strategic and long-term recovery plan of the Town.
- Secured over \$400 million in State and Federal funds to support the rebuild of Paradise.
- Provided customer service by taking citizens' complaints and professionally acting on them as well as doing actual counter work when staffing shortages occurred
- Facilitated internal and external communication throughout all levels of the organization and conducted meetings with department heads and key management staff.
- Performed financial and managerial analyses for the Mayor and Town Council pertaining to Town operations and programs under consideration.
- Represented the Mayor, Town Council, and the Town at various meetings, functions, and events: served as a liaison to various civic or governmental organizations and committees, task forces, boards, and commissions.
- Served as the Town's spokesperson for all media and public speaking engagements
- Successfully assisted in filing and mediating a California Public Utilities Commission complaint to require all utilities to underground their facilities throughout the Town.

Paradise Irrigation District

District Manager

Assistant District Manager

Interim Manager

Jan. 2019 – Aug 2020

Jul. 2018 – Jan 2019

Apr. 2017 – Jul 2018

- Supervised the fiscal services of the District including accounting, collections, budgeting, purchasing, and financial reporting and auditing.
- Negotiated labor contact with IBEW and Teamsters
- Managed the development of a strategic business plan update to support the direction and values of the Board of Directors.
- Worked with multiple state agencies including; Water Resources Control Board, Division of Safety of Dams, and Department of Water Resources
- Created a recovery plan to fix the water system after the destruction from the Camp Fire
- Coordinated disaster recovery services with multiple agencies, including Cal/OES and FEMA

- Worked with the State Assembly, Senate, and Governor's office to secured backfill funding for the loss of revenue associated with the Camp Fire.
- Communicated to the public, media, and the Board of Directors the status of the recovery of the water system.
- Worked with State and local partners to issue guidance on water contamination.
- Worked with other water agencies to bring in mutual aid support to repair the water system
- Managed the District's EOC operations while coordinating with other agencies' EOC operations.

Paradise Irrigation District
Chief Financial Officer

Mar. 2007 – Apr 2017

- Responsible for all accounting functions; annual budget, annual audit (CAFR), GAAP principles
- Reported to elected Board of Directors on all District financial issues.
- Issued debt financing for over 10 million for capital improvements; Established A+ Bond-rating with S & P
- Created policies and procedures for accounting, budgeting, and purchasing. Established internal controls
- Supervised ten staff members; including performance reviews and hiring.
- Issued and implemented Request for Proposals for banking, investment services, retirement plan administrator, printing and mailing, enterprise resource planning software, and auditing services.
- Worked with Transmission and Distribution Department to implement a full Automated Meter Reading System; online access to all customers to monitor water usage.
- Migrated all financial and human resource functions from Springbrook Software to Tyler Technologies
- Assisted in negotiating multi-year labor agreements with the IBEW represented employees and the management group.
- Created plans and forecasts for new rate structures to meet the operational and capital needs of the District.
- Created external audit and banking relationships
- Utility Billing, Purchasing, Accounts Payable, Payroll, Special
- Month-end & Annual Financial Process and Reporting; Investments, Treasury & Banking
- Policies & Procedures compliance; Prepared monthly, quarterly, and annual financial reports to the Board of Directors.

EDUCATION California Polytechnic State University, San Luis Obispo
 Bachelor of Science, Business Administration,
 Concentration in **Accounting** and Concentration in **Finance**
Graduated Cum Laude

TECHNICAL Proficient in Microsoft Excel, Word, Access, PowerPoint, Tyler Technologies.

PROFESSIONAL AFFILIATIONS Certified Public Accountant # 84827
 Board Member: Durham Irrigation District
 Member of the California League of Cities
 CA Water Distribution Operator 2 #52047

JENNIFER JOBE, ARM

PROFESSIONAL EXPERIENCE:

Sedgwick, Sacramento, CA

1/2015 - Present

Director, Pool Management

- Manage day-to-day operations of 2 California self-insured risk pools:
 - Fire Agencies Self Insurance Systems: 189 fire protection districts / 11-member Board of Directors / 3 Committees
 - Employment Risk Management Authority: 232 municipalities and special districts / 13-member Board of Directors / 4 Committees
- Responsible for program operations including general risk management; liability and workers' compensation claims; litigation management; finance and accounting; training and education as well as member services; and safety and loss control services.
- Prepare and present a variety of agendas and reports to boards, committees, service providers, and other key stakeholders.
- Organize and conduct board and committee meetings in conjunction with the Board President.
- Lead all initiatives for development and implementation of new and expanded services and programs.
- Execute program strategic plans and initiatives.
- Develop and maintain relationships with service providers.
- Oversee service levels ensuring accordance with contracted terms.
- Train and mentor team members.

Notable Accomplishments:

- Implemented mid-layer coverage to mitigate effects of increased excess rates.
- Developed pool sponsored, first-of-its-kind training and support designed to prevent and mitigate the effects of stress and trauma on first responders. Built out program for pool to carry forward in to future years.
- As of July 1, 2023, will successfully merge the Fire Agencies Self Insurance System (FASIS) and Fire Districts Association of California Employment Benefits Association (FDAC EBA) to form Fire Risk Management Services (FRMS). FRMS is a multi-line risk pool providing workers' compensation and employee benefits coverage to eligible fire districts in California.

Northern California Power Agency, Roseville, CA

12/2013 - 12/2014

Legislative Program Administrator

- Planned, implemented, and oversaw legislative events including trainings, conferences, and meetings.
- Interfaced with congressional and state policymakers, key utility managers, and electric officials.
- Developed, coordinated, and disseminated materials including position papers, member communications, and agency annual report for key external stakeholders and policymakers.

Bickmore Risk Services, Sacramento, CA

8/1998 - 12/2000

Risk Management Administrator

- Recognized as Assistant Executive Director to California self-insured risk pools providing coverage for property, liability, and workers' compensation.
- Served as primary member contact for day-to-day direction and assistance to insurance brokers, state agencies, board and committee members, and service providers.

Aon Risk Services, San Francisco, CA

1995 - 1998

Account Administrator

- Provided day-to-day account support to the Managing Director of the Major Account Brokerage Division, Western Americas; Japan Business Group, Americas and Aon Risk Consultants.

Goldman Insurance, San Francisco, CA

1994 - 1995

Risk Management Administrator

- Provided marketing, business development, and administrative support to the Risk Manager and Chief Financial Officer responsible for building start-up public entity practice group.

DESIGNATIONS:

Associate In Risk Management (ARM)

AFFILIATIONS:

Northern California RELiEF, Sacramento, CA

2015 - 2018

Board of Directors

ACWA JPIA
EVENT PLANNER

Name: Laura Baryak

Reports to: Director of Finance

Grade: 21

Status: Non-Exempt

Date:

Definition/Summary

Under general supervision, the Event Planner is responsible for managing production from concept through completion, helping maintain the organization's reputation for memorable events. The Event Planner is responsible for every part of event preparations, such as choosing venues, approving menus, ordering giveaways, and evaluating success afterward. The ideal Event Planner is well-organized and has a sound knowledge of vendor management. Excellent communication and attention to detail are vital skills in this role, as well as a positive attitude and calm demeanor. Additional duties include providing general administrative support, coordinating building needs, and supporting the entire organization as needed.

Essential Functions

Duties may include, but are not limited to, the following:

- Manage all aspects of an event from pre-planning, determining resource needs, pre-event marketing, and on-site coordination, to post event follow up.
- Oversee planning, and coordination of semi-annual conferences.
- Assist with JPIA meeting packets as needed, and create, revise and/or update event registration system to ensure member event registration is ready for use for each event.
- Provide registration assistance to JPIA members and troubleshoot online registration issues with members.
- Order supplies needed for events and ensure items arrive in timely fashion.
- Assist with hotel reservations, flight scheduling and food reservations for off-site meetings.
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order.
- Serve as a point of contact to speakers at JPIA events; prepare correspondence including invitation, confirmation, and thank you letters for all JPIA events.
- Develop effective and collaborative relationships with internal and external stakeholders.
- Guide staff at events, assign duties, and provide general direction.
- Plan, coordinate and develop schedule for conference on-site duties, including and not limited to unpacking and setting up conference supplies.
- Drive the organization's mission by always representing JPIA's vision in every event.
- Coordinate meetings and events from start to finish.

- Always keep finances and timelines under control.
- Handle administrative details that assist senior management to get an event up and running smoothly.
- Lead the implementation and execution of events held by ACWA JPIA.
- Work with the Communication and Outreach Specialist to plan campaigns to create excitement about events and promote the organization culture online.
- Own every aspect of an event, from venue choice to success metrics. Including all event set-up, tear-down, and follow-up processes.
- Assess an event's overall success and submit findings.
- Drive personal or rental vehicle for JPIA-related travel requirements.

Other Duties

- Research, order, and purchase items for programs (Leadership Plaques, Portfolios)
- Responsible for meeting preparation, set up and clean up; planning and purchasing food
- Performs assignments utilizing computer-based programs
- Maintains/schedules appointments in company master calendar and generates weekly lobby PowerPoint
- Updates contact information in database
- Maintains database for CA required posters
- Generates labels and mails out CA required posters; sends updates as needed
- Processes quarterly Secretary of State filing
- Creates monthly interoffice newsletter (Small Stuff)
- Provides backup for Receptionist
- Drives personal or rental vehicle for JPIA-related travel requirements
- Orders large office supplies or ergonomic equipment and coordinates installation
- Coordinates cleaning, maintenance and repair of building and parking area
- Monitors HVAC for proper temperature and airflow; adjusts as instructed
- Monitors fire extinguishers, first-aid kits, AED devices and building surveillance within the office building
- Keeps office, kitchen, toiletry, and cleaning supplies stocked; monitors inventory and makes purchases as needed
- Maintains equipment and appliances in breakroom, servery and coffee nook
- Performs daily surface cleanup of breakroom, servery and meeting rooms
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Prepare correspondence and proof-reads/checks outgoing communication as requested
- Perform filing and recordkeeping – paper and electronic
- Assist with projects
- Maintain front storage room
- Assist with mail and shipping as needed
- Prepare and mail annual Low Loss Ratio Awards
- Maintain the Safety Data Sheets (SDS) binder

- Perform the Annual Risk Assessment for the office building and prepare suggestions that may need improvement, items to be replaced or issues causing unsafe circumstances
- Provide backup for other Administrative Assistants
- Other duties as assigned

Job Standards/Specifications

Knowledge of:

- Operations, procedures, policies, and precedents of Training and Administration Departments;
- Modern office practices and procedures;
- Development and maintenance of filing and recordkeeping systems;
- Computer systems and software applications related to management support and administrative functions, including word processing and spreadsheet software, scanning and electronic filing, as appropriate; desktop publishing (i.e. Publisher) preferred but not required;
- Correct English usage, spelling, grammar, and punctuation;
- JPIA and its relationship to its member agencies;
- Principles of work coordination;
- Safe work practices.

Ability to:

- Perform a variety of complex and responsible administrative support work;
- Provide work coordination with other office support staff;
- Prepare a variety of correspondence;
- Flight travel 3-4 times per year as needed;
- Travel to purchase necessary supplies, load and unload from vehicle;
- Perform research and prepare documents and reports;
- Utilize computers and applicable software in the performance of office and administrative support assignments;
- Follow verbal and written directions;
- Make basic arithmetical calculations;
- Use standard office machines;
- Talk to and interview others to obtain or exchange information;
- Prepare and organize a variety of information;
- Prioritize multiple tasks;
- Effectively represent the JPIA, including its programs and policies, with the public and other agencies.

Typical Physical Activities

- Ability to work at a desk for an extended time period.
- Insert and retrieve documents from a manual filing cabinet.
- Lift and move objects up to 25 pounds such as large binders, books, small office equipment and supplies.
- Have sufficient finger/hand coordination and dexterity to operate and adjust office equipment such as telephones, fax machines, copiers, postage metering machine and computer workstations.

- Communicate orally with District management, co-workers, and the public in face-to-face, one-to-one and group settings.
- Use a telephone for communication.
- Sit for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Required Skills and Qualifications

- Proven success in event planning or coordination.
- Strong interpersonal and communication skills.
- Experience in building and maintaining positive business relationships.
- Excellent organizational skills, including multitasking, time management, and attention to detail.
- Ability to handle pressure and make good decisions quickly.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience - Three years of increasingly responsible experience in performing a variety of office and administrative support work.

- Bachelor's degree (or equivalent) in event management, hospitality management, public relations, or a similar field preferred
- 2-4 years' experience as an Event Planner
- Motivated self-starter
- Demonstrated project management skills
- Experience in marketing or public relations
- Certified Meeting Professional (CMP) certification
- Proficient with EMS or Cvent event management software
- Well-organized with excellent multi-tasking abilities
- Outstanding vendor management skills
- Strong Microsoft Office skills
- Creative thinking and problem-solving skills
- Advanced written and oral communication skills
- Excellent interpersonal skills
- Excellent organizational & time management skills to meet deadlines
- Ability to multitask efficiently and select the best price for products and services
- Ability to negotiate contracts with clients and service providers
- Other duties as assigned

License Certificate Registration Requirement

Some travel required. Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

ACWA JPIA Staff

Pay Schedule

Revision Date: June 8, 2023

Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	\$ 261,712	\$ 392,568
Assistant Executive Officer	Exempt	76	209,560	314,340
General Counsel	Exempt	70	180,703	271,054
Director of Finance	Exempt	68	171,996	257,993
Director of Member Outreach	Exempt	68	171,996	257,993
Director of Pooled Programs	Exempt	68	171,996	257,993
Employee Benefits Manager	Exempt	58	134,363	201,544
Finance Manager	Exempt	52	115,861	173,791
Human Resources Manager	Exempt	52	115,861	173,791
Liability and Property Claims Manager	Exempt	52	115,861	173,791
Risk Control Manager	Exempt	52	115,861	173,791
Training Manager	Exempt	52	115,861	173,791
Workers' Compensation Manager	Exempt	52	115,861	173,791
Lead Risk Control Advisor South	Exempt	51	113,035	169,552
Senior Risk Control Advisor South	Exempt	45S	104,964	157,446
Cost Estimator Risk Control Advisor	Exempt	45	97,469	146,204
Senior Risk Control Advisor	Exempt	45	97,469	146,204
Lead IT Solution Developer	Non-exempt	45	97,469	146,204
IT Solution Developer	Non-exempt	44	95,092	142,638
Lead Benefits Analyst	Non-exempt	42	90,510	135,765
Lead Member Services Representative	Non-exempt	42	90,510	135,765
Lead Sr. Claims Adjuster	Exempt	42	90,510	135,765
Lead Sr. Workers' Compensation Examiner	Exempt	42	90,510	135,765
Senior Claims Adjuster	Exempt	40	86,149	129,223
Senior Workers' Compensation Examiner	Exempt	40	86,149	129,223
Senior Accountant	Non-exempt	38	81,998	122,997
System/Network Administrator	Non-exempt	38	81,998	122,997
Human Resource Specialist	Non-exempt	38	81,998	122,997
Communication & Outreach Specialist	Non-exempt	38	81,998	122,997
Benefits Specialist	Non-exempt	38	81,998	122,997
Risk Control Advisor II	Non-exempt	38	81,998	122,997
Benefits System Analyst II	Non-exempt	32	70,706	106,059
Risk Control Advisor	Non-exempt	32	70,706	106,059
Claims Adjuster	Non-exempt	32	70,706	106,059
Member Services Representative II	Non-exempt	32	70,706	106,059
Business Data Analyst	Non-exempt	32	70,706	106,059
Executive Assistant	Non-exempt	30	67,299	100,949
Publications & Web Editor	Non-exempt	29	65,658	98,487
IT Support Specialist	Non-exempt	28	64,056	96,085
Senior Benefits Administrator	Non-exempt	28	64,056	96,085
Administrative Assistant III	Non-exempt	24	58,032	87,048
Benefits Administrator II	Non-exempt	24	58,032	87,048
Claims Assistant	Non-exempt	24	58,032	87,048
Accountant III	Non-exempt	22	55,236	82,854
Event Planner	Non-exempt	21	53,888	80,832
Accountant II	Non-exempt	20	52,574	78,861
Administrative Assistant II	Non-exempt	20	52,574	78,861
Receptionist/Office Assistant	Non-exempt	11	42,098	63,146

ACWA JPIA
Review Benefits Implementation for New Employees
June 8, 2023

BACKGROUND

The Personnel Committee has asked to be kept up to date on health insurance coverage for staff members.

CURRENT SITUATION

The waiting period for health insurance coverage for regular full-time employees and their eligible dependents is the first of the month following one month of continuous employment. For example, if the new hire's start date is June 2, 2023, then health insurance coverage will be effective August 1, 2023. In 2023, the current waiting period has prompted candidates to negotiate a shorter waiting period.

To make JPIA more competitive with its health insurance benefits and help attract and retain top quality candidates for future job openings it is recommended that JPIA change the waiting period for health insurance coverage to the first of the month following the date of hire. For example, if the new hire's start date is June 2, 2023, then the healthcare coverage will be effective July 1, 2023. The shortened waiting period will also help the new hire avoid the burden of high-cost COBRA premiums during the waiting period.

RECOMMENDATIONS

That the Personnel Committee make a recommendation to the Executive Committee to approve the change in the waiting period for health insurance coverage to the first of the month following the date of hire.

ACWA JPIA
Review Employee Vacation Accrual
June 8, 2023

BACKGROUND

The Personnel Committee is to be kept apprised of staffing changes and will recommend any employee benefit changes for approval by the Executive Committee.

CURRENT SITUATION

JPIA provides employees with vacation accruals where vacation is earned and accrued from the first day of employment with a maximum accrual of 200 hours (non-exempt)/25 days (exempt). Vacation accruals increase based on months of service. New employees accrue 12 days (96 hours) of vacation in the first three years of service and accrue one additional day (8 hours) for each year of service beginning with the 37th month of service, not to exceed 25 days / 200 hours of vacation accrual. Employees stop accruing vacation once they reach 320 hours / 40 days of vacation. Please see the attached copy of the JPIA vacation accrual chart (page 40 of the JPIA Employee Handbook).

To provide competitive vacation accruals to attract and retain new staff and to retain current staff, it is recommended that that JPIA revise its current vacation accruals and implement three vacation accrual tiers for staff as follows:

- In the first 12 months of employment:
 1. Tier One: Line Staff will accrue 12 days / 96 hours of vacation
 2. Tier Two: Managers will accrue 15 days / 120 hours of vacation
 3. Tier Three: Directors will accrue 20 days / 160 hours of vacation
- After completing 12 months of service, and beginning with 13 to 24 months service, all staff will accrue an additional day / 8 hours of vacation each year thereafter, not to exceed 25 days / 200 hours.
- Accrued, unused vacation will carry over to the next calendar year and is capped at 320 hours / 40 days of vacation.
- The proposed vacation accruals are competitive and will help attract and retain new staff and will help retain current staff who will gain two extra days of vacation accruals.
- Please see the attached proposed vacation accrual chart.

RECOMMENDATIONS

That the Personnel Committee recommend that the Executive Committee approve the revision to its current vacation accruals and implement three vacation accrual tiers for staff, as presented.

Prepared by: Tony Waterford, Human Resources Manager

Date prepared: May 15, 2023

continue pursuit of the program. In general, no future approvals will be given until this is cleared from the files.

- If you fail to meet the timelines outlined, the JPIA will have the discretion to discontinue the financing of the program.

Paid Leave Policy

The JPIA’s policy allows eligible employees to earn time off in accordance with their employment status and length of service and to use such earned time to take time off with pay under the guidelines stated in this policy. Regular part-time employees’ paid time off will be pro-rated according to their scheduled work hours. Please note, the JPIA’s fiscal year is utilized for tracking paid leave. Categories of paid leave are provided, as outlined below:

Vacation

The JPIA recognizes the value of rest and relaxation and encourages you to use all accrued vacation benefits. Regular full-time and part-time scheduled employees are eligible for paid vacation according to months of service. Vacation must be approved in advance and any request for vacation in excess of 15 consecutive days of vacation to be taken in advance of accrual needs the approval of the Chief Executive Officer.

Vacation is earned and accrued from the first day of employment with maximum accrual at 320 hours (non-exempt)/40 days (exempt) as follows.

Months of Service	Annual Accrual Hours*/Days	Stop Accruing at Hours/Days
0 – 36	96 / 12	320/40
37 – 48	104 / 13	"
49 – 60	112 / 14	"
61 – 72	120 / 15	"
73 – 84	128 / 16	"
85 – 96	136 / 17	"
97 – 108	144 / 18	"
109 – 120	152 / 19	"
121 – 132	160 / 20	"
133 – 144	168 / 21	"
145 – 156	176 / 22	"
157 – 168	184 / 23	"
169 – 180	192 / 24	"
181 +	200 / 25	"

*Regular full-time working less than 40 hours and more than 30 hours are pro-rated according to scheduled hours. For non-exempt employees, the minimum increment of vacation is 15 minutes. Exempt employees may utilize half-day vacation requests.

Proposed JPIA Employee Vacation Accruals

Months of Service	Line Staff		Managers		Directors	Stop Accruing at
	Hours*/Days		Hours*/Days		Hours*/Days	Hours/Days
0 - 12	96 hours / 12 days		120 hours / 15 days		160 hours / 20 days	320 hours / 40 days
13 -24	104 / 13		128 / 16		168 / 21	"
25 -36	112 / 14		136 / 17		176 / 22	"
37 - 48	120 / 15		144 / 18		184 /23	"
49 - 60	128 / 16		152 /19		192 / 24	"
61 - 72	136 / 17		160 / 20		200 / 25	"
73 - 84	144 / 18		168 / 21			"
85 - 96	152 /19		176 / 22			"
97 - 108	160 / 20		184 /23			"
109 - 120	168 / 21		192 / 24			"
121 - 132	176 / 22		200 / 25			"
133 - 144	184 /23					"
145 - 156	192 / 24					"
157+	200 / 25					"

* Regular full-time working less than 40 hours and more than 30 hours are prorated according to scheduled hours.

ACWA JPIA
CEO Update
June 8, 2023

BACKGROUND

The CEO update is a standing item on Personnel Committee agendas.

CURRENT SITUATION

The JPIA's Chief Executive Officer will update the Personnel Committee on relevant, current issues and potential, future opportunities, and challenges.

RECOMMENDATION

None, informational only.

ACWA JPIA MEETINGS & CONFERENCE CALENDAR – 2023

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT	CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 23			2:00 PM COSTA MESA							
JAN 30								2:00 PM		
JAN 31		8:00 AM								
MAR 22				1:00 PM			3:00 PM			
MAR 23		8:00 AM								
APR 26					8:30 AM					
MAY 8	1:30 PM	10:15 AM						8:30 AM		
MAY 9-11 ACWA SPRING CONFERENCE – MONTEREY										
MAY 25										9:00 AM UTAH
JUNE 8			11:00 AM							
JUNE 14-15 EXECUTIVE COMMITTEE ONBOARDING MEETING										
JUNE 20							3:00 PM	1:00 PM		
JUNE 21		8:00 AM								1:00 PM
JULY 26					2:15 PM	12:30 PM				
JULY 27		8:00 AM								
SEPT 6			11:00 AM							
SEPT 27				3:00 PM		1:00 PM				
SEPT 28		8:00 AM								1:00 PM
OCT 25		8:30 AM								
NOV 27	1:30 PM	10:15 AM								
NOV 28										8:30 AM
ACWA FALL CONFERENCE – NOVEMBER 29 – DECEMBER 1 – INDIAN WELLS										

- CICA Conference, Rancho Mirage – March 5-7, 2023
- AGRiP Governance Conference, Orlando, FL – March 5-8, 2023
- CAJPA Conference, Lake Tahoe – September 12-14, 2023