

Personnel Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA
2100 Professional Drive
Roseville, CA 95661

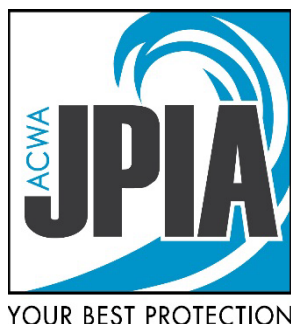
Wednesday
September 3, 2025
10:00 AM

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

Dial In: 1 (669) 900-6833

Wednesday, September 3, 2025, 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:

- Hasteley - 3000 Plumas Arboga Road, Plumas Lake
- Rupp – 229 Boyle Drive, Eureka
- Lu Yang – 500 N. Brand Boulevard, Suite 1850, Glendale

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

PUBLIC COMMENT Members of the public will be allowed to address the Personnel Committee on any agenda item prior to the Committee's decision on the item. They will also be allowed to comment on any issues that they wish which may or may not be on the agenda. If anyone present wishes to be heard, please let the Chair know.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

<u>Presenter</u>			<u>Page #</u>
McDonald	*	I. Approve the Meeting Minutes of June 2, 2025	4
Waterford	*	II. Review Staffing Activities	8
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Beatty	*	V. Employee Engagement Survey Results Update	25
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Beatty	*	VII. Review and Make Recommendation on the Addition of Juneteenth as a Paid JPIA Holiday	44
Beatty	*	VIII. Update on Retirements, Future Positions, and Office Space	46

Presenter

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Rupp * IX. CEO Performance Evaluation Ad Hoc Committee Update -
CEO Contract Negotiations

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McDonald * X. Discuss Next Meeting Date: January 21, 2026

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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, Senior Executive Assistant, ACWA JPIA, P.O. Box 619082, Roseville, CA 95661-9082; telephone (916) 786-5742. ACWA JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m. (Government Code Section 54954.2, subdivision. (a)(1).)

Written materials relating to an item on this Agenda that are distributed to the ACWA JPIA Personnel Committee within 72 hours before it is to consider the item at its regularly scheduled meeting will be made available for public inspection at ACWA JPIA, 2100 Professional Drive, Roseville, CA 95661-3700; telephone (916) 786-5742. ACWA JPIA's normal business hours are Monday – Friday, 7:30 a.m. to 4:30 p.m.



Unapproved Minutes

Personnel Committee Meeting

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

June 2, 2025

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

MEMBERS PRESENT

Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District (via Zoom)
J. Bruce Rupp, Humboldt Bay Municipal Water District (via Zoom)
Szu Pei Lu-Yang, Rowland Water District (via Zoom at 3:26 PM)

MEMBERS ABSENT

None

STAFF PRESENT

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

OTHERS

Ernie Avila, Contra Costa Water District (via Zoom; left meeting at 3:59 PM)
Brent Hastey, Reclamation District 784
Chris Kapheim, Kings River Conservation District (via Zoom)
Scott Ratterman, Calaveras County Water District (via Zoom)
Randall Reed, Cucamonga Valley Water District (via Zoom)
David Wheaton, Citrus Heights Water District (via Zoom)
Mary Egan, MRG Solutions (via Zoom @ 3:45 PM)

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair McDonald called the meeting to order at 3:04 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.

ADDITIONS TO AND DELETIONS FROM THE AGENDA

None

I. APPROVAL OF MINUTES

Chair McDonald called for approval of the minutes of the January 15, 2025, meeting.

M/S/C (Rupp/McDonald) (Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the January 15, 2025, meeting.

II. REVIEW STAFF ACTIVITIES

Mr. Waterford provided an update on events and activities since the last Personnel Committee meeting. Highlights included staff social events, the Employee Engagement Survey, staff workshop on Adaptive Listening, a two-day Leadership workshop on Digital Strategy, Staff Pooling Academy discussion meetings, staff overview of the new C4E Performance Appraisal Process, and the rollout of the new JPIA employee recognition program.

III. REVIEW STAFFING STATUS

Mr. Waterford provided an update on staffing changes since the last Personnel Committee meeting. Among the changes, the following people joined the JPIA staff: Kenzie Lundy, Administrative Assistant II; Kristin Smith, Workers' Compensation Claims Examiner; Iris Penales, Senior Risk Control Advisor; Amie Painter, Senior Risk Control Advisor; and Amber Anderson, Member Services Representative II. In March 2025, Heather Spain was promoted to Senior Workers' Compensation Claims Examiner and Syreeta McGaskey transitioned from a temporary employee to regular, full-time employee as Risk and Safety Technician. Further details and an updated organizational chart were included in the meeting packet.

IV. REVIEW UPCOMING RECRUITMENTS

Mr. Waterford reviewed the new hires and upcoming recruitments directly related to upcoming retirements.

Upcoming Retiree	Department	New Hire/Upcoming Recruitment
Tandra Vaughan	Workers' Comp	Kristin Smith
Debbie Cruz	Member Services	Amber Anderson
Jackie Rech	Employee Benefits	Offer accepted; start date is pending pre-employment tasks
Cece Wuchter	Claims	Recruitment to start in July 2025
Linda Craun	Member Education	Recruitment to start in July 2025

Mr. Waterford shared that as for the recruitment efforts for new positions for which authority to hire has already been granted, the employment offer for the Cybersecurity Risk Specialist position has been accepted, with the candidate currently completing pre-employment steps and expected to start around the third week of June. The second Member Services Representative II position has been reposted after the initial recruitment process produced only one viable new hire.

V. REVIEW AND MAKE RECOMMENDATION ON UPDATED SALARY SCHEDULE

Ms. Beatty reported that the JPIA's performance appraisal process take place in July through September, with merit increases effective October 1. To support effective and timely budgeting, the CEO will now present the Fiscal Year 2025–26 Salary Schedule for approval in June instead of September. This shift allows the Executive Committee to act before the appraisal process begins.

Staff recommends a 3.0% increase to salary ranges, based in part on a +1.9% CPI adjustment for the Western/Pacific Region (April–April). The extra margin helps prevent long-tenured employees from maxing out their ranges after a merit increase. A CPS HR-designed Wage Progression Tool will be implemented to ensure merit increases are tied to performance scores and applied equitably.

Ms. Beatty also discussed the use of non-PERSable incentive awards for employees who meet or exceed expectations in their performance review yet have reached their salary caps. These one-time payments recognize strong performance without increasing base salary or affecting PERS retirement calculations.

M/S/C (Rupp/Lu-Yang) (Lu-Yang-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend to the Executive Committee approval of the 2025-26 Salary Schedule, as presented.

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

Ms. Beatty provided a highlight of anticipated retirements, and the resulting staffing needs to address both organizational changes and evolving member support requirements. There is the potential for 2–5 additional retirements in 2026, based on informal indications from current employees. If these retirements occur as expected, the number could mirror those planned for 2025. By January 1, it is projected that about 50% of the organization will have less than five years of tenure, reflecting significant turnover. This shift highlights the need to invest in retention strategies, knowledge transfer, and training programs to support the growing number of newer employees.

As the organization prepares to acquire a new building, there may be a need for a dedicated facilities manager to oversee operations, maintenance, and safety compliance. Alternatively, outsourcing the role could be considered based on the building's long-term plans and the Executive Committee's direction.

VII. CEO CONTRACT NEGOTIATION AND PERFORMANCE REVIEW PROCESS

Chair McDonald will appoint an ad hoc committee by the end of June to support and guide the CEO contract negotiation process. Mary Egan will lead the performance review, which will begin with Ms. Beatty completing a self-evaluation. Following that, Ms. Egan will meet individually with members of the Executive Committee to gather input. Additionally, SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound) will be integrated into the evaluation. The Executive Committee will remain engaged throughout the process to promote transparency and ensure consistency with the organization's priorities. Additionally, a comprehensive 360-degree review of the CEO will be conducted every other year to incorporate feedback from not only the Executive Committee but also from all of the CEO's direct reports.

VIII. NEXT MEETING DATE

The Personnel Committee is scheduled to meet next on September 3, 2025.

The Personnel Committee meeting adjourned at 4:10 p.m.

ACWA JPIA
Staffing Activities
September 3, 2025

BACKGROUND

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

CURRENT SITUATION

Below is a detailing of staff activities since the last Committee meeting on June 2, 2025:

- On June 6, 2025, the JPIA Leadership Team met to receive training on How to Conduct and Deliver Performance Reviews. This training is part of the comprehensive communication and training plan for implementation of the JPIA's new C4E Performance Appraisal Process.
- On June 11, 2025, at the All Staff Connection, CPS HR presented the results of the Employee Engagement Survey. Additionally, the Building Update presentation given at the Spring Summit was presented to staff. After the Connection, staff was invited to an optional, informal tour of the JPIA's new building, along with a catered lunch.
- On June 13, 2025, the JPIA hosted its annual Summer Social/Family Event at the Sacramento Zoo. Employees and their families were treated to a BBQ lunch and free time to explore the zoo with their families.
- On June 25, 2025, the JPIA Wellness Committee hosted another Wake Up with Wellness event, Gardening Tips & Tricks, where Greg, the "Gardening Guru" from Green Acres shared expert tips on growing a thriving garden that supports healthy eating. A light breakfast and raffle prizes were provided to attendees.
- Also on June 25, 2025, the Leadership Team met to continue working on the JPIA's Digital Strategy and to fine-tune the workplan.
- On Monday June 30, 2025, Tony Waterford led employees through a training on Navigating the New Performance Evaluation Tool, where staff was given a preview of the new JPIA Employee Performance Evaluation in the JPIA's cloud-based HR and payroll software, Paylocity. Staff was given demonstrations on how to navigate the evaluation tool in Paylocity, utilize Performance Competency Journals to track performance progress throughout the year, and create/include goals in the evaluation tool. The training was recorded for reference by employees not able to attend live, for re-watch by existing staff, and for use in onboarding new staff.
- On July 22, 2025, the JPIA Leadership Team met for the second time to receive training on How to Conduct and Deliver Performance Reviews. This training is

part of the comprehensive communication and training plan for implementation of the JPIA's new C4E Performance Appraisal Process.

- On August 1, 2025, a brief survey was distributed to staff to gather feedback on space design desires and needs for the JPIA's new building at 532 Gibson Drive
- On August 13, 2025, Tony Waterford, conducted mandatory annual Workplace Violence Prevention Plan training for JPIA staff during the Education Content portion of the All Staff Connection meeting. The training was recorded for reference by employees not able to attend on August 13, 2025, for re-watch by existing staff, and for use in onboarding new staff.
- On August 27, 2025, the JPIA Wellness Committee hosted "Books and Bites," a cozy and casual book fair where employees enjoyed an hour of fun from 12 noon to 1:00 pm trading their pre-loved books for something new to read while enjoying tasty bites.
- On September 2, 2025, the Leadership Team met to discuss the Engagement Survey results and develop goals to both reinforce the positive trends and address areas in need of improvement. Likely a few more meetings will be need to come to consensus and fully flesh out goals for implementation.

A few events scheduled for the remainder of September include:

- On September 12, 2025, the JPIA Social Committee will host JPIA's Annual Adult Social – "JPIA Great Gatsby Social Night" – an elegant evening of 1920s glamour and mystery. The event will be held at the Canto Ao Vinho Winery in Rocklin, CA. Activities will include a murder mystery game where JPIA staff and guests can participate in solving a thrilling mystery while enjoying delicious appetizers and drinks.
- On September 30, 2025, in alignment with JPIA's goal of ongoing community service, JPIA staff will volunteer at Feeding the Foothills (formerly known as the Placer Food Bank).

RECOMMENDATIONS

None, informational only.

ACWA JPIA
Staffing Status
September 3, 2025

BACKGROUND

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

CURRENT SITUATION

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

- On June 17, 2025, Fernando Ochoa, IT Support Specialist, Information Technology Department, separated employment with the JPIA.
- On June 23, 2025, Hunter Sargent joined the JPIA to serve as Cybersecurity Risk Specialist for the Member Services Department. Resume attached. This is a new position.
- On June 30, 2025, Michele Dye joined the JPIA to serve as Employee Benefits Specialist for the Employee Benefits Department. Resume attached. This is a replacement position.
- On July 4, 2025, Elisa Sabatini, Director of Member Outreach, separated employment with the JPIA.
- On July 7, 2025, Judy Shiu was promoted to Liability and Property Claims Manager.
- On July 18, 2025, both Tandra Vaughn, Lead Senior Workers' Compensation Claims Examiner, and Debbie Cruz, Lead Member Services Representative, served their last day in the office, in preparation for their retirements. Debbie's official retirement date was July 19, 2025; Tandra's official retirement date is September 16, 2025.
- On July 23, 2025, Molly Quirk, Communication and Outreach Specialist, Member Education Department, separated employment with the JPIA.
- On August 1, 2025, Kristen Bennett, Training Specialist, Member Education department, separated employment with the JPIA.
- On August 8, 2025, Gino Caruso, Administrative Assistant II, Workers' Compensation Department, separated employment with the JPIA.

- On August 22, 2025, Cece Wuchter, Lead Senior Claims Adjuster, completed her last day in the office, in preparation for her retirement. Cece's official retirement date is October 18, 2025.
- On August 25, 2025, Lisa Waltman joined the JPIA to serve as Claims Adjuster III for the Liability and Property Claims department. Resume attached. This is a replacement position.
- On August 26, 2025, Jill Martin joined the JPIA to serve as Member Services Representative II for the Member Services department. Resume attached. This is a new position.
- Since June 2025, several employees also celebrated Service Anniversaries:
 - Jennifer Jobe, Director of Pooled Programs – 2 years
 - Jesse Cota, Senior Risk Control Advisor – 7 years
 - Michelle Stites, Benefits Administrator II – 28 years
 - CeCe Wuchter, Lead Claims Adjuster – 34 years
- An updated organizational chart reflective of the above changes follows.

RECOMMENDATIONS

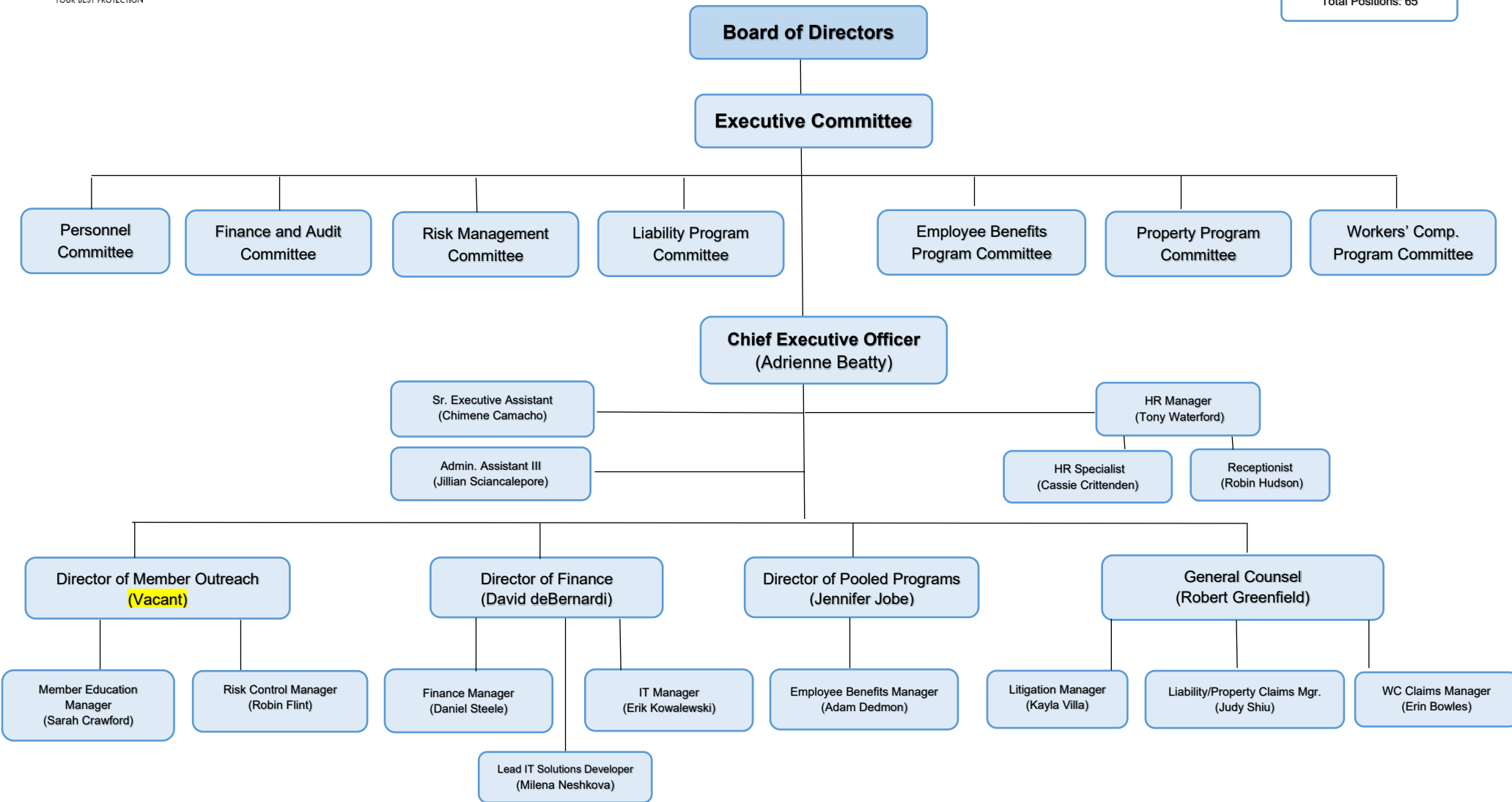
None, information only.



Organizational Chart

Full time employees: 57

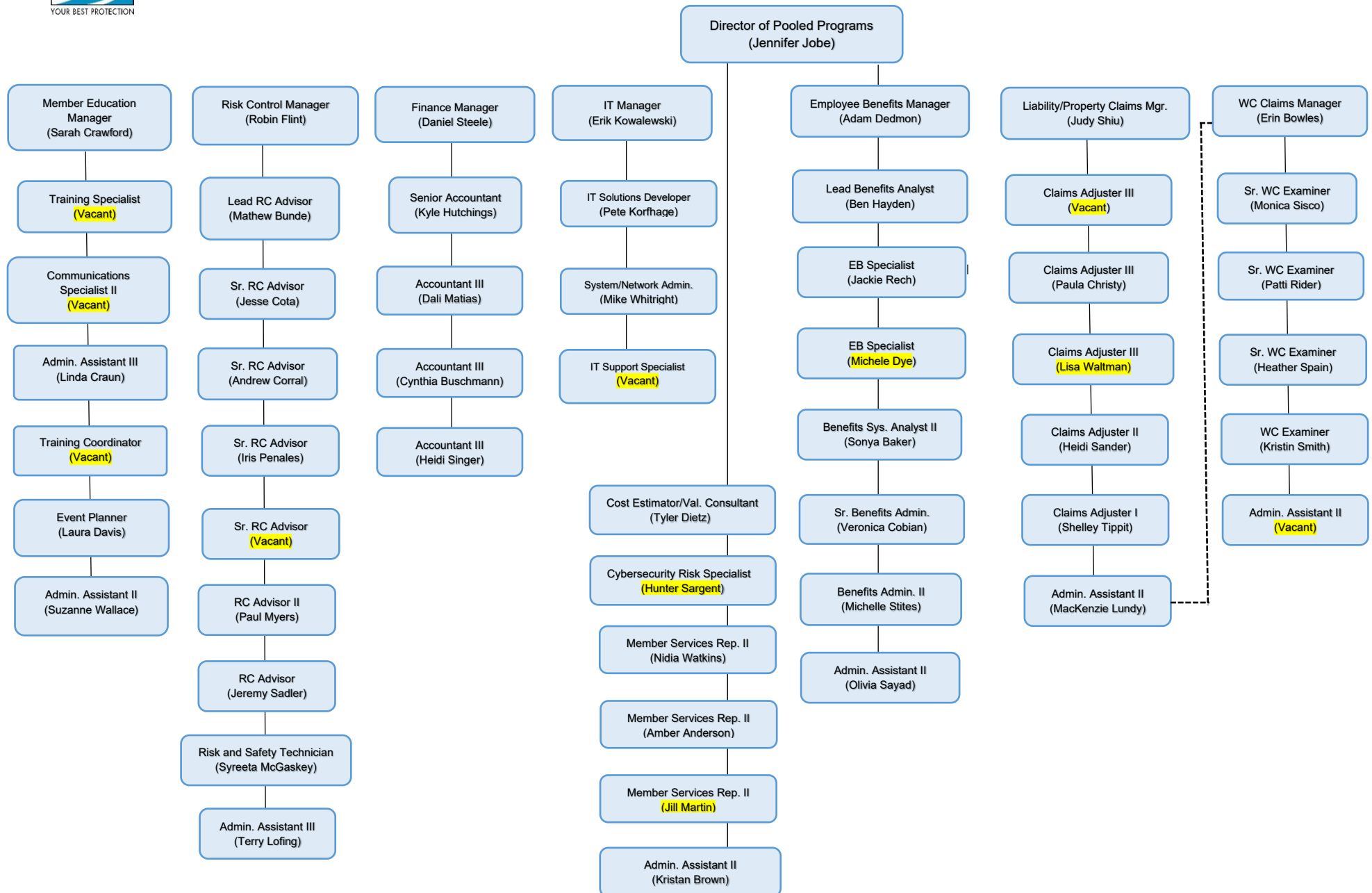
Total Positions: 65





Organizational Chart

Effective September 3, 2025



Cyber Security Analyst

Adept cyber security analyst with an active **TS / SCI** Security Clearance offering **8** years of progressive experience defending and administering Department of Defense networks. GIAC Certified Forensic Examiner with extensive knowledge of information assurance, threat hunting and cyber defense operations. An energetic, fast learner with exceptional problem resolution abilities in high stress environments, self-starter, and a proven leader.

- Network/Host/Data Analysis
- System/Network Administrator
- Problem Solving

EDUCATION

Bachelor of Science in Information Technology Internet Security (In Progress)
Community College of the Air Force, Montgomery, AL 36114

PROFESSIONAL CERTIFICATIONS & TRAINING

- GIAC Network Forensics Analysis (GNFA) | Nov 2019
- GIAC Defending Advanced Threats (GDAT) | April 2022
- GIAC Certified Detection Analyst (GCDA) | Jan 2021
- GIAC Certified Forensic Examiner (GCFE) | May 2020
- Security + ce (SEC+) | March 2018
- Linux+ | May 2019
- Splunk Fundamentals 1 & 2 | Jan 2022
- Advance Endgame | Sept 2019
- CVA/H Individual Qualification Training | Apr 2019
- Suricata, ELK (Elasticsearch, Logstash, Kibana) | Apr 2019
- Certified Security Expert 3 | January 2023
- Moloch, Bluelight, Metaspense | Apr 2019
- Windows Forensic Analysis | 2018
- Intrusion Detection In-Depth | 2019
- Defense Counter Infiltration | 2019
- Vulnerability Remediation | 2019
- Cyber Threats Detection and Mitigation | 2018
- Malicious Network Traffic Analysis | 2019
- Host Based Security Systems (HBSS) | 2020
- Immersive Hands-On Hacking Techniques | 2019
- Python for Penetration Testers | 2021
- Fortinet Systems | January 2023

PROFESSIONAL EXPERIENCE

UNITED STATES AIR FORCE

United States Air Force 92nd Cyberspace Operations Squadron
San Antonio, TX

03/2016 – 05/2023

Cyber Network Defender & Incident Response Analyst

Performs network and host-based digital forensics on Microsoft Windows based systems and other operating systems as necessary to validate tactical real-time data monitoring of alert, session, statistical, and full packet capture data on US BICES-X (Battlefield Information Collection and Exploitation System Extended) systems during contingency operations. Serves as hunt and incident response subject matter expert (SME), on high-level incident response teams providing technical in-depth knowledge in monitoring and maintaining an active defense security posture. This includes preventing, monitoring, detecting, investigating alerts, performing triage, responding, and scoping as it relates to cybersecurity threats using Elastic and Splunk SIEMs data across over 30 coalition countries.

Key Achievements:

- Created 71 query based SIEM Detection rules in Kibana to automatically search for threats and create signals when they are detected.
- Built and configured 85 visualizations and 20 Kibana dashboards to provide real-time, at-a-glance insight, and analytical views into large data volumes.
- Investigated and cleared over 4800 Kibana alerts concomitantly creating 156 exceptions to reduce network noise of authorized activity, and false positive alerts.

Cyber Security Analyst

Serves as an IT Cybersecurity Specialist functional expert on a Cyber Protection Team (CPT) to provide both operations and support roles conducting Defensive Cyber Operations and Cyber Vulnerability Assessments on United States Air Force (USAF) weapons and support systems. Executes missions to enable hardening of systems and networks against exploitation, detecting unauthorized, malicious, or adversary activity, eliminating adversary presence, and assessing defensive capabilities utilizing Cyber Vulnerability Assessment/Hunter (CVA/H) weapon system. Provide expertise and knowledge of security tools and techniques as needed to detect, track, and characterizes potential enemy presence on classified and unclassified systems and networks. Experienced in using network monitoring, visualizing, and endpoint analysis tools such as Wireshark, Tcpdump, Bro, Snort, Suricata, ELK (Elasticsearch, Logstash, Kibana), Endgame, Fast Incident Response (FIR), Sysinternals, Moloch, PowerShell, Rocketchat, Bluelight, & DokuWiki.

Key Achievements:

- Cleared 108 enemy tactics to mitigate malicious cyber activity and minimize risk to the Combined Air and Space Operations Center mission set; Identified unencrypted data/upheld CPSEC for 42 aircraft;

- Deployed 1.5K+ endpoint detection and response agents; Developed 32 analytical methods to improve secure, protect, and hunt capabilities for cyber mission infrastructure defense.
- Evaluated over 2.7K visual information systems; Developed 32 analytical methods to improve secure, protect, and hunt capabilities; Categorized, documented, and cleared over 70 malware types
- Utilized Elastic and HBSS to hunt, clear, harden, and assess over 50K alerts, and provide defense in depth in the combined defense of the Arabian Peninsula.
- First CPT to aid US Space Force: fused intel with hunt operations to assure 45 critical nodes across 10 sites/ 3 continents, and SATCOM w/170 global satellites to target 80 enemy threats

UNITED NETWORK SOLUTIONS

Incident Response Analyst

05/2023 – 05/2025

Rocklin, CA

Incident Response Analyst

Provided expertise, analysis and remediation for exploited media on Windows and Linux based systems within a civilian environment. Supported uptime and contingency of communications globally. Presented as Powershell subject matter expert (SME) when SIEM and cyber tools were made unavailable. Utilized as the on call incident responder when dealing with encrypted or exploited data both globally and across the United States. Supplied security tools in line with CVE post exploitation recommendations. Monitored communications activity within a multi-national company verifying integrity between documents, messages and applications.

Key Achievements:

- LyljdzNUSR m.1K Ö2YlJl-yë SYl-æä f2Nl Øl-æRlUët RŠÖŠf2LJŠR NUSYŠRl-úázyúŠÖKyNlJdzŠä l-yR öŠäú LJNl-ÖÜlÖŠä ÚKl-ú LJNlZÖlRŠR Ö2YlJl-yë ØlRŠ LJ2ÖÖë f2Nl l-ff SYLJfzëŠŠä
- Built Powershell, KQL and Splunk queries for detection and monitoring of 400+ endpoints including Windows servers, Windows hosts and virtual machines.
- Managed 700+ AD users, groups and endpoints utilizing tools such as Varonis, Active Directory, Windows Defender and Mimecast.

Michele S. Dye

Experience

Experienced Benefits Consultant with demonstrated history of client relationship building. Strong project management, problem solving, and communication skills. Supporting large and small clients across all lines of coverage, including medical, dental, vision, life, disability, voluntary plans, FSA/HSA, and COBRA. Broad knowledge of wrap documents, 5500 filings, non-discrimination testing, and compliance requirements.

RELATION INSURANCE SERVICES – Pleasant Hill, California ***Consultant (Senior Account Manager 2021 – 2022)***

April 2021 – Current

Strategic and hands-on support in benefits administration, open enrollment, and employee education. Skilled in resolving complex benefits issues with empathy and efficiency. Committed to providing exceptional service to HR teams and employees.

- Serve as primary liaison between clients, internal teams, and carriers, building strong relationships to ensure client satisfaction and successful project execution
- Lead client onboarding and implementation with internal service teams
- Collaborate with clients and internal underwriting teams to manage the RFP process with insurance carriers
- Conduct peer reviews of RFP submissions, analyze proposals, and prepare final recommendations for clients
- Manage implementation of new carriers and benefit plans, including plan setup, updating employee communications, and enrollment system set up/integration
- Utilize project management tools to manage annual project timelines and deliverables, ensuring deadlines are met across multiple client accounts
- Oversee open enrollment strategy and execution, including employee meetings, deliverables, and development of communication materials (guides, announcements, Brainshark videos, etc.)
- Implement and manage online enrollment systems for clients without integrated payroll systems
- Plan and conduct in-person and virtual open enrollment meetings
- Organization of client events, including health fairs and employee lunch & learns
- Resolve client issues related to claims, billing, and administration, including escalation management and client training/support as needed
- Facilitate recurring client touch base meetings (weekly/monthly) and internal status meetings to ensure alignment
- Maintain and monitor compliance calendars for ongoing regulatory requirements and annual reviews
- Establish and manage carrier/vendor relationships for assistance with client eligibility, claims, billing, and contract management
- Review Summary Plan Descriptions (SPDs), plan documents, and Form 5500s to ensure compliance with sold benefits
- Train and mentor Client Service Specialists/Account Managers, supporting professional growth

MCGRIFF (formerly Precept) – San Ramon, California ***Senior Account Manager***

May 2020 – April 2021

Working with employee benefit client teams to develop strategies for client health plans by collecting, analyzing and interpreting health care data and day-to-day issues that focus on helping clients save money, simplify procedures, attract and retain employees, and stay compliant. Mainly mid to large group responsibility.

- Responsible for annual timelines, projects, and managing deadlines
- Led weekly internal team meetings as well as weekly/bi-weekly client partnership meetings
- Oversight of the implementation processes, as needed
- Conducted open enrollment meetings and provided training and development to clients, as needed
- Acted as day-to-day liaison between clients and internal teams
- Built and maintained key client and carrier relationships
- Assisted clients and internal teams with service questions related to administration, billing, claims issues and problem solving
- Assisted clients with compliance (e.g., HIPAA, COBRA, Health Care Reform, etc.)

- Coordinated and facilitated preparation and delivery of benefit guides, presentations, portals, benefits-at-a-glance, and any other benefit communication items with team
- Planning and execution of health fairs, seminars, webinars and “lunch ‘n learns”, as requested
- Mentor to Client Service Specialists

PRECEPT - San Ramon, California

2016 – May 2020

Account Manager

Built and maintained excellent relationships with benefits team and decision makers, provided and/or coordinated the delivery of all products and services. Supported VPs with benefit plan strategy and design.

- Developed and maintained effective and productive relationships with clients and carriers
- Managed multiple clients within assigned book of business, maintaining regular contact, developing strong relationships, and maximizing client retention
- Coordinated the delivery of products and services including: facilitating all plan renewal activities, developing timelines for team members, leading implementations of products and services, designing communication tools, and conducting Open Enrollment presentations
- Participated in renewal meetings
- Main point of contact for any client questions or issues and act as liaison between client and insurance carriers

PRECEPT - San Ramon, California

2005 – 2016

Lead Client Service Specialist (Level 1 through Lead CSS)

Established and maintained direct relationship with clients, insurance carriers and vendors to ensure effective utilization of benefit plans and foster employee productivity.

- Provided excellent day-to-day service to mid-market and mostly high-tech employers
- Contact for employer benefit inquiries, claims resolutions, eligibility questions, carrier administration and service issues
- Maintained online benefits portal information for employee self-service
- Assisted in the set up and testing of online enrollment systems
- Organized client wellness events including health fairs, flu shots and biometric screenings
- Created and updated open enrollment communications
- Delivered open enrollment meetings and webinars
- Reviewed benefits summaries, insurance contracts and Summary Plan Descriptions for accuracy

Education

Bachelor of Arts, School of Social Ecology, University of California, Irvine

Volunteer Work

PeopleSoft Community Relations volunteer - 1999-2001

ProAction Team Lead, Animal & Environmental Division - 2002–2004

Animal Place Sanctuary Volunteer, Vacaville, CA - 2002-2005

“Do Good” Chair, Precept/McGriff - 2010-2021

Finding a Best Friend Rescue, Social Media Contributor & Board Member 2022-current

Lisa Waltman

Dedicated Insurance Expert

Proven claims representative with extensive experience in Property and Casualty Insurance, continuous improvement, compliance, management and coaching strategies.

Driving client's claims while ensuring company's policies are adhered to and maintaining customer's trust.

Key Strengths

Property & Casualty | Liability & Property Damage | Litigation & Arbitration
Peer Coach | Training | Claims System Expert

Experience

Civil Service Employees Insurance

2018 – Present

Senior Casualty Examiner Litigation, Remote, CA

Customer focused, experienced negotiator and Department of Insurance compliant.

- Accountable for full-cycle claims resolution, including Auto and Homeowner liability, property damage, and total loss exposures.
- Handles moderate to complex files, including litigation and coverage issues with \$50,000 personal authority.
- Analyze claim and work order facts, gather, review, research and document pertinent information to allow for sound, timely and cost-effective decision making.

Liberty Mutual Insurance

2002 – 2018

Senior Claims Resolution Specialist, Sac-Rocklin, CA

Customer focused, experienced negotiator and Department of Insurance compliant.

- Accountable for full-cycle claims resolution, makes recommendations to SIU as needed.
- Handles moderate to complex files, including litigation and coverage issues with \$40,000 personal authority. Managed the litigation process through the retention of counsel and without.
- Entrusted as office Claims Technology Guide to routinely train local and nationwide staff with enhancements, including BETA and UAT testing of new products. Proficient with Guidewire, Colossus and Mitchell Medical.
- Effectively launched and streamlined the Low Speed Velocity Impact Team focusing on causation issues and Litigation.
- Analyze claim and work order facts, gather, review, research and document pertinent information to allow for sound, timely and cost-effective decision making.

Liberty Mutual Insurance

2005 – 2008

Auto Claims Resolution Supervisor, Sac-Rocklin, CA

- Managed first party and third-party units to be customer focused and DOI compliant.
- Successfully hired and developed Claim Representatives with technical knowledge of auto damage and liability claims.
- Routinely oversaw quality assurance of claim files and phone monitoring of up to 10 staff members regularly.
- Makes recommendations to set reserves at appropriate level for claims outside of authority level.
- Identified and communicated specific claim trends and account and/or policy issues to management and underwriting.
- Adhered to the line of business litigation guidelines to include budget, bill review and payment.
- Pro-actively managed the case resolution process.

Additional Relevant Experience

California State Auto Association
Field Generalist

Education

Bachelor of Arts Environmental Studies
CSU Sacramento, CA

Certifications

Certified Automobile and Casualty Subrogation Arbitrator

Associate in Claims: AIC 34, 35, 36

ICAR 2000 ICAR Finish Matching, ICAR Plastic Repair

SENIOR ACCOUNT MANAGER

A goal-oriented and driven professional with over 20 years of experience in the insurance industry. Placement Specialist and Client Advisor in a national insurance brokerage environment. Recognized for providing clients with quality assistance and consultation, consistently enhancing customer service.

Perform and deliver beyond expectations and achieve excellence independently and as a team. Ability to manage multiple tasks and projects simultaneously through strong time-management skills. Background in marketing and servicing complex insurance programs.

"Ms. Martin went well beyond reasonable expectations to assist me with new responsibilities. She helped me develop a comprehensive risk management program to ensure that reasonable protections were in place to safeguard the city from various exposures." Deputy City Manager, City of Buena Park

Core Competencies Include:

*Client Relationship Management // Excellent Client Service // Claims Advocacy
Excellent Oral and Written Skills // Risk Analysis // Marketing // Proficient in Epic Applied*

PROFESSIONAL EXPERIENCE

USI INSURANCE SERVICES – Rancho Cordova, CA (2025 - Present)

SENIOR ACCOUNT MANAGER, COMMERCIAL LINES DIVISION

Senior Account Manager, handling a large commercial lines book of business including construction, farming, food processing and real estate.

- Assemble, coordinate and prepared specifications for marketing new and existing business. Develop and manage account service plans. Manage the daily activities of accounts to establish strong client relationships. Direct and handle the issuance of binders, certificates, premium allocations, coverage summaries and the review of audits and endorsements. Oversee maintenance of electronic filings to ensure adherence to company standard procedures.
- Market, develop and present proposals. Create insurance portfolios and review policies prior to delivery. Reviewed contracts and requests for special certificates. Participate in meetings and conferences as needed. Perform and manage special projects. Coordinate with colleagues to review and negotiate quotations. Establish and build strong working relationships with business leaders and team members to ensure the successful delivery of all client services.

NFP PROPERTY & CASUALTY SERVICES – Lafayette, CA (2016 - 2020)

SENIOR ACCOUNT MANAGER, COMMERCIAL LINES DIVISION

Senior Account Manager, handling a large commercial lines book of business including construction, technology and general business.

- Assembled, coordinated and prepared specifications for marketing new and existing business. Developed, executed and managed account service plans. Managed daily activities, establishing strong client relationships. Handled issuance of endorsements, binders, certificates, premium allocations, and audit reviews.
- Marketed, developed and presented proposals. Created insurance portfolios and reviewed policies prior to delivery. Reviewed contracts and requests for special certificates. Participated in renewal meetings to obtain client goals and objectives. Performed and managed special projects. Coordinated with colleagues to review and negotiate quotations. Established and built strong working relationships with team members to ensure the successful delivery of services to clients.

ARTHUR J. GALLAGHER – San Francisco, CA (2013 - 2016)

SENIOR ACCOUNT MANAGER, CONSTRUCTION DIVISION

Client Advisory & Placement for a national insurance brokerage / Construction Branch.

- Conduct pre-renewal meetings to assess risk and design unique insurance programs which meet strategic and operational needs of all clients. Develop and manage a comprehensive risk management program which has succeeded in increasing business growth and addressing the needs and interests of clients. Establish and implement innovative insurance solutions for public and private risk management clients, successfully focusing on the clients specific risk profile and exposure to loss.
- Demonstrate proficiency in the knowledge and execution of assigned client responsibilities, significantly establishing and maintaining a solid client-base. Proven ability to handle multiple assignments and manage tight deadlines through strong time-management and organizational skills.
- Provide exceptional customer service through presentation and interpersonal communication skills. Implement company policies and procedures. Coordinate with colleagues on developing and executing result-focused insurance solutions for all clients.
- Successful delivery of services to clients as needed. Maintain high quality service throughout the policy term.

MARSH RISK & INSURANCE SERVICES – San Francisco, CA (2005 - 2012)

PLACEMENT SPECIALIST / AVP / CLIENT ADVISOR, PUBLIC ENTITY DIVISION

Client Advisory & Placement for a global fortune 500 insurance brokerage.

- Manage all aspects of new business sales and marketing of Public Entity Clients. Assess risk and design programs that meet client's needs and goals. Developed specifications for underwriting. Negotiate underwriting or market client's insurance programs per client goals and objectives. Presented proposals. Create insurance portfolios and review policies prior to delivery. Participated in JPA meetings and Public Entity conferences.
- Review contracts and requests for special certificates. Participate in important carrier meetings. Perform and managed special projects at the clients request. Establish strong working relationships with colleagues to ensure successful delivery of client services as needed. Maintain high quality service throughout the policy term.

WELLS FARGO INSURANCE SERVICES (Formerly ABD) – Redwood City, CA (2002 - 2005)

SENIOR ACCOUNT MANAGER, GENERAL BUSINESS DIVISION

Senior Account Manager working with risks which includes construction, technology and general business.

- Assembled, coordinated, and prepared specifications for marketing new and existing business. Developed, executed, and managed account service plans. Managed the daily activities of accounts to establish strong client relationships. Directed the issuance of binders, certificates, premium allocations and the review of audits and endorsements. Oversaw maintenance of electronic and physical files to ensure adherence to company standard procedures.
- Marketed, developed and presented proposals. Created insurance portfolios and reviewed policies upon delivery. Reviewed contracts and requests for special certificates. Participated in meetings and conferences. Performed and managed special projects. Coordinated with colleagues to review and negotiate quotations. Established and built strong working relationships with business leaders and team members to ensure the successful delivery of services to clients.

AON RISK INSURANCE SERVICES – San Francisco, CA (1997 - 2001)

SENIOR ACCOUNT MANAGER, PUBLIC ENTITY DIVISION

Sr. Account Manager for a nationally established brokerage and leading provider of risk management services for commercial clients.

- Managed all aspects of large complex Risk Management accounts. Marketed, developed and presented proposals. Created insurance portfolios and reviewed all policies prior to delivery. Reviewed contracts and requests for special certificates. Participated in JPA meetings and Public Entity conferences. Performed and managed special projects. Coordinated with colleagues to review and negotiate quotations. Established and built strong working relationships with business leaders and team members to ensure the successful delivery of services to clients.

SEDGWICK RISK & INSURANCE SERVICES – San Francisco, CA (1992 - 1997)

ACCOUNT MANAGER, PUBLIC ENTITY DIVISION

Account Manager for a nationally established brokerage and leading provider of risk management services for commercial clients.

- Assisted with large complex Risk Management accounts. Marketed and developed proposals. Created insurance portfolios and reviewed all policies prior to delivery. Reviewed contracts and requests for special certificates. Participated in JPA meetings and Public Entity conferences. Performed and managed special projects. Coordinated with colleagues to review and negotiate quotations. Established and built strong working relationships with business leaders and team members to ensure the successful delivery of client services.

EDUCATION / ADDITIONAL INFORMATION

INSURANCE RELATED EDUCATION

Various Insurance P&C Related Courses / Workshops (IEA)

Currently Pursuing Certified Insurance Service Representative Designation (CISR)



ADDITIONAL INFORMATION

- Member of National Association of Insurance Women Since 2011
- Property & Casualty Licensed (License #0A72160)

ACWA JPIA
Recruitment Status
September 3, 2025

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:

- **Training Specialist:** Recruitment to backfill the vacancy, due to Kristen Bennett's departure, began in **August 2025**. Two referral candidates participated in phone screens on August 6, 2025, and participated in a Panel Interview on August 22, 2025. We anticipate hiring a new Training Specialist in September 2025.
- **Training Coordinator:** Recruitment reopened on **August 19, 2025**, to fill the position that will be vacated upon Linda Craun's retirement (Administrative Assistant III). The role has been reclassified as a Training Coordinator (no change in Grade – 24). We expect to have a Training Coordinator in place by October 2025.
- **Workers' Compensation Administrative Assistant II:** Recruitment is underway to fill the position vacated by Gino Caruso's departure. The job announcement was posted on **August 19, 2025**, and we anticipate hiring an Administrative Assistant II by October 2025.
- **Communications Specialist II:** The Communications and Outreach Specialist position, vacated by Molly Quirk's departure, will be replaced with a Communications Specialist II role at a lower grade (actual grade to be determined). Once the job description is finalized, the position will be posted.

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

- **Risk Control Advisor II / Senior Risk Control Advisor:** On June 3, 2025, due to unforeseen personal medical circumstances, Amie Painter, withdrew her acceptance of the Senior Risk Control Advisor position responsible for the northern Central Valley of California (supporting members in Fresno, Tulare, Kings, Madera, and Merced Counties). The recruitment for a Risk Control Advisor (level II / Senior level) re-opened on **July 16, 2025**. **Panel Interviews were conducted on August 21, 2025, and a candidate was offered and accepted an employment offer.** The selected candidate's start date is pending successful completion of a background check, reference checks, and a pre-employment physical examination.

- **Claims Adjuster III:** The recruitment for this new position which supports the Liability and Property Claims Department has already been granted authority to hire. The recruitment is on hold to allow sufficient time and opportunity for the new Property and Liability Claims Manager, Judy Shiu, to acclimate to her new role and properly onboard the other new Claims Adjuster III, Lisa Waltman, starting on August 25, 2025.

The following recruitments are on hold, pending further analysis by staff of organizational needs:

- **IT Support Specialist:** This position is vacant due to the departure of Fernando Ochoa on June 17, 2025.
- **Director of Member Outreach:** This position is vacant due to the departure of Elisa Sabatini on July 4, 2025.

RECOMMENDATIONS

None, information only.

ACWA JPIA
Employee Engagement Survey Results
September 3, 2025

BACKGROUND

Following best practices in human resource management, JPIA budgeted dollars to conduct an employee engagement survey after the completion of the 2023-24 fiscal year. JPIA conducted the all staff survey to determine engagement levels and areas of improvement needed to attract, engage, and retain staff.

The survey was conducted by the Institute for Public Sector Employee Engagement, a division of CPS HR Consulting, an independent government agency. The survey included 67 questions in 11 categories, including 6 questions in an engagement index; plus 5 demographic questions; 1 question asking about plans to stay or leave; and 3 open-ended questions. CPS HR administered the survey from Feb. 3 through Feb. 21, 2025. 100% (55) of employees responded to the survey. Survey results were reviewed by the Leadership Team (CEO, Directors, and Managers) in April and May. CPS HR also presented the survey results to all staff in June.

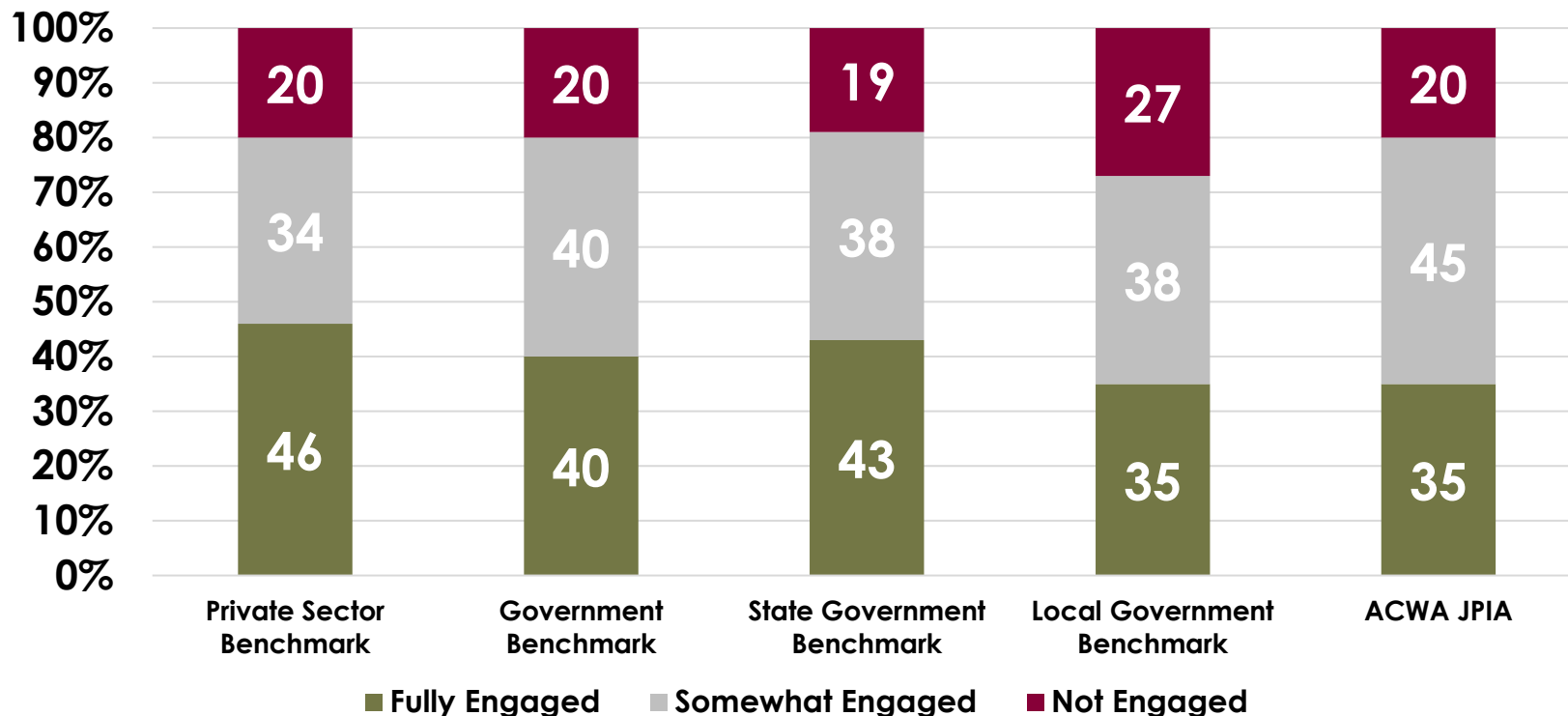
CURRENT SITUATION

Overall, results were positive while the survey also highlighted areas for improvement within the organization. A summary of results has been attached for the Committee's reference. The Leadership Team is scheduled to meet on September 2nd, for the first of likely two to three meetings to determine organizational goals to reinforce positive survey results as well as to address areas in need of improvement.

RECOMMENDATIONS

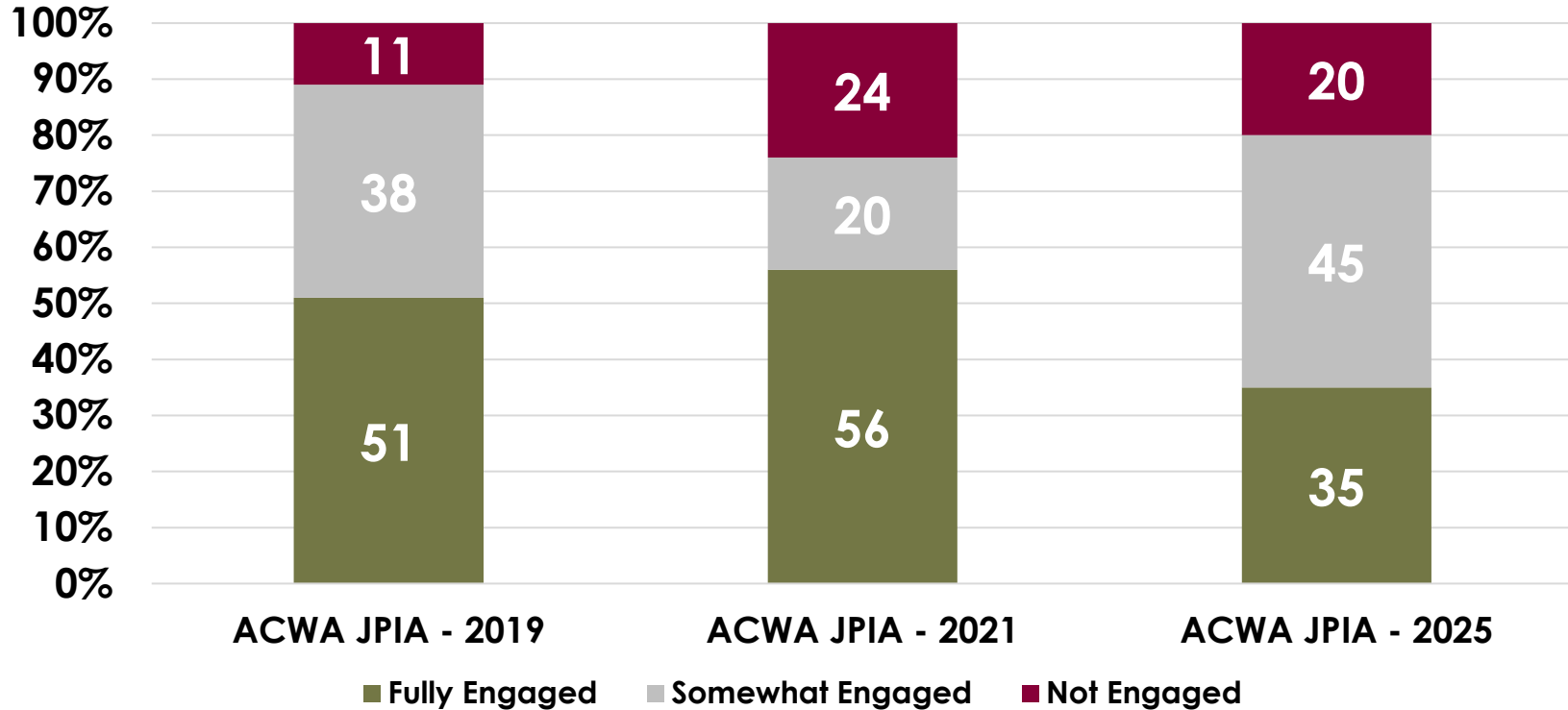
None, information only.

Overall Engagement Levels



CPS HR's benchmarks are from a national poll designed to represent employees in the private sector, government sector, and each level of government (federal, state, and local) in a wide variety of industries. The most recent biennial poll was conducted in November 2023.

Engagement Level Trends



Highest-Scoring Questions (% Positive)

Employees were MOST positive (above 80%) on the following questions:

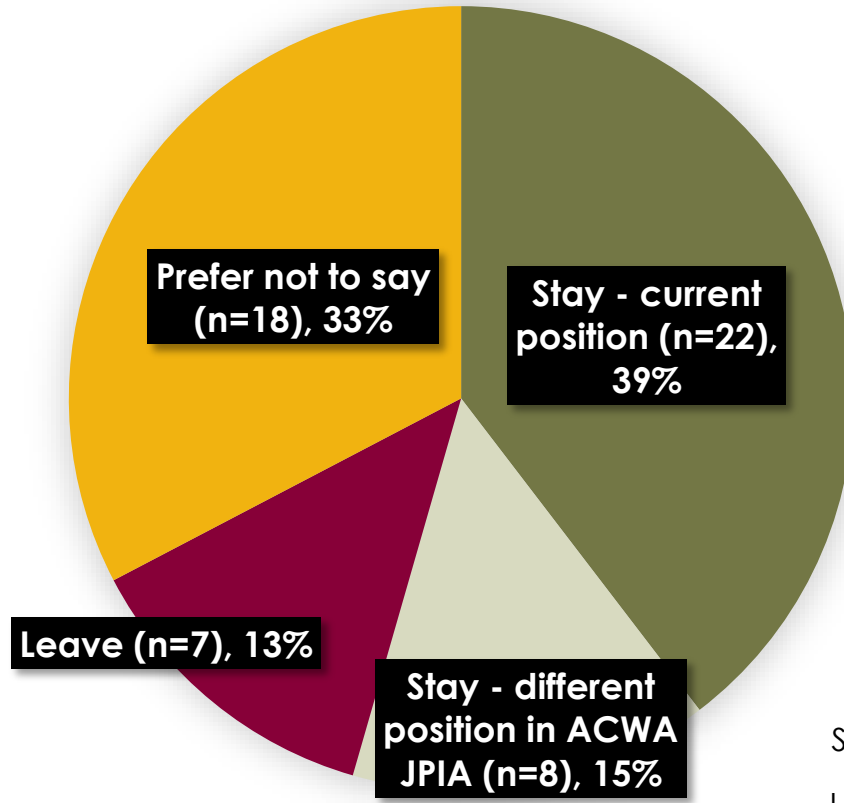
QUESTION	NEGATIVE	NEUTRAL	POSITIVE ▼
I am satisfied with my total benefits package (e.g., retirement, health insurance)	1.8%	5.5%	92.7%
I like the kind of work I do	3.6%	5.5%	90.9%
I know how my work supports my organization's mission	3.6%	14.5%	81.8%
I feel that I personally contribute to my organization's successes	7.3%	10.9%	81.8%
I am satisfied with my employment conditions (e.g., vacation or leave options, flexible work arrangements)	5.5%	14.5%	80%

Lowest-Scoring Questions (% Positive)

Employees were LEAST positive (below 45%) on the following questions:

QUESTION	NEGATIVE	NEUTRAL	POSITIVE ▲
When changes are made in my organization, they are usually for the better	22.6%	37.7%	39.6%
I think it is safe to challenge the way things are done in my organization	43.6%	16.4%	40%
I feel that my organization as a whole is managed well	29.1%	27.3%	43.6%

Intent to Stay or Leave



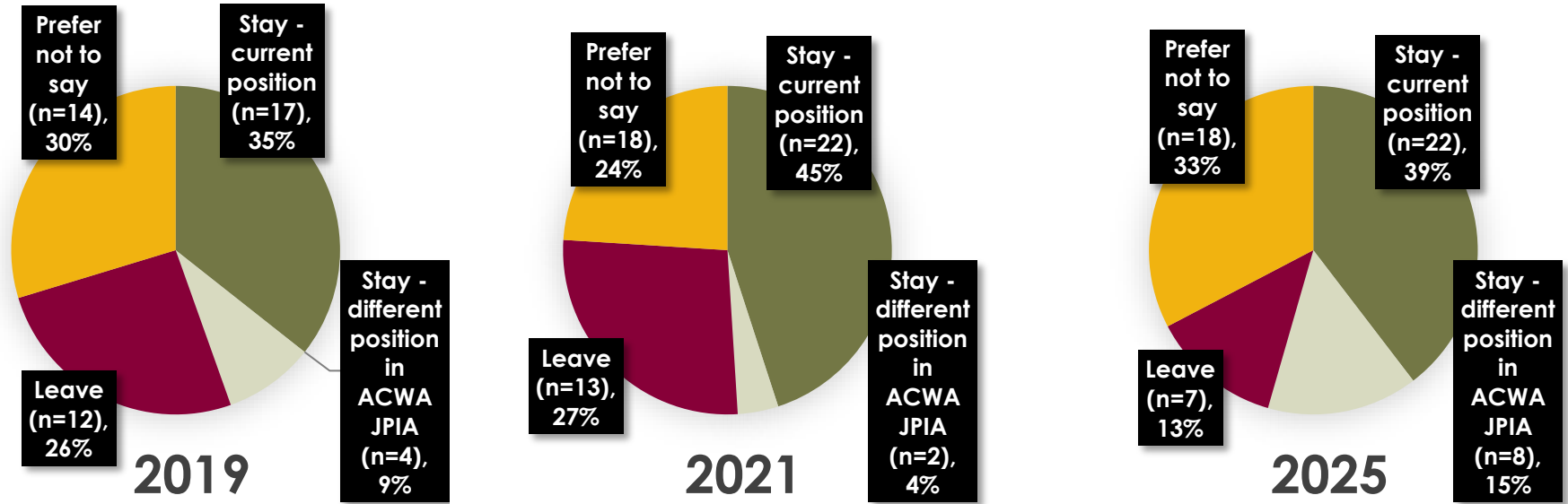
Assuming all economic factors are equal, would you consider leaving your current position within the next year, and if so, why?

- Stay - current position (n=22)
- Stay - different position in ACWA JPIA (n=8)
- Leave (n=7)
- Prefer not to say (n=18)

State Government Benchmark – 70% plan to stay

Local Government Benchmark – 73% plan to stay

Intent to Stay or Leave – Trends



ACWA JPIA
Employee Recognition Program Update
September 3, 2025

BACKGROUND

The JPIA Employee Recognition Group was established in February 2024 to evaluate and enhance existing recognition initiatives and explore opportunities for new programs that foster employee engagement and appreciation.

CURRENT SITUATION

Membership

The group consists of JPIA staff from multiple departments, bringing diverse perspectives to ensure recognition efforts are meaningful and inclusive. The current JPIA staff include:

- Cassie Crittenden, HR Specialist
- Kyle Hutchings, Senior Accountant
- Mike Whitright, Systems/Network Administrator
- Tony Waterford, HR Manager
- Sarah Crawford, Member Education Manager
- Cindy Buschmann, Accountant III
- Chimene Camacho, Senior Executive Assistant
- Sonya Pierce, Benefits Systems Analyst II

Some staff that were previously part of the Committee are no longer with the organization.

2024 Activities

Throughout 2024, the Employee Recognition Group met regularly to review current programs, gather staff feedback, and research best practices. In late 2024, the group presented a series of recommendations to the CEO and Directors for enhancing and expanding employee recognition efforts.

2025 Implementation Timeline

In early 2025, several members continued working on program design and implementation. The rollout of new and updated initiatives is as follows:

- Spot Recognition Program – Presented on February 12, 2025, at the All Staff *Connection* meeting
- Service Anniversary Recognition Program – Presented on April 9, 2025, at the All Staff *Connection* meeting
- Annual “Making the Difference” Award – Presented on August 13, 2025, at the All Staff *Connection* meeting

- Employee Appreciation Day & Executive Committee Appreciation Day – Scheduled for presentation on October 8, 2025, at the All Staff *Connection* meeting

Additionally, voluntary recognition at Executive Committee meetings for notable service anniversaries was implemented in June 2025.

These programs are designed to create a culture of appreciation, highlight individual and team achievements, and strengthen connections across the organization.

RECOMMENDATIONS

None, information only.

Recognition Rollout Rally!



We are excited to Rollout our new **Spot Recognition Program** at the Connection on February 12th! See the next page for details on the program.

Our Recognition Rollout Rally will include snacks, games, giveaway's, and a live demo! You won't want to miss it!

Here's what's coming:

- **February Connection:** Spot Recognition Program
- **April Connection:** Updates to our Service Anniversary Recognition Program
- **June Connection:** Annual Making the Difference Award
- **August Connection:** Employee Appreciation Day and Boss Appreciation Day

Spot Recognition Program



Introducing our exciting **Spot Recognition Program** - your opportunity to provide instant and timely appreciation for other's hardwork, commitment, and dedication to the JPIA and our members. Recognizing others boost their self confidence, reinforces positive behaviors, increases morale and overall job satisfaction.

Here's how it works:

Login to your Paylocity Self Service Portal, click on the Recognition & Rewards icon at the top of the screen, then click on the orange icon that states "Give Recognition". Fill out all the fields and send away. That's it!

Features of the program:

- You can recognize anyone in the organization
- Input a GIF, picture, video, URL to the recognition
- Recognition can be public or private
- Can copy anyone on the recognition
- Can select a recognition badge
- Refine your message using AI
- Recipients receive an email notifying them they were recognized
- Monthly raffle for \$25 to use at Tango Rewards

Watch this [video](#) to get you started!

Did you know that **Recognition Rocks** here at JPIA? You may see some rocks floating around the office. These rocks are given to employees that display one of our 4 core values of People, Integrity, Innovation and Service or one of our 9 Performance Competencies. Once you receive a rock, it's your turn to pass it to another employee who also rocks here at JPIA!



Recognition Rollout Rally!

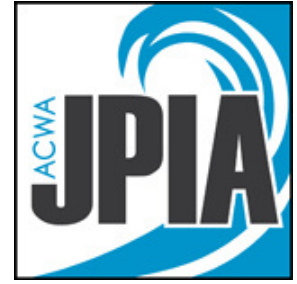


We are excited to Rollout our updated **Service Annivesary Program** at the Connection on April 9th! See the next page for details on the program.

Here's what's coming:

- **February Connection:** Spot Recognition Program 
- **April Connection:** Updates to our Service Anniversary Program
- **June Connection:** Making the Difference Award
- **August Connection:** Employee Appreciation Day and Boss Appreciation Day

Service Anniversary Program



We're excited to introduce our **Service Anniversary Program**—a meaningful way to celebrate and appreciate our employees' dedication and years of service to JPIA. Team members will be recognized at each milestone anniversary, celebrated every five years.

Here's how it works:

Every milestone anniversary, an employee will receive the following:

- \$50 for every 5 years of service
 - Anniversary certificate
 - Years of Service lapel pin
 - Recognition at an Executive Committee Board Meeting
 - Optional Years of Service desk trophy
 - Optional Recognition on the JPIA LinkedIn Page
-



Recognition Rollout Rally!

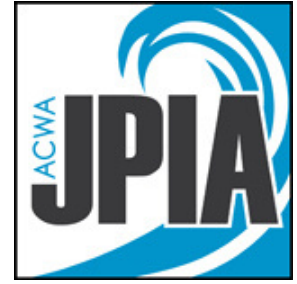


We are excited to Rollout the **Making the Difference** award at the Connection on August 13th! See the next page for details on the program.

Here's what's coming:

- **February Connection:** Spot Recognition Program 
- **April Connection:** Updates to our Service Anniversary Program 
- **August Connection:** Making the Difference Award
- **October Connection:** Employee Appreciation Day and ExCo Appreciation Day

Making the Difference Award



We're excited to introduce the **Making the Difference** award - a meaningful way to recognize someone who consistently goes above and beyond, who embody JPIA's core values, and who demonstrates excellence in key competencies.

Here's how it works:

- Complete the Making the Difference Nomination Form
- Submit it to the HR Manager
- Each January, a committee will review the nominations and will pick one winner
- The winner receives:
 - Recognition at an Executive Committee Meeting
 - Desk plaque
 - \$1000 Bonus (non-persable)
 - Name is added to the "Making the Difference" plaque

See official nomination form on the next page!





MAKING THE DIFFERENCE AWARD

NOMINATION FORM

We're excited to recognize employees who truly **Make the Difference** at work. Use this form to nominate a colleague who consistently goes above and beyond. Your nomination helps us celebrate those who embody our **core values** and demonstrate excellence in key performance **competencies**.

Nominee Information:

Nominee's Name:

Department:

Nominee's Job Title:

Nominee's Supervisor:

Nominator Information:

Your Name:

Department:

Your Job Title:

Process: Please complete this nomination form in its entirety. Each section is required to be completed unless it states "Optional". Once completed, please provide to the HR Manager. All nominations will be reviewed by the nomination committee after the commencement of the December 31st due date.

Why This Person? (Summary Statement)

In a few sentences, tell us why you believe this nominee truly deserves the **Making the Difference** award.

Nomination Criteria:

Describe how the nominee demonstrates excellence in the following areas. Please complete at least five (5) of the nine (9) performance competencies. Please include specific examples.

The C4E: Performance IMPACT Employee Appraisals Guide has full definitions of each competency below and behaviors associated with demonstrating Outstanding performance levels.

- 1. Customer Service:** Providing prompt, respectful, and effective support to both internal and external customers.

Write Response here:

- 2. Quality of Work:** Delivering consistent, accurate, and detailed work that reflects care, professionalism, and meets high standards.

Write Response here:

- 3. Dependability:** Being reliable, consistent, and responsible in meeting deadlines, commitments, and job expectations.

Write Response here:

- 4. Accountability:** Taking ownership of actions and outcomes while upholding honesty, fairness, and organizational standards.

Write Response here:

- 5. Teamwork:** Working well with others by communicating clearly, showing respect, and contributing to shared goals.

Write Response here:

- 6. Job Knowledge:** Working well with others by communicating clearly, showing respect, and contributing to shared goals.

Write Response here:

- 7. Initiative & Motivation:** Proactively taking charge of tasks and challenges with enthusiasm, energy, and a focus on achieving goals.

Write Response here:

8. Adaptability: Adjusting to change and challenges with flexibility, openness, and a positive, productive attitude.

Write Response here:

9. Problem Solving & Critical Thinking: Analyzing situations thoughtfully to identify issues and develop effective, creative solutions.

Write Response here:

JPIA Core Values

Our core values are People, Integrity, Innovation, & Service. Which of these values does this person most reflect and why? Please include specific examples.

Organizational Impact

How the nominee has made a positive impact on the organization. This could include improving processes, increasing efficiency, enhancing team morale, contributing to strategic goals, or driving meaningful change. Please include specific examples.

Professional Development (Optional)

Professional Development achievements the nominee has accomplished (e.g. certifications, training, degrees, leadership programs, or skill-building efforts) and how these have contributed to their growth or impact at work. Please include specific examples.

Supporting Documentation (Optional)

You may attach any emails, project summaries, feedback, or other materials that support your nomination.

Nominator’s Signature

(Please sign to confirm your nomination.)

Signature:

Date:

Additional Rules/Process

- Anyone in the organization can nominate someone.
- All employees are eligible to receive this award. This includes the leadership team.
- The nomination committee is comprised of the Directors and the HR Manager. If someone on the committee is nominated, they will be recused for that year.
- Nominations can be accepted all year, but the deadline is December 31st.
- The winner will be announced at a Connection meeting.
- The award is limited to one winner each calendar year.
- Each employee is eligible to win once in their tenure at JPIA.
- The winner will receive:
 - Recognition at an Executive Committee Meeting
 - Desk plaque
 - \$1000 Bonus (non-persable)
 - Name is added to the “Making the Difference” plaque

ACWA JPIA
Addition of Juneteenth as a Paid JPIA Holiday
September 3, 2025

BACKGROUND

Melody McDonald, Chair of the Personnel and Executive Committees, has requested that the Personnel Committee consider recommending to the Executive Committee adding Juneteenth as an official paid holiday. Following a discussion with Ms. Beatty, staff supports Chair McDonald's request.

CURRENT SITUATION

The JPIA currently observes 11 paid holidays each year.

Juneteenth, celebrated annually on June 19, commemorates the end of slavery in the United States and serves as a time to honor African American history, culture, and resilience. In 2021, it was formally recognized as a federal holiday, and many states and organizations have since added it to their list of paid holidays. As of 2024, at least 30 states and the District of Columbia recognized Juneteenth as a permanent paid holiday for state employees through legislation or executive action. Recognizing Juneteenth as a JPIA holiday would align the organization with this broader movement and provide JPIA staff with the opportunity to reflect on the values of freedom, justice, and unity that the holiday represents.

For reference, here is the comparison of paid holidays at the Federal and State level as compared to JPIA's own policy:

Federal Holidays	CA Holidays	JPIA Holidays
New Year's Day	New Year's Day	New Year's Day
Martin Luther King Jr. Day	Martin Luther King Jr. Day	Martin Luther King Jr. Day
Washington's Birthday	President's Day	President's Day
<i>Not observed</i>	Cesar Chavez Day	<i>Not observed</i>
Memorial Day	Memorial Day	Memorial Day
Juneteenth	<i>Not observed*</i>	<i>Not observed</i>
Independence Day	Independence Day	Independence Day
Labor Day	Labor Day	Labor Day
Columbus Day	<i>Not observed</i>	<i>Not observed</i>
Veterans Day	Veterans Day	Veterans Day
Thanksgiving Day	Thanksgiving Day	Thanksgiving Day
<i>Not observed</i>	Day After Thanksgiving	Day After Thanksgiving
<i>Not observed</i>	<i>Not observed</i>	Christmas Eve
Christmas Day	Christmas Day	Christmas Day

*California recognizes Juneteenth as a holiday but does not include it as a paid holiday.

California state workers are given the option of taking Juneteenth as one of four days they are allowed to designate as a personal holiday. For reference, JPIA only provides its employees one personal holiday (floating holiday) per year.

RECOMMENDATIONS

That the Personnel Committee recommend to the Executive Committee approval of Juneteenth as a Paid JPIA Holiday effective 2026.

ACWA JPIA
Update on Retirements, Future Positions, and Office Space
September 3, 2025

BACKGROUND

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

CURRENT SITUATION

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

RECOMMENDATIONS

None, information only.

ACWA JPIA
CEO Performance Evaluation Ad Hoc Committee Update
CEO Contract Negotiations and Performance Review
September 3, 2025

BACKGROUND

The CEO Performance Evaluation Ad Hoc Committee was formed – as appointed by President McDonald – to support and guide the CEO contract negotiation process. The Executive Committee will remain actively involved throughout to ensure transparency and alignment with the organization's strategic priorities.

CURRENT SITUATION

The CEO Performance Evaluation Ad Hoc Committee consists of four members of the Executive Committee, as follows: Directors Bruce Rupp (Committee Chair), Chris Kapheim, Scott Ratterman, and David Wheaton.

The Committee's objective is to work with the JPIA's Executive Consultant, Mary Egan, to conduct a thorough review of the CEO's contract and consider potential updates to her employment agreement.

Ms. Egan is scheduled to meet with the Committee three times in advance of the next Executive Committee meeting on September 30, 2025. The first of these meetings took place on August 11, 2025. Two additional meetings will be held if needed are scheduled for September 4, 2025, and September 8, 2025.

RECOMMENDATIONS

That the Personnel Committee consider the Ad Hoc Committee's report and make a recommendation to the Executive Committee, if so desired.

ACWA JPIA MEETINGS CALENDAR – 2025

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

*Virtual Meeting

ACWA JPIA MEETINGS CALENDAR – 2026

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	P R O G R A M S				RISK MGMT	CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 21			3:00 PM							
JAN 22		10:30 AM							8:00 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 30					9:00 AM *					
MAY 4-7 ACWA JPIA SPRING MEMBERSHIP SUMMIT AND ACWA CONFERENCE - SACRAMENTO										
MAY 4	2:00 PM					8:00 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 - MONTEREY										
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