

Personnel Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA
2100 Professional Drive
Roseville, CA 95661

Wednesday
September 6, 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, September 6, 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
- Rupp – 229 Boyle Drive, Eureka

WELCOME

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

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

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Beatty	*	II. Review 2023-2024 Organization Goals.	7
Beatty	*	III. Review staffing activities.	8
Beatty	*	IV. Review staffing status and new Administrative Assistant III and Lead Risk Advisor positions and make recommendation to the Executive Committee.	9
Beatty	*	V. Review new salary schedule and make recommendation to the Executive Committee.	20

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Beatty	*	VI. Review revised Anthem/Kaiser CDHP HSA funding policy and make recommendation to the Executive Committee.	22
Beatty	*	VII. Review CEO evaluation process and make recommendation to the Executive Committee.	25
Sells	*	VIII. CEO update.	32
McDonald	*	IX. Discuss next meeting date: January 8, 2024.	33

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

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



YOUR BEST PROTECTION

Unapproved Minutes

Personnel Committee Meeting

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

June 8, 2023

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
Vice-Chair: David Drake, Rincon del Diablo Municipal 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

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair McDonald called the meeting to order at 11:03 a.m. and announced there was a quorum.

PUBLIC COMMENT

As the agenda stated, members of the public would be allowed to address the Personnel Committee on any agenda item prior to the Committee’s decision on that item. Comments on any issues on the agenda, or not on the agenda, were also welcomed. 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 January 23, 2023, meeting. The minutes have been amended to correct Director Rupp’s misspelled name in the motion for Agenda item: Review New Salary Schedule.

M/S/C (Rupp/Drake) (Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the January 23, 2023, meeting, as presented.

REVIEW STAFF ACTIVITIES

Ms. Beatty reported on the events and activities that have transpired since the last Personnel Committee meeting. JPIA's Management team participated in an offsite leadership training focused on understanding the five dysfunctions of a team; the Social Committed hosted a Chili Cookoff and three retirement celebrations for Peter Kuchinsky, Patricia Slaven, and Melody Tucker; the Wellness Committee hosted a Superbowl party and numerous activities in April for National Humor Month; and finally, Administrative Professionals Day was celebrated by JPIA.

REVIEW STAFFING STATUS AND POSSIBLY MAKE RECOMMENDATION TO APPROVE NEW POSITION AND UPDATED SALARY SCHEDULE

Ms. Beatty reported on staffing changes that have occurred since the last Personnel Committee meeting. Six new employees were hired: Olivia Sayad, Employee Benefits Administrative Assistant II; Heidi Singer, Accountant II; Tony Waterford, Human Resources Manager; Erin Bowles, Workers' Compensation Claims Manager; and Kevin Phillips, Director of Member Outreach. Jennifer Jobe will begin her position as Director of Pooled Programs on July 10, 2023. Three employees retired: Peter Kuchinsky, Patricia Slaven, and Melody Tucker.

Ms. Beatty presented the new position of Event Planner, Grade 21 and JPIA's plan to promote Laura Baryak, Administrative Assistant II, to this position.

Ms. Beatty stated that 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.

M/S/C (Drake/Rupp) (Drake-Yes; Rupp-Yes; McDonald-Yes): 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.

REVIEW BENEFITS IMPLEMENTATION FOR NEW EMPLOYEES AND POSSIBLY MAKE RECOMMENDATION TO REVISE ORGANIZATIONAL POLICY

Ms. Beatty noted that the existing 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. To make JPIA more competitive with its health insurance benefits and help attract and retain top quality candidates for future job openings, the JPIA recommended revising the waiting period for health insurance coverage to the first of the month following the date of hire.

M/S/C (Rupp/Drake) (Drake-Yes; Rupp-Yes; McDonald-Yes): 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.

REVIEW EMPLOYEE VACATION ACCRUAL AND POSSIBLY MAKE RECOMMENDATION TO REVISE ORGANIZATIONAL POLICY

Ms. Beatty reported on the current vacation accrual process and the proposed revision in order to attract and retain new staff and to retain current staff. The recommendation was to have three vacation accrual tiers based on three employment categories: Directors, Managers, and all other staff, with the maximum annual accrual of 200 hours (non-exempt)/25 days (exempt) remaining unchanged. The proposed vacation accrual chart was included in the packet.

M/S/C (Drake/Rupp)(Drake-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee make a recommendation to the Executive Committee to approve the revision to its current vacation accruals and implement three vacation accrual tiers for staff, as presented.

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 September 6, 2023.

The Personnel Committee meeting adjourned at 12:35pm.

ACWA JPIA
2023-2024 Goals and Objectives
September 6, 2023

BACKGROUND

The Personnel Committee has asked to be kept up to date on progress towards the organization goals.

CURRENT SITUATION

Staff will provide an update on the 2023-2024 organizational goals:

1. Continue community service project.
2. Create digital strategy/roadmap.
3. Improve internal and external communications.

RECOMMENDATIONS

None, informational only.

ACWA JPIA
Staffing Activities
September 6, 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 June 8, 2023:

- On June 22, 2023, the Social Committee hosted an Adults Only social event at Impact Axe in Rocklin, CA. The event included axe throwing and appetizers. Well attended by JPIA staff and family members.
- On July 27, 2023, JPIA hosted and celebrated ExCo Appreciation activities with Executive Committee members and staff. The event provided a great opportunity for staff and Executive Committee members to learn more about each other and what they do at JPIA. A BBQ lunch was provided for all and lunch was amazing!
- On August 18, 2023, the Social, Wellness and Vending Committees hosted the JPIA Summer Social at the Old Spaghetti Factory in Rancho Cordova. The event included dinner and miniature golf for JPIA staff and family members.
- Staff continued their volunteering activities at the Placer Food Bank in August and September. These were great opportunities for staff to connect with one another while supporting the local food bank. In August and in less than 2 hours, JPIA staff packed over 400 boxes of non-perishable food for food insecure families!

RECOMMENDATIONS

None, informational only.

ACWA JPIA
Staffing Status and New Positions/Salary Schedule
September 6, 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 last Personnel Committee meeting:

- Jennifer Jobe began her position as Director of Pooled Programs on July 10, 2023.
- Laura Baryak was promoted to Event Planner effective June 25, 2023.
- Matt Bunde was promoted to Lead Risk Control Advisor effective August 20, 2023 (job description follows).
- The Lead Risk Control Advisor South position vacated by Peter Kuchinski has been removed from the Salary Schedule.
- The JPIA has created a Lead Risk Control Advisor position, grade 48, with a pay range of \$104,964 (minimum) to \$157,446 (maximum).
- JPIA has created an Administrative Assistant III (Administration) job description to include essential duties and classification at grade 24, non-exempt. The Administrative Assistant III job description follows.
- An updated organizational chart follows.

RECOMMENDATIONS

That the Personnel Committee make a recommendation to the Executive Committee to approve the new positions of Lead Risk Control Advisor and Administrative Assistant III (Administration) and resultant updated Salary Schedule, as presented.

ACWA JPIA
LEAD RISK CONTROL ADVISOR

Name: _____
Grade: 48
Status: Exempt

Reports to: Risk Control Manager

Date: August 2023

Definition/Summary

Under direction, perform the most complex and specialized work requiring an advanced level of knowledge of safety and risk management programs; to assist with the administration and operation of the Risk Management department; conducts risk management assessments; on-site, virtual or hybrid risk assessment visits with special emphasis on significant loss areas; develops and delivers occupational health and safety training; to support associate risk control advisors and to advise member agencies of unusual loss exposure and provide safety and risk management guidance.

Essential Functions

- Assists and supports the development, administration, and operation of the Risk Management Program
- Responds to requests for safety and/or risk management consultations and training
- Plans and schedules risk management assessments and training based on member requests or specific member needs
- Conducts on-site, virtual or hybrid risk assessment/consultative visits to evaluate a member agency's safety and risk management programs and facilities
- Acts as lead instructor for Cal/OSHA 10 and Asbestos Cement Pipe training programs
- Assists members in the planning and implementation of safety and risk management programs
- Develops risk management recommendations, prepare reports following business community best practices and with attention to technical accuracy & department SOPs, and monitor members' compliance with recommendations
- Coordinates efforts with the Training Department to work with outside agencies and organizations (CDPH; State Water Resources Control Board; CWEA) to have training certified for continuing education credits
- Participates in the preparation and presentation of regional and statewide safety and risk management training programs
- Drives personal or rental vehicle for JPIA-related travel requirements
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Establishes and maintains effective working relationships with co-workers and all others contacted during the course of work

Other Duties

- Review claim patterns for and makes specific recommendations to control or reduce loss exposures which may include best practices resources or specific training needs for members

- Assist in the analysis and evaluation of new and revised laws and regulations with an emphasis on how they impact members' work policies and procedures
- Assist in the support, training, and motivation of risk management staff
- Work to support / coordinate Risk Control Advisors in training and certification for specialized training programs
- Keep current with health, safety, and environmental standards
- Coordinate the development of specific training programs in response to identified training needs (Asbestos Trainer Program; Cal/OSHA 10; CDPH and CWEA approvals)
- Assist with training review and establish goal to update program content (3 -year cycle).
- Coordinate specialized training in safety practices and operating procedures
- Review training and safety programs for updates and works to update programs for compliance and certification approvals
- Communicate safety and risk management by writing memos and articles for the JPIA Perspective and JPIA Source
- Assist Risk Control Manager on assigned projects
- Ensures risk management staff provides timely and quality service to members
- Participate in the development and updating of JPIA's model risk management programs
- Prepare and make periodic reports and presentations to JPIA committees.
- Fill in during the absence of the Risk Control Manager

Job Standards/Specifications

Knowledge of:

- Current health, safety and environmental laws as they relate to public entities in the State of California, including Cal-OSHA, State Water Resources Control Board, EPA and NFPA
- JPIA and its relationship with its member agencies
- English grammar and usage
- JPIA safety programs and policies
- Computer systems and software applications

Ability to:

- Travel 50% or more of the time to conduct on-site risk management assessments and write reports, may include overnight stays
- Develop and present safety and risk management programs
- Consult with members regarding their safety and risk management programs
- Conduct accident investigations
- Make effective presentations to management, Boards, staff, the public
- Read, analyze and interpret safety documents, loss runs, accident reports, and other information
- Maintain expertise on current safety and risk management issues
- Communicate effectively verbally and in writing
- Wear appropriate "Personal Protective Equipment" (PPE) & dress to avoid job-related hazards

Typical Physical Activities

- Climbs ladders, stairs, ramps; stoops, kneels, crouches, and reaches when making on-site physical risk management inspections of water districts' facilities such as canals, dams, buildings, and pump stations
- Stands and moves about water districts' facilities when making on-site physical risk management inspections
- Maintains body equilibrium to prevent falling when making on-site physical risk management inspections of water districts' facilities moving over slippery surfaces along canal banks and over ditches
- Works outside when making on-site physical risk management inspections of water districts' facilities
- Lifts and moves objects up 50 pounds such as large binders, books, small office equipment and supplies
- Communicates orally with district members, co-workers, and public in face-to-face one-to-one setting; by telephone; and in group setting (gives instructions and information, and responds to questions)
- Uses office equipment, such as computer terminals, telephones, copiers, and fax machines
- Utilizes hearing and vision within normal ranges with or without correction
- Sits for extended periods of time

Environmental Factors

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground
3. High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees
4. Humidity: Work in areas with unusually high humidity
5. Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet
6. Noise: Occasionally there are unusually loud sounds
7. Slippery surfaces: Occasional work on unusually slippery surfaces
8. Oil: Some parts of the body in contact with oil or grease occasionally
9. Dust: Works in or around areas with minor amounts of dust
10. Irregular or extended work hours: Occasionally required to change working hours or work overtime

Desirable Qualifications

Bachelor's degree from an accredited college or university, majoring in occupational health and/or safety, safety engineering, environmental health or a related field and 7 years of progressively responsible, directly related experience, or a combination of education and progressively responsible, directly related, experience totaling 10 years.

The knowledge, skills and abilities listed above are typically acquired through the levels of education and experience listed. However, any equivalent combination of education and/or experience, which provides an applicant with the listed knowledge, skills, and abilities to perform the essential duties and responsibilities of the job, is acceptable.

License Certificate Registration Requirement

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and maintenance of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

Certified Safety Professional (CSP), Certified Industrial Hygienist (CIH), or Certified Hazardous Materials Manager (CHMM) are required. CSP, CIH or CHMM certification must be obtained within 2 years of hire.

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
ADMINISTRATIVE ASSISTANT III - Administration

Name:

Reports to: Director of Member Outreach

Grade: 24

Status: Non-Exempt

Date: October 2023

Definition/Summary

Under general supervision, provides high level, confidential and complex administrative support, to the Chief Executive Officer, Executive Committee, and JPIA Advisory Committees. Provides administrative support for the Executive Assistant, Event Planner, and Communications / Outreach Specialist as needed.

Essential Functions

- Schedules and organizes all Advisory Committee meetings
- Prepares correspondence and items for Committee meeting packets, special projects, work area agendas, minutes and mailings
- Acts as Recording Secretary for all Advisory Committees and oversees packet preparation and other essential functions of the Recording Secretary
- Communicates with Committee members
- Serves as support and backup for the Executive Assistant
- Serves as support for the Event Planner and Communications/Outreach Specialist
- Serves as backup to the Receptionist
- Maintains confidential files and reports
- Maintains Advisory Committee Minutes books
- Prepares reports and correspondence for the CEO, Directors, General Counsel, and the Committees
- Maintains Advisory Committee status reports and initiates contact with new appointees; prepare onboarding documents for new Committee members
- Assists with tasks related to the JPIA Fall and Spring conferences; to include assisting with the Board packet and various presentations
- Processes Conflict of Interest Form 700s under the direction of the JPIA FPPC Officer
- Drives personal or rental vehicle for JPIA-related travel requirements
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities
- Establishes and maintains effective working relationships with co-workers and all others contact during the course of work

Other Duties

- Acts as liaison between the JPIA and new Committee members regarding their roles and responsibilities as Committee members
- Assists, and interacts with, Board members, the Executive Committee and other Committee members, and their staff with JPIA-related questions
- Assists with onsite, hybrid/online and in-person committee meetings
- Assists with offsite meeting logistics as needed
- Maintains DocuShare Committee related documents
- Writes articles for the Perspective
- Writes and distributes Connection Highlights
- Proofreads documents for accuracy
- Other duties as assigned

Job Standards/Specifications

Knowledge of:

- Ralph M. Brown Act
- Modern office practices and procedures (computer programs, etc.)
- Minute taking (transcribe from handwritten notes or from Recording)
- JPIA policies and procedures
- JPIA and its relationship with its member agencies
- Development and maintenance of filing and recordkeeping systems
- Agenda preparation and distribution requirements for public meetings
- Notification and publication requirements for governing body actions, ordinances, and resolutions
- Fiscal recordkeeping
- Computer systems and software applications related to JPIA executive management support and administrative functions, including word-processing and spreadsheet software, as appropriate
- Correct English usage, spelling, grammar, and punctuation
- Safe work practices

Ability to:

- Communicate effectively verbally and in writing
- Presents a professional demeanor
- Perform a variety of complex and responsible administrative support work for the Chief Executive Officer, Executive Committee and the Board of Directors
- Perform a variety of office management functions
- Prepare correspondence
- Perform research and prepare documents and reports
- Maintain, update, and ensure the accuracy of fiscal records and data
- Type at a rate of 50 words per minute from clear, legible copy
- Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands

- Use computers and applicable software in the performance of office and administrative support assignments
- Effectively represent the JPIA with members, the public, and other agencies.

Typical Physical Activities

- Ability to work at a desk and sit for extended time periods
- Insert and retrieve documents from a manual filing cabinet
- Lift and move objects up to 15 pounds such as large binders, books, small office equipment and supplies
- Have sufficient finger/hand coordination and dexterity to operate and adjust office equipment
- Communicate orally with member management, co-workers, governing body members, and the public in face-to-face, one-to-one and group settings
- Regularly use a telephone for communication
- Uses office equipment such as computers, phones, and copiers
- 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
3. May be required to travel throughout the State 10-15 days per year
4. This position is eligible for remote work up to two days per week

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:

Education: Completion of advanced educational training in office administration skills is highly desirable

Experience: Three to five years of increasingly responsible experience in performing a variety of office and administrative support work preferred

License Certificate Registration Requirement

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

Certified Administrative Professional designation desired

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.

DRAFT

ACWA JPIA Staff

Pay Schedule

Revision Date: September 6, 2023

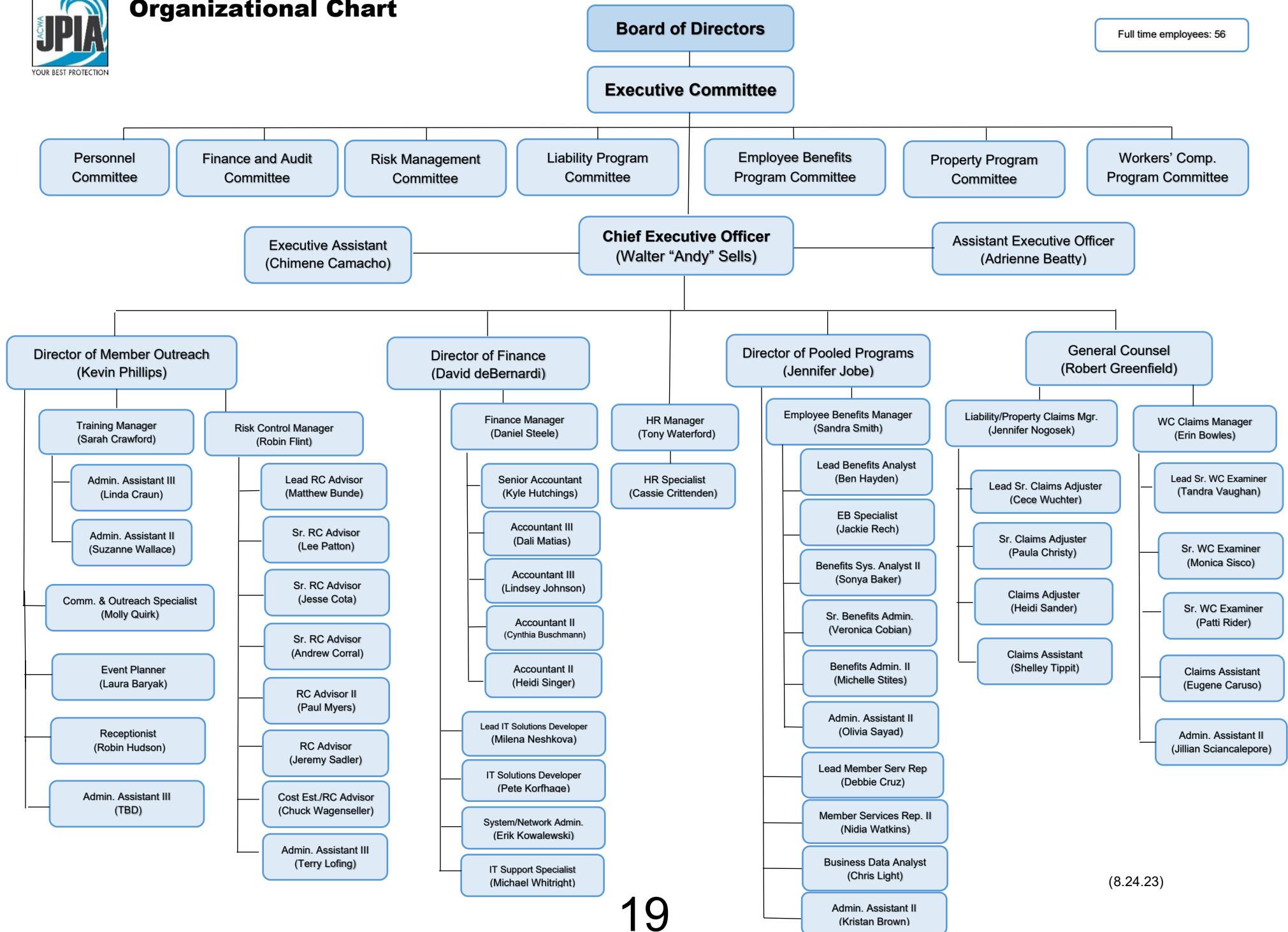
Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	\$ 261,712	\$ 392,568
Assistant Executive Officer	Exempt	76	209,560	314,340
General Counsel	Exempt	70	180,703	271,054
Director of Finance	Exempt	68	171,996	257,993
Director of Member Outreach	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	54	113,035	169,552
Lead Risk Control Advisor	Exempt	48	104,964	157,446
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



Organizational Chart

Effective August 20, 2023

Full time employees: 56



ACWA JPIA
Salary Schedule for 2023-2024
September 6, 2023

BACKGROUND

The California Public Employees Retirement System (CalPERS), California Code of Regulations 570.5 and 571, requires the approval of the employee Salary Schedule by the Executive Committee, after review by the Personnel Committee.

CURRENT SITUATION

The JPIA's merit rating process and subsequent merit increases take place during the months of August and September, with merit increases awarded on October 1. The Fiscal Year 2023-24 Salary Schedule requires approval prior to the October 1 date.

As noted in the previous staff report, the proposed 2023-2024 Salary Schedule includes the removal of the Lead Risk Control Advisor South position and addition of the Lead Risk Control Advisor position.

Additionally, each year staff proposes a change to the salary ranges. One of the components considered in this change has historically been a cost-of-living adjustment based on the change in Consumer Price Index (CPI) for the Western US Region, for the period of June - July, less medical expenses. This year that adjustment is +3.60%. Staff proposes increasing the ranges by 5.0% to allow more cushion to avoid the risk of long-tenured staff exceeding their ranges with a merit increase.

The updated Salary Schedule follows.

RECOMMENDATIONS

That the Personnel Committee recommend to the Executive Committee approval of the JPIA 2023-2024 Salary Schedule, as presented.

ACWA JPIA Staff

Pay Schedule

Revision Date: October 1, 2023

Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	\$ 274,798	\$ 412,196
General Counsel	Exempt	70	189,738	284,607
Director of Finance	Exempt	68	180,596	270,893
Director of Member Outreach	Exempt	68	180,596	270,893
Director of Pooled Programs	Exempt	68	180,596	270,893
Employee Benefits Manager	Exempt	58	141,081	211,621
Finance Manager	Exempt	52	121,654	182,481
Human Resources Manager	Exempt	52	121,654	182,481
Liability and Property Claims Manager	Exempt	52	121,654	182,481
Risk Control Manager	Exempt	52	121,654	182,481
Training Manager	Exempt	52	121,654	182,481
Workers' Compensation Manager	Exempt	52	121,654	182,481
Lead Risk Control Advisor	Exempt	48	110,212	165,318
Senior Risk Control Advisor South	Exempt	45S	110,212	165,318
Cost Estimator Risk Control Advisor	Exempt	45	102,342	153,514
Senior Risk Control Advisor	Exempt	45	102,342	153,514
Lead IT Solution Developer	Non-exempt	45	102,342	153,514
IT Solution Developer	Non-exempt	44	99,847	149,770
Lead Benefits Analyst	Non-exempt	42	95,036	142,553
Lead Member Services Representative	Non-exempt	42	95,036	142,553
Lead Sr. Claims Adjuster	Exempt	42	95,036	142,553
Lead Sr. Workers' Compensation Examiner	Exempt	42	95,036	142,553
Senior Claims Adjuster	Exempt	40	90,456	135,684
Senior Workers' Compensation Examiner	Exempt	40	90,456	135,684
Senior Accountant	Non-exempt	38	86,098	129,147
System/Network Administrator	Non-exempt	38	86,098	129,147
Human Resource Specialist	Non-exempt	38	86,098	129,147
Communication & Outreach Specialist	Non-exempt	38	86,098	129,147
Benefits Specialist	Non-exempt	38	86,098	129,147
Risk Control Advisor II	Non-exempt	38	86,098	129,147
Benefits System Analyst II	Non-exempt	32	74,241	111,362
Risk Control Advisor	Non-exempt	32	74,241	111,362
Claims Adjuster	Non-exempt	32	74,241	111,362
Member Services Representative II	Non-exempt	32	74,241	111,362
Business Data Analyst	Non-exempt	32	74,241	111,362
Executive Assistant	Non-exempt	30	70,664	105,996
Publications & Web Editor	Non-exempt	29	68,941	103,411
IT Support Specialist	Non-exempt	28	67,259	100,889
Senior Benefits Administrator	Non-exempt	28	67,259	100,889
Administrative Assistant III	Non-exempt	24	60,934	91,400
Benefits Administrator II	Non-exempt	24	60,934	91,400
Claims Assistant	Non-exempt	24	60,934	91,400
Accountant III	Non-exempt	22	57,998	86,997
Event Planner	Non-exempt	21	56,582	84,874
Accountant II	Non-exempt	20	55,203	82,804
Administrative Assistant II	Non-exempt	20	55,203	82,804
Receptionist/Office Assistant	Non-exempt	11	44,203	66,303

ACWA JPIA
Anthem/Kaiser CDHP Health Savings Account Funding Policy
September 6, 2023

BACKGROUND

ACWA JPIA offers Anthem PPO, Anthem HMO, and Kaiser HMO medical plans for active employees and pre-Medicare retirees. ACWA JPIA also offers Consumer Driven Health Plans (CDHP) through Anthem Blue Cross and Kaiser. Participants in the CDHPs also gain access to Health Savings Accounts (HSAs). The IRS sets the minimum deductible for a CDHP to qualify a participant to make pre-tax contributions to an HSA. These minimums are adjusted annually.

CURRENT SITUATION

Currently, the JPIA deposits monies, annually in January, into the HSAs for eligible employees enrolled in a CDHP. The amount deposited is designed to make the out-of-pocket deductible spend for CDHP and PPO participants equal. So, for example, since the current Anthem PPO family deductible is \$600 and the minimum deductible allowed for a CDHP by the IRS is \$3,000, the JPIA has been funding each HSA for Anthem CDHP family participants with \$2,400. As the current Kaiser family deductible is \$0, the JPIA has been funding each HSA for Kaiser CDHP family participants with \$3,000.

In 2024, the minimum qualifying deductible will increase beyond the current JPIA CDHP deductibles, as follows:

	IRS minimum deductible Single	IRS minimum deductible Family	JPIA CDHP deductible Single	JPIA CDHP deductible Family
2023	\$1,500	\$3,000	\$1,500	\$3,000
2024	\$1,600	\$3,200		

At the July 27, 2023 Executive Committee meeting, the Committee approved, as recommended by the Employee Benefits Program Committee, increasing the deductibles on the CDHP plans to \$1,600 for a single and \$3,200 for a family, matching the new IRS minimums, to maintain participants' eligibility to contribute to an HSA.

Staff recommends the HSA contributions by the JPIA, for eligible participants in the Anthem and Kaiser CDHP plans, be increased to an amount that continues to make the out-of-pocket deductible spend for CDHP participants equal to that of the Anthem PPO/Kaiser participants. Doing so encourages employees to consider participating in the more cost-effective CDHP plans instead of the PPO and HMO plans.

The fiscal impact for 2024 based on current enrollment is less than \$5,000. Currently, 23 of 52 employees participate in the Anthem or Kaiser CDHP plans.

RECOMMENDATION

That the Personnel Committee recommend that the Executive Committee approve increasing the ACWA JPIA contribution to HSAs for participants in the Anthem CDHP plan to \$1,400 for an individual and \$2,600 for a family and increase the contribution to HSAs for participants in the Kaiser CDHP plan to \$1,600 for an individual and \$3,200 for a family, effective January 1, 2024.

Medical Plan

Persons Eligible: Regular full-time employees and their eligible dependents.

Waiting Period: First day of the month following the date of hire.

Employee Contribution: None.

Employer Contribution: Total cost for employee and eligible dependents.

Health Savings Account:

In early January, the JPIA will deposit monies into the Health Savings Account (HSA) for each eligible participant enrolled in a Consumer Driven Health Plan (CDHP) equal to an amount that will make the out-of-pocket deductible spend for participants equal to the Anthem PPO deductible, for Anthem CDHP plan participants, and equal to the Kaiser HMO deductible, for Kaiser CDHP plan participants. Please refer to the deductibles noted for each plan in the current year's plan documents for contribution amounts.

New enrollments during the calendar year, for employees and/or dependents, will result in a prorated employer contribution.

Following Year Contributions

The amounts above will be contributed annually until the HSA balance (employer contribution minus deductions) reaches twice the annual out-of-pocket maximum. At that point, half of the annual deductible will be deposited into the HSA by the JPIA each year. Please refer to the deductibles and out-of-pocket maximums noted for each plan in the current year's plan documents for following year contribution amounts.

ACWA JPIA
CEO Evaluation Process
September 6, 2023

BACKGROUND

The CEO position will transition from Walter “Andy” Sells to Adrienne Beatty, effective October 1, 2023.

CURRENT SITUATION

With this transition, the Committee may wish to consider a formal, structured process for evaluating the performance of the new CEO over the coming fiscal year. Staff recommends engaging an outside consultant to help guide the Executive Committee through the annual evaluation process. This consultant can also provide executive coaching and leadership support, if desired. Proposals for both services follow this report.

The proposed cost for the CEO evaluation process is \$10,250 with an optional add on of \$1,500 for salary negotiation services. Additional work not contemplated in the proposal will be billed at \$300 per hour.

The proposed cost for executive coaching and leadership support is \$1,000 per month, to include bi-weekly meetings with the CEO and informal “leadership check-ins” with key members of the JPIA leadership team. Alternatively, services can be billed at \$300 per hour.

RECOMMENDATION

That the Personnel Committee provide direction to staff or recommend that the Executive Committee approve the proposed CEO evaluation and executive coaching processes and proposals, as presented.



August 24, 2023

Adrienne Beatty
Assistant Executive Officer
ACWA JPIA
P.O. Box 619082
Roseville, CA 95661-9082

RE: Request to Facilitate the 2023-2024 Chief Executive Officer Performance Evaluation Process

Dear Ms. Beatty:

First congratulations on your pending appointment. I am very pleased for you and the whole organization. Smooth transitions are rare and extremely important.

Thank you for requesting my assistance with your 2024 annual evaluation process. We submitted a similar proposal last year to establish a process for the Chief Executive Officer to anticipate the transition. Now that you will be assuming that role, Municipal Resource Group, LLC ("MRG") is submitting a similar and updated proposal to assist ACWA JPIA ("Association") in facilitating the 2023-2024 Chief Executive Officer Annual Performance Evaluation next year. I am happy to work with the Executive Committee should they want to review the process to be used and put their own touches on the 2024 effort.

One of the important tasks of elected officials is the annual review of the appointed officials. The results of these evaluations are crucial to organizational success and achieving the Executive Committee's vision and goals.

MRG has extensive experience with Board-appointed position evaluation processes. When conducting an evaluation of the Chief Executive Officer, we seek to communicate in one voice the desires and expectations of the entire elected body. We must spend sufficient time understanding each member's perspective of the appointed official's performance to prepare an evaluation summary that accurately and concisely documents areas of consensus and divergent opinions. The result is an evaluation that permits the elected body and the appointee to know what is going well, areas for further development, and a road map to achieve the desired performance objectives. Please let me know your thoughts on the attached scope of work. We look forward to working with you and the team.

Respectfully submitted,

Mary Egan
CEO
MRG, LLC
egan@solutions-mrg.com
916-261-7547

Introduction:

ACWA JPIA would like support for the first annual evaluation of the new Executive Officer. The Executive Committee should consider establishing goals early in the appointment, allowing the Executive Committee to measure the success of the new Executive Officer and team.

MRG Facilitator:

Mary Egan oversees this entire practice and provides high-level leadership over every project, including this engagement for ACWA JPIA.

Mary Egan (Chief Executive Officer, Principal Consultant) - Mary collaborates with organizations and executive leadership to achieve their full potential. Mary's specialties are facilitating performance evaluations and organizational analysis and coaching employers to address deficiencies and maximize their impact. She is a certified professional executive coach and uses these skills to help clients increase their level of performance and identify potential limiting blind spots. She also advises clients regarding employment-related risk mitigation, strategic planning, and interest-based.



MRG Approach to ACWA JPIA Performance Evaluation Processes:

- *KICK OFF - Introduction to our evaluation process*, including a call with the Executive Committee Chair to review the process, highlight key dates, and communicate expectations of the Executive Committee, new Executive Officer, and MRG facilitator. In this introductory meeting, we address logistics related to the process and what the Executive Committee and Executive Officer would like to include. The kick-off will also determine if the Executive Committee wants Mary Egan to serve as the intermediary between the Chief Executive Officer and the Executive Committee on salary and contract discussions.
- *MODIFY PROCSES - Customize process to reflect the needs of the Executive Committee:* We will work with the Association in preparing the questionnaire for interviews with individual Committee Members.
- *IF DESIRED – OPTIONAL SURVEY ORGANIZATIONAL LEADERSHIP Create and Conduct a 360-degree evaluation questionnaire* to solicit feedback from the Department Heads for the Executive Officer's consideration. Agencies differ in how they use this process; several use it for the edification of the Chief Executive, and others include it as an element of the process.
- *WORK WITH EXECUTIVE OFFICER TO PREPARE SELF-EVALUATION - Secure a comprehensive self-evaluation document* from Executive Officer; to gather her estimation of progress on established goals and performance objectives. We are happy to provide examples and suggestions on communicating progress on Committee developed goals. This self-evaluation is shared with the Executive Committee to prepare for the evaluation conversations.
- *INTERVIEWS WITH EXECUTIVE COMMITTEE - Interview each Committee Member individually*, via teleconference or video conference in a manner that meets their time

requirements to gather insight and input, including goals from each of the nine Committee Members.

- *DRAFT DOCUMENT FOR REVIEW BY COMMITTEE - Develop the comprehensive draft summary* including the perspectives of all members, integrated into common “themes” and goals that give consistent feedback and speak with one voice where possible. This could include review with the Executive Committee in advance of the Closed Session to gain perspective and feedback.
- *FINALIZE DRAFT – GAIN CONSENSUS OF EXECUTIVE COMMITTEE ON DIRECTION FOR NEXT YEAR – SET GOALS - Review and gain consensus on draft evaluation and goals* in Closed Session with Executive Committee – clarify what is going well, areas for further development, and a road map to achieve the desired performance objectives.
- *FINALIZE DOCUMENTATION - Finalize and deliver evaluation summary and address process issues, as necessary.* Meet with appointed officials to assist them in developing an action plan to meet the Executive Committee-identified expectations.

The evaluation process typically takes 6-8 weeks to complete, primarily due to scheduling challenges with an Executive Committee of nine members. The timeline is subject to the availability of the Committee for a closed session, individual interviews, and the availability of the relevant documents by the Association.

Experience:

MRG enjoys a long-standing relationship with ACWA JPIA, and we appreciate the opportunity to continue working together. MRG has extensive experience with Committee-appointed position evaluation processes. When conducting an evaluation of the appointed official, we seek to communicate in one voice the desires and expectations of the entire elected body. As such, we will work closely with the ACWA JPIA Executive Committee to accurately and concisely document areas of consensus and divergent opinions. The result is an evaluation that permits the elected body and the appointee to know what is going well, areas for further development, and established goals to achieve the desired performance objectives.

Investment in this process:

The professional fee for conducting the scope of services listed in this response is a fixed fee of \$10,250 for the Chief Executive Officer evaluation and 360-degree feedback survey (assuming 5-6 Executive team members), which is anticipated to include one closed session with the full Executive Committee.

If the Association elects to have salary negotiation services as an element of this process, the fixed fee is an additional \$1,500.

Any additional work not contemplated in this proposal will be billed at \$300 per hour and will begin only after agreed upon between the Association and MRG.

MRG’s Consulting Philosophy

As a consulting firm, MRG brings talented consultants to assignments to meet clients' needs. MRG differentiates its work based on the following principles:

Trusted Advisors

MRG prides itself on building long-term relationships with clients who turn to MRG for guidance and expertise. We work as “trusted advisors,” working directly with the leadership of organizations to help them manage their complex organizations and adjust to the change constantly knocking on the door.

Commitment to Public Service

We have also chosen to focus our work on local, regional & state agencies that are delivering public service to communities. We understand that our client’s work is important and impactful – and our goal is to help organizations do that work with more grace and better effectiveness and efficiency.

Partnership for Impact

As seasoned executive leaders, we are interested in providing reality-based action plans, instead of lengthy reports that sit on a shelf. MRG works in a consultative partnership directly with management for organizational impact to occur. We see our role as true partners with the leadership team to work productively to help you find solutions for actionable impact in your organization.

Team of Management Practitioners + Executive Leadership Coach

Today’s organizations require a robust understanding of people and teams, plus talented management, and leadership. The key to an organization’s success is integrating control, which creates value (efficiency, effectiveness, empowerment), and leadership, which inspires change and a collective vision. By bringing a consultant team with management plus leadership coaching expertise, MRG can deliver tools, perspectives, and paradigms for the continued growth and support of an organization’s leadership team.

Strategic Organizational Development

Organizations are complex, multi-faceted organisms that take time and strategy to develop and shape. While employees are focused on delivering services, “care and feeding” of the organization, structure, and systems need to be done to support the workforce, mold culture, and deliver services/mission. MRG brings deep organizational development and human resources experience to help organizations invest in their operations’ strategic, hands-on development.





August 22, 2023

Adrienne Beatty
ACWA JPIA
P.O. Box 619082
Roseville, CA 95661-9082

RE: Executive Coaching and Leadership Support

Dear Ms. Beatty:

Thank you for reaching out to talk about how MRG might be helpful to you as the incoming Executive Officer for ACWA JPIA. I enjoyed talking with you and hearing about the presenting issue and need for executive coaching, Strategy support and team leadership development.

As you know, I am CEO of MRG, which is a large consulting team. Leadership support for Executives is a service I personally provide. I find the professional personal and organizational growth very satisfying. In the model I propose, we would meet bi-weekly in a safe and confidential format to provide guidance, brainstorm various approaches to high-level organizational challenges, leadership, and strategic support, discuss best practices from other comparable agencies and gain new perspectives.

If you wanted to partner with me on this endeavor, I could use the first few months to check in with key members of the team that we identify in our calls regarding their definition of success and conduct a safe and informal “leadership check in” to the extent helpful to you. These regularly scheduled meetings also provide an outlet for discussing complex internal challenges such as governance and labor and employee relations challenges.

Most clients who want regularly scheduled calls and related support prefer a fixed fee of \$1,000 per month to allow for the most flexibility and hours of support. I could also make myself available on an hourly basis at \$300 per hour. I make myself available nights, weekends, early mornings to debrief critical incidents or jump into emerging issues “the morning after” in some cases. Most clients require my services, calls, review of issues and support on a schedule basis. We could start as soon as we can obtain an agreement and scheduling weekly meetings at a set time. I prefer the zoom format, as they are most effective, but some clients prefer telephone calls.



If we need to conduct additional work, such as comprehensive team building, follow up to the evaluation, conflict resolution, facilitation, or 360-type feedback development, it will be proposed under a separate contract and scope of work. We have a large investigations team of experienced attorneys and private investigators with practical real-world experience that could be a resource to your membership.

Should this work for you, I would personally collaborate with you through these regularly scheduled meetings and be available by email and phone as needed outside of our regular schedule. I am careful about what clients I personally accept and based upon our conversation believe that we would be a great fit. Give it some thought. I appreciate your trust in me and MRG!

Sincerely,

Mary Egan
CEO
MRG LLC
916-261-7547
egan@solutions-mrg.com

ACWA JPIA
CEO Update
September 6, 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	1:00 PM	9:45 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					2:00 PM	12:30 PM				
JULY 27		8:00 AM								
AUG 7		2:00 PM								
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								8:30 AM
NOV 28										
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