

Personnel Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA
Monday
February 22, 2021
2:00 PM

Chairman: E.G. “Jerry” Gladbach, Santa Clarita Valley Water Agency

Vice-chair: Thomas Cuquet, South Sutter Water District

Melody McDonald, San Bernardino Valley Water Conservation District



PERSONNEL COMMITTEE MEETING

AGENDA

[LINK TO ZOOM MEETING](#)

MEETING #: **861 2460 6817**

PASSCODE: 618622

ZOOM CALL IN #: **(669) 900-6833**

Monday, February 22, 2021, 2:00 PM

WELCOME

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

EVACUATION PROCEDURES

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

INTRODUCTIONS

ADDITIONS TO OR DELETIONS FROM THE AGENDA

<u>Presenter</u>		<u>Page#</u>
Gladbach	* I. Approve the meeting minutes of September 15, 2020.	1
Sells	* II. Review 2020-2021 Goals and Objectives.	3
Slaven	* III. Review staffing status.	4
Sells	* IV. CEO transition process.	6
Slaven	* V. Review and take action on the revised Remote Work Policy.	7
Slaven	* VII. Review staffing activities.	11

Gladbach

VIII. Discuss next meeting date.

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: Patricia Slaven, Director of Human Resources and Administration, 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

Personnel Committee Meeting
 2100 Professional Drive
 Roseville CA 95661
 Zoom Meeting

September 15, 2020

MEMBERS PRESENT

Chairman: E.G. “Jerry” Gladbach, Santa Clarita Valley Water Agency
 Vice-chair: Thomas Cuquet, South Sutter Water District
 Melody A. McDonald, San Bernardino Valley Water Conservation District

MEMBERS ABSENT

None.

STAFF PRESENT

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

CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chairman Gladbach called the meeting to order at 9:04 a.m.

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.

APPROVAL OF MINUTES

Chairman Gladbach called for approval of the minutes of the July 28, 2020 meeting.

M/S/C (McDonald/Cuquet) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):
 That the Personnel Committee approve the minutes of the July 28, 2020 meeting, as presented.

STAFFING STATUS

Mr. Sells discussed staffing status. Only new item was the recruitment for Executive Assistant position due to Bobbette’s retirement in December. Internal applications are currently being taken.

CEO APPRAISAL

Ms. Slaven presented the results for the CEO Appraisal collected via an online survey. The Committee determined it will present the CEO Appraisal along with recommendations on salary and bonus at the September 21, 2020, Executive Committee Meeting.

SALARY SCHEDULE

Ms. Slaven presented the Salary Schedule, updated with 1% increase for all ranges, for an October 1, 2020 effective date.

M/S/C (McDonald/Cuquet) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):
That the Personnel Committee recommend to the Executive Committee the approval of the updated Salary Schedule, effective October 1, 2020.

NEXT MEETING DATE

The next Personnel Committee meeting is yet to be determined.

The Personnel Committee meeting adjourned at 10:52 a.m.

E.G. "Jerry" Gladbach, President

Walter "Andy" Sells, Secretary

ACWA JPIA
2020-2021 Goals and Objectives
February 22, 2021

BACKGROUND

Each year, the Executive Committee decides on goals for the organization. The Personnel Committee has asked to be kept up to date on progress towards the goals.

CURRENT SITUATION

The 2020-2021 organizational goals are as follows:

1. Develop and deliver workshops to the Executive Committee to enhance knowledge of JPIA financial processes. *This goal ties to our core values of Integrity, Operating with Transparency, Honesty and Fairness.*
2. Prepare and present proposal for a member survey to assess member awareness of JPIA resources and gain understanding of how the JPIA can better serve the membership. *This goal represents our core value of Service.*
3. Convene internal task force to review employee engagement survey results and determine next steps to address areas of concern. The survey was conducted to reinforce our core values of People and Service. *This goal represents the commitment to our core values of People and Service.*
4. Prepare and present proposal to retain a futurist to work with the Executive Committee and staff to identify future scenarios for JPIA opportunities and challenges. *This is in alignment with our core values of Innovation and Service. Looking to identify future opportunities and challenges allows the JPIA to examine new practices and procedures to enhance the partnership with our members.*

RECOMMENDATIONS

None, informational only.

ACWA JPIA
Staffing Status
February 22, 2021

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:

- In November, testing and interviews were held for the Human Resources Specialist position. Three candidates were tested and invited to interview. Cassie Crittenden was selected. Resume included.
- Dianna Sutton, Special Projects Manager and Bobbette Wells, Executive Assistant, both retired at the end of December.
- Chimene Camacho was promoted to Executive Assistant in December.
- Recruitment for Senior Claims Adjuster has begun with interviews planned for early March.

RECOMMENDATIONS

None, informational only.

CASSIE CRITTENDEN

OBJECTIVE

To add value to your organization by combining my knowledge, skills, and passion for human resources.

EDUCATION

Bachelor of Science, Business Administration
Concentration: Human Resources Management and Organizational Behavior
California State University, Sacramento

WORK HISTORY

Human Resources Coordinator, Sacramento Suburban Water District, 12/2018 – Present

- Develop, analyze, update, recommend and maintain human resources policies, procedures, and systems.
- Develops, coordinates, and administers employee benefits.
- Develops and maintains records of employee performance reviews.
- Organizes, develops, and implements recruitment and interview processes.
- Assists management staff with employee disciplinary issues.
- Serves as a resource for employee questions and provides Department support in human resources issues and policies to staff.

Associate Personnel Analyst, Department of Health Care Services, 2/2017 – 11/2018

- Consultant to management on employee discipline.
- Review and edit employee performance reviews, counseling memorandums, and employee grievances.
- Evaluate and prepare written analysis and recommendation on position and organizational proposals.

Associate Governmental Program Analyst, State Controller's Office, 2/2015 – 2/2017

- Family Medical Leave Act (FMLA) coordinator for the Department.
- Developed and presented FMLA and attendance training to supervisors.
- Analyzed and updated human resources policies and procedures with reference to Bargaining contracts, State law, and Federal law.

Personnel Specialist, State Controller's Office, 11/2014 – 2/2015

- Review and processed employee benefits, open enrollment, and attendance.
- Consulted with CalPERS in order to assist employees with benefit and retirement questions.
- Interpreted human resources policies and procedures to management and employees.

ACWA JPIA
CEO Transition Process
February 22, 2021

BACKGROUND

The Personnel Committee is to be kept apprised of milestones in the recruitment of Chief Executive Officer's replacement.

CURRENT SITUATION

With the retirement of the CEO in September 2023, JPIA senior staff has started to assess the most effective methods and processes to recruit and interview candidates for the position. Ideas will be discussed with the Committee.

RECOMMENDATIONS

None, informational only.

ACWA JPIA
Remote Work Policy
February 22, 2021

BACKGROUND

JPIA maintains an Employee Handbook which contains policies, procedures and information necessary for staff to understand. At times, changes are made that may require Executive Committee approval.

CURRENT SITUATION

JPIA's current Remote Work Policy allows staff to work from home one day per pay period, if the position is conducive to remote work and with manager approval. Of course, the pandemic forced everyone home to conduct work and it subsequently allowed JPIA to explore expanding the Remote Work policy. Staff proposes that the policy be updated to allow up to two days per week of remote work. Draft policy follows.

RECOMMENDATION

That the Personnel Committee recommend to the Executive Committee approval of the revised Remote Work Policy.

N. Remote Work

JPIA considers working from home to be a viable alternative work arrangement in cases where the individual, job and supervisor characteristics are best suited to such an arrangement. Working remotely is a voluntary work alternative that may be appropriate for some employees and some jobs. It is not an entitlement, it is not a company-wide benefit, and it in no way changes the terms and conditions of employment with JPIA. The success of the program will be evaluated based on productivity, seamlessness to our members and staff, and no negative impact on our collaborative culture.

General Guidelines

Remote work is optional. Remote work is not permanent and may be discontinued at any time without prior notice and is not a privilege, or a right. A supervisor may determine that some positions and/or individuals are not well suited for the remote work option.

Remote work is limited to no more than 2 days per week, and will be arranged by the supervisor; they can decide if it is to be the same day each week.

Subject to supervisor approval, the remote work option is available to all staff with JPIA for six months, and who are not currently on a Performance Improvement Plan. The first 90 days of remote work will be a trial period, followed by a discussion with manager to ensure productivity is maintained.

Employee Responsibilities

Keep the main JPIA Outlook calendar updated so that others can easily determine if employee has taken a day off, is out of the office, attending a virtual meeting, or working remotely.

Be available during the core hours of 8:00 a.m. to 4:00 p.m. to answer calls, respond to email, attend web meetings, etc., and attend all Q & As.

Come into the office if requested by their supervisor to do so.

Work will be performed from their primary residence.

Use of JPIA issued laptop computers, or a personal computer configured for JPIA remote work is required. Unless extenuating circumstances, no new equipment will be purchased by the JPIA nor will reimbursement for any office equipment for remote work. Employee is responsible for the care and safety of any JPIA equipment issued. Needed supplies can be obtained when in the office.

Ensure remote work environment is one conducive to 8 hours of productive work time, preferably in a room separate from the rest of the household; and is safe, ergonomically correct and free of hazards and obstructions. (JPIA Risk Control staff are available for verbal consultation as requested.) Employee's

home must have internet and cell service with sufficient speed/capacity to conduct work via computer and phone.

Follow all security and data privacy policies, procedures, and laws.

Answer phone calls and respond to emails and Team requests within two hours of receipt unless unavailable as noted in the Outlook calendar.

Respond via phone or internet, and access information using their own phone and internet service with no reimbursement from the JPIA.

Utilize the phone-forwarding feature on their office phone.

Determine, for themselves, any personal tax or legal implications resulting from use of a home office.

Focus on job performance and meeting business demands though working from home. Remote work is not designed to be a replacement for appropriate childcare. An individual employee's schedule may be modified to accommodate emergency childcare needs with manager's permission. Prospective remote workers are encouraged to discuss expectations of working from home with family members prior to entering into a trial period.

Remote workers who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by JPIA. Such employees will be held to a higher standard of compliance than office-based employees due to the nature of the work arrangement. Hours worked more than those specified per day and per workweek, in accordance with state and federal requirements, will require the advance approval of the supervisor. Failure to comply with this requirement may result in the immediate cessation of the remote work agreement and/or disciplinary action.

If an employee incurs a work-related injury while working remotely, workers' compensation law and rules apply. An employee must notify their supervisor or Director of Human Resources and Administration immediately and complete all necessary documents regarding the injury.

Procedure

If the employee and manager agree, and the human resource department concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of remote worker's performance during the trial period will include interaction by phone and e-mail between the employee and the manager, and face-to-face meetings to discuss work progress and problems. At the conclusion of the 90-day trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of remote worker's performance

beyond the trial period will be consistent with that received by employees working at the office.

DRAFT

ACWA JPIA
Staff Activities
February 22, 2021

BACKGROUND

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

CURRENT SITUATION

Staff activities since the last Committee meeting on September 15, 2020:

- MHN presentations were held monthly from September to December on topics ranging from gratitude, longevity, positive thinking and decluttering.
- Staff Performance Appraisals were held in the month of September.
- Open Enrollment was held in October 2020.
- Several staff participated in the CUEMA Virtual Event, hearing from a speaker on Leading Like Legend, along with a virtual scavenger hunt.
- JPIA hosted its first virtual holiday party for all staff on December 11. Staff ordered lunch from Grub Hub, participated in a virtual scavenger hunt, and honored our long-term employees for their retirement: Bobbette Wells and Dianna Sutton.
- JPIA offered its first of a yearlong series of interactive wellness webinars hosted by Kaiser Permanente. In January, the webinar was on how to “Eat Well, Live Well”. This was followed by “Why Sleep Matters” In February. These webinars are open to all JPIA employees and member districts that participate in Kaiser.
- The Wellness Committee asked all employees to wear red on February 5, in support of National Wear Red Day to promote awareness for cardiovascular disease. Each employee that wore red and submitted their picture was entered into a drawing to win a \$20 gift card to a healthy eating establishment of their choice.
- Staff have been encouraged to begin to come into the office beginning February 8, anticipating that all staff will be required to come in two day per week beginning on March 16.
- The Social Committee hosted a virtual Valentine’s Day Bingo on February 11. Staff played virtual bingo and answered Valentine trivia for prizes.

RECOMMENDATIONS

None, informational only.