



Approved Minutes

Personnel Committee Meeting

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

September 20, 2021

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

MEMBERS PRESENT

Chairman: E.G. “Jerry” Gladbach, Santa Clarita Valley Water Agency
Vice-chair: Thomas Cuquet, South Sutter Water District (*via telephone*)
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 10:02 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.

APPROVAL OF MINUTES

Chairman Gladbach called for approval of the minutes of the August 26, 2021 meeting.

M/S/C (Cuquet/McDonald) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):
That the Personnel Committee approve the minutes of the August 26, 2021 meeting, as presented.

STAFFING STATUS

Ms. Slaven reported on staffing changes that have occurred since the last Personnel Committee meeting. Second round interviews were held for the Assistant Executive Officer position last week and interviews were held for the Senior Accountant position. An offer for the Senior Accountant position was made and accepted. Ginny Bolan is retiring in December and the hiring process for a new Administrative Assistant II position in the Workers' Compensation department will begin in October.

REVIEW NEW SALARY SCHEDULE

Ms. Slaven stated that the JPIA's annual Employee Performance Appraisal process, and subsequent merit increases and incentive awards, takes place during the months of August and September, with merit increases awarded on October 1. The Fiscal Year 2021-22 Salary Schedule requires approval prior to the October 1 date with the only change being the cost of living adjustment of 5.7 percent.

M/S/C (McDonald/Cuquet) (Cuquet-Yes; McDonald-Yes; Gladbach-Yes):
That the Personnel Committee recommend that the Executive Committee approve the 2021-22 Salary Schedule, as presented.

STAFFING ACTIVITIES

Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting: Continuing series of monthly interactive wellness webinars by Kaiser; Ms. Slaven and Mr. Sells attended the joint JPIA and CUEMA Leadership Summit in Carlsbad with main topic of succession planning; and staff annual reviews were completed for the first time in Paylocity.

NEXT MEETING DATE

There are no Personnel Committee meetings scheduled for the remainder of 2021.

The Personnel Committee meeting adjourned at 11:18 a.m.