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*Approved Minutes*

**Personnel Committee Meeting**

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

January 26, 2022

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

**MEMBERS PRESENT**

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Chairman: E.G. “Jerry” Gladbach, Santa Clarita Valley Water Agency  
Vice-chair: Melody A. McDonald, San Bernardino Valley Water Conservation District  
Brent Hastey, Yuba Water Agency

**MEMBERS ABSENT**

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None.

**STAFF PRESENT**

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

**CALL TO ORDER AND ANNOUNCEMENT OF QUORUM**

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Chairman Gladbach called the meeting to order at 11:01 a.m. and announced there was a quorum.

**PUBLIC COMMENT**

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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**

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None.

**APPROVAL OF MINUTES**

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Chairman Gladbach called for approval of the minutes of the September 20, 2021 meeting.

M/S/C (McDonald/Hastey) (Hastey-Yes; McDonald-Yes; Gladbach-Yes):  
That the Personnel Committee approve the minutes of the September 20, 2021 meeting, as presented.

## **REVIEW STAFFING STATUS AND TAKE ACTION ON NEW POSITION AND SALARY SCHEDULE**

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Ms. Slaven reported on staffing changes that have occurred since the last Personnel Committee meeting. In the Worker's Compensation Department, Gino Caruso was promoted to Claims Assistant and Jillian Sciancalepore started as Administrative Assistant II. In October 2021, Kyle Hutchings started as Senior Accountant. In November 2021, Laura Baryak started as Administrative Assistant II in the Administration Department and Adrienne Beatty started her position as Assistant Executive Officer. In the Risk Management Department, Jeremy Sadler started as Risk Control Advisor in December. After 18 years of service to the JPIA, Ginny Bolan retired in December 2021. As of this meeting date, an offer has been accepted for the Senior Claims Adjuster position with the candidate completing pre-employment requirements.

JPIA has had a temporary employee working in Member Services Department since last spring. As the needs of that department have changed with increased membership, the position is to be made permanent with title of Business Data Analyst.

M/S/C (Hastey/McDonald) (Hastey-Yes; McDonald-Yes; Gladbach-Yes):  
That the Personnel Committee make a recommendation to the Executive Committee to approve the new position of Business Data Analyst and resultant updated Salary Schedule, as presented.

## **REVIEW EMPLOYEE ENGAGEMENT SURVEY REPORT**

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Ms. Slaven shared the preliminary results of an all-staff survey that was conducted from November 29 through December 17, 2021. The goal of the survey was to determine engagement levels, and areas of improvement needed to attract, engage, and retain staff. This survey was administered by the Institute for Public Sector Employee Engagement, a division of CPS HR Consulting. Overall, results were positive, and a majority of the staff are fully engaged, while the survey also highlighted areas for improvement within the organization. JPIA takes the results seriously and will convene a committee to review the results and offer ideas to improve in the areas where JPIA did not rate so high.

## **STAFFING ACTIVITIES**

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Ms. Slaven reported on the events and activities that have transpired since the last Personnel Committee meeting. JPIA continued to offer its yearlong series of monthly interactive wellness webinars hosted by Kaiser Permanente. The Wellness Committee hosted a Thanksgiving Feast on November 10<sup>th</sup>. Also in November, JPIA hosted a successful 2021 Fall Conference in Pasadena. This is the first in person conference since December 2019. In December, the annual Employee Engagement Survey was launched to all staff and on December 10, 2021, lunch was held for staff at Il Fornaio restaurant to celebrate the holidays and Ginny Bolan's retirement.

## **CEO UPDATE**

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

## **NEXT MEETING DATE**

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The next Personnel Committee meeting is scheduled for June 15, 2022.

The Personnel Committee meeting adjourned at 11:53 a.m.