



Approved: June 3, 2026

Personnel Committee Meeting

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

January 21, 2026

MEMBERS PRESENT

Chair: Melody A. McDonald, San Bernardino Valley Water Conservation District
Vice Chair: J. Bruce Rupp, Humboldt Bay Municipal Water District
Brent Hastey, Reclamation District 784
Szu Pei Lu-Yang, Rowland Water District

MEMBERS ABSENT

None

STAFF PRESENT

Chief Executive Officer/Secretary: Adrienne Beatty
Chimene Camacho, Senior Executive Assistant (Recording Secretary)
David deBernardi, Director of Finance
Jennifer Jobe, Director of Pooled Programs
Erik Kowalewski, Acting IT Manager
Tony Waterford, Human Resources Manager

OTHERS

Carol Lee Gonzales-Brady, Rancho California Water District
Chris Kapheim, Kings River Conservation District
Scott Ratterman, Calaveras County Water District
Randall Reed, Cucamonga Valley Water District
David Wheaton, Citrus Heights Water District
Mary Egan, MRG Solutions (*via Zoom, joined at 3:45 PM*)

WELCOME, CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair McDonald called the meeting to order at 3:01 PM 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. None were noted.

ADDITIONS TO AND DELETIONS FROM THE AGENDA

None

I. APPROVAL OF MINUTES

Chair McDonald called for approval of the minutes of the September 3, 2025, meeting.

M/S/C (Hastey/Lu-Yang) (Hastey-Yes; Lu-Yang-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the September 3, 2025, meeting.

II. REVIEW AND TAKE ACTION ON EMPLOYEE HANDBOOK CHANGES

Ms. Beatty reported that the Ad Hoc Employee Handbook and Policy Review Committee was formed in September 2024 and met seven times between November 2024 and September 2025 to review the JPIA Employee Handbook in its entirety. The Committee identified which policies require Executive Committee approval and which sections may be updated by staff, as needed. Ms. Beatty highlighted several key changes, including an overhaul of the educational reimbursement policy from upfront payments to a \$3,000 annual reimbursement contingent upon course completion; a revision to the vacation policy requiring employees to provide 10 business days' notice prior to taking leave to support scheduling and operational stability; and the addition of the Oath of Employment for public service employees.

With regard to policies requiring Executive Committee approval versus staff discretion to change, the Committee requested the Chart Addendum note that the JPIA Mission Statement, Core Values, and Organizational Development and Engagement (previously Diversity Equity and Inclusion) Policies should have shared approval responsibility between the Executive Committee and staff.

It was also noted that the Equal Employment Opportunity section of the Chart Addendum should note that this section is dictated by law.

M/S/C (Rupp/Hastey) (Hastey-Yes; Lu-Yang-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend to the Executive Committee approval of the proposed Employee Handbook changes for sections requiring Executive Committee approval.

III. REVIEW STAFF ACTIVITIES

Mr. Waterford provided an update on staff events and activities since the last Personnel Committee meeting. Highlights included staff social and wellness events; a holiday and retirement celebration honoring the retirement of five long-term JPIA employees—Cece Wuchter, Debbie Cruz, Jackie Rech, Linda Craun, and Tandra Vaughan; and an all-staff training on the new C4E Mid-Year Employee Performance Evaluation tool, including instruction on navigating and using the tool in Paylocity.

IV. REVIEW STAFFING STATUS

Mr. Waterford provided an update on staffing changes since the last Personnel Committee meeting. The following individuals joined the JPIA staff: Aileen Dizon, Training Specialist; Jennifer Duchene, Administrative Assistant II – Workers' Compensation; Diego Casillas-Iniguez, Senior Risk Control Advisor; Shelby Toth, Training Coordinator; Sara Clonce, Workers' Compensation Examiner I; Julia Griffin, Communications Specialist II; and Ia Her, Member Services Representative II.

Additional details and an updated organizational chart were included in the meeting packet.

V. REVIEW RECRUITMENT STATUS

Mr. Waterford reviewed the upcoming recruitments.

Replacement Positions	Department	Status
IT Manager	IT	Interviews Completed
Risk and Safety Technician	Risk Management	Active
HR Assistant/Admin. Assistant II/III	Human Resources	To replace Robin Hudson

Mr. Waterford also reported that recruitment for the Claims Adjuster II/III position is underway. Recruitment for the IT Support Specialist position has been discontinued in order to maintain the approved staffing level of five full-time IT positions, pending the arrival of the new IT Manager. He further noted that the Director of Member Outreach position remains vacant pending further evaluation of JPIA's needs.

VI. REVIEW AND TAKE ACTION ON NEW POSITION

Ms. Beatty reported that the Member Services Department is currently the only department without a manager. A new Member Services Manager position was proposed and recommended for approval to help alleviate operational demands on the current acting manager and to support internal staff development. Jennifer Jobe, Director of Pooled Programs, currently oversees the department of more than six staff members, in addition to the Employee Benefits and Risk Control Managers, which limits her ability to focus on more strategic responsibilities. The proposed manager position would initially remain unfilled to allow for needed growth and development of the department.

M/S/C (Hastey/Lu-Yang) (Hastey-Yes; Lu-Yang-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend to the Executive Committee approval of the new Member Services Manager position.

VII. UPDATE ON RETIREMENTS, FUTURE POSITIONS, AND OFFICE SPACES

Ms. Beatty reported that Robin Hudson is scheduled to retire on February 20, 2026, with the potential for one additional retirement later in the year. At this time, no new positions are planned beyond the proposed Member Services Manager position.

VIII. DISCUSS FUTURE CEO PERFORMANCE REVIEW PROCESS

Chair McDonald reviewed the proposed 2026-27 CEO Performance Review process and timeline, which includes a 360-degree feedback process beginning in May, a CEO self-evaluation and Executive Committee member interviews conducted in June and July, and final recommendations to be considered at the September 25, 2026, Executive Committee meeting.

Chair McDonald announced the appointment of a new Ad Hoc CEO Performance Evaluation and Compensation Review Committee. In addition to Chair McDonald, Committee members include Directors Hastey, Ratterman, and Wheaton. Chair McDonald noted that the Ad Hoc Committee will meet between June-August and will plan to make a recommendation to the Personnel Committee at their September 11th meeting.

Ad Hoc Committee members expressed a preference for in-person meetings during the evaluation process to avoid technical issues and to enhance the quality of discussion. Mary Egan's office will facilitate these meetings.

M/S/C (Hastey/Lu-Yang) (Hastey-Yes; Lu-Yang-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend to the Executive Committee approval of the above process and timeline for the 2026 CEO performance review and contract negotiation process.

IX. NEXT MEETING DATE

The Personnel Committee is scheduled to meet next on June 3, 2026.

The Personnel Committee meeting adjourned at 4:04 PM.