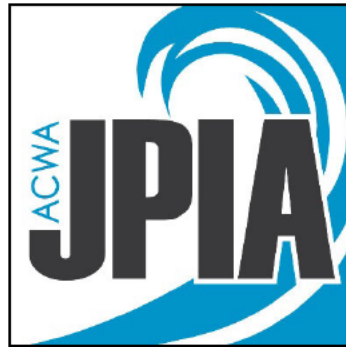


Personnel Committee Meeting



YOUR BEST PROTECTION

ACWA JPIA
2100 Professional Drive
Roseville, CA 95661

Thursday
September 10, 2026
4:00 PM

Chair: Melody McDonald, San Bernardino Valley Water Conservation District

Vice-Chair: J. Bruce Rupp, Humboldt Bay Municipal Water District

Brent Hasteley, Reclamation District 784

Szu Pei Lu-Yang, Rowland Water District



PERSONNEL COMMITTEE MEETING

AGENDA

[Zoom Link](#)

Meeting ID: 532 180 4035

Password: 5742

Telephone No.: 1 (669) 900-6833

Thursday, September 10, 2026, 4:00 PM

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:

- McDonald – 254 E Valley Street, San Bernardino
- Rupp – 229 Boyle Drive, Eureka
- Lu-Yang - 500 N. Brand Blvd. Suite 1850, Glendale
- Haste - 3000 Plumas Arboga Road, Plumas Lake

WELCOME, CALL TO ORDER, ANNOUNCEMENT OF QUORUM, AND INTRODUCTIONS

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.

ADDITIONS TO OR DELETIONS FROM THE AGENDA

<u>Presenter</u>		<u>Page #</u>
McDonald	* I. Approve the Meeting Minutes of June 3, 2026	4
Waterford	* II. Review Staff Activities	8
Waterford	* III. Review Staffing Status	11
Waterford	* IV. Review Recruitment Status	21
Waterford	* V. Review and Take Action on New Position	23
McDonald	* VI. Consideration of Policy Regarding Information Requests to Staff	35
McDonald	VII. Request for Future Agenda Items	

McDonald

- * **VIII.** Discuss Availability for the Next Personnel Committee meeting on January 19, 2027 (To be Held in Person)

37

McDonald

- * **IX.** CEO Performance Evaluation Ad Hoc Committee Update - CEO Contract Negotiations

38

X. Closed Session

- A. Public Employee Performance Evaluation (Personnel) – Pursuant to Government Code(s) Sec. 54957 and 54957.6 (conference with Labor Negotiators).

McDonald

- 1. Position: Chief Executive Officer

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, Sr. 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 AM to 4:30 PM. (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 AM to 4:30 PM



Unapproved Minutes

Personnel Committee Meeting

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

June 3, 2026

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

- McDonald – 254 E Valley Street, San Bernardino
- Rupp – 2305 Nottingham Drive, Valparaiso, Indiana
- Lu-Yang - 500 N. Brand Blvd. Suite 1850, Glendale
- Hastey - 3000 Plumas Arboga Road, Plumas Lake

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)
Jennifer Jobe, Deputy Executive Officer (*joined at 10:06 AM*)
Tony Waterford, Director of People and Culture

OTHERS

Kellie Murphy, Johnson Schacter & Lewis
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 (*joined at 10:02 AM*)
Mary Egan, MRG Solutions (*joined at 10:04 AM; left at 10:31 AM*)
Steve Rymer, MRG Solutions, (*left at 10:31 AM*)

WELCOME, CALL TO ORDER AND ANNOUNCEMENT OF QUORUM

Chair McDonald called the meeting to order at 10:00 AM 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 January 21, 2026, meeting.

M/S/C (Rupp/Hastey) (Hastey-Yes; Lu-Yang-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee approve the minutes of the January 21, 2026, meeting.

II. 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 activities, events, and training classes, including an all-staff training on the new C4E Mid-Year Employee Performance Appraisal Process; a mandatory training titled Public Service – Understanding the Roles and Responsibilities of Public Employees; a Baby Sprinkle celebration for Kenzie Lundy; a Leadership Strategic Planning Session; and the month-long “Walk for Wellness,” event that culminated in the JPIA’s annual walk from the JPIA offices to Maidu Park and back.

III. REVIEW STAFFING STATUS

Mr. Waterford provided an update on staffing changes since the last Personnel Committee meeting. He reported that Joe Rumenapp joined the organization as IT Manager and Brian Davis as Workers’ Compensation Claims Adjuster III. He also noted the following employee promotions: Jennifer Jobe to Deputy Executive Officer, Tony Waterford to Director of People and Culture, and Sara Clonce to Workers’ Compensation Examiner II.

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

IV. REVIEW RECRUITMENT STATUS

Mr. Waterford reviewed the upcoming and current recruitments.

Replacement Positions	Department	Status
Claims Examiner II	Workers' Compensation	Interviews Completed
Risk and Safety Technician	Risk Control	Paused
Human Resources Manager	Human Resources	Active
Business Data Analyst	Employee Benefits	Active
Employee Benefits Manager	Employee Benefits	Active
Administrative Assistant I/II	Employee Benefits	Not yet started
HR Assistant/Administrative Assistant II/III	Human Resources	Not yet started

Mr. Waterford also reported that recruitment for the Member Services Manager position has been delayed due to other higher-priority recruitments. He further noted that the Director of Member Outreach position has been reclassified as the Director of People and Culture position, and recruitment for the vacant Director position has been postponed pending further evaluation of the organization's operational needs.

V. REVIEW AND MAKE RECOMMENDATION ON UPDATED SALARY SCHEDULE

Ms. Beatty reported that the JPIA's performance appraisal process takes place from July through September, with merit increases effective October 1. Beginning in 2025, and to support timely and effective budgeting, the CEO presents the annual Salary Schedule for approval in June rather than September. This change allows the Executive Committee to take action prior to the start of the appraisal process.

Staff recommended a 3.0% increase to the salary ranges, based in part on a 3.0% CPI adjustment for the Western/Pacific Region (March–March). An updated Fiscal Year 2026–27 Salary Schedule reflecting the proposed increase to all salary ranges was included in the meeting packet.

M/S/C (Hastey/Rupp) (Hastey-Yes; Lu-Yang-Yes; Rupp-Yes; McDonald-Yes): That the Personnel Committee recommend to the Executive Committee approval of the updated Salary Schedule, as presented.

VI. 2026 CEO CONTRACT NEGOTIATION AND PERFORMANCE REVIEW PROCESS

Ms. Egan and Mr. Rymer, consultants assisting the Executive Committee with the CEO annual performance review and compensation process, reviewed the proposed 2026-27 CEO Performance Review process and timeline. The process includes a 360-degree feedback component beginning in May, followed by a CEO self-evaluation and Executive Committee member interviews to be conducted in June and July. Final recommendations will be presented for consideration at the September 25, 2026, Executive Committee meeting.

Chair McDonald appointed an Ad Hoc CEO Performance Evaluation and Compensation Review Committee consisting of herself and Directors Hastey, Ratterman, and Wheaton. The Ad Hoc Committee will meet between June and August and plans to provide a recommendation to the Personnel Committee at its September 11, 2026, meeting.

VII. NEXT MEETING DATE

The Personnel Committee is scheduled to meet next on September 11, 2026.

The Personnel Committee meeting adjourned at 10:33 AM.

ACWA JPIA
Staff Activities
September 10, 2026

BACKGROUND

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

CURRENT SITUATION

Below is a detailing of staff activities experienced since the last Committee meeting on June 3, 2026:

- On June 3, 2026, the Employee Fund Committee hosted an optional, employee-paid B-B-Q. Employees had the choice of a hotdog, hamburger, or turkey burger and the option to make it a meal with chips and a drink. Food was prepared by the Committee members. Optional side dishes were brought by staff.
- On June 9, 2026, JPIA staff served as volunteers at Feeding the Foothills, from 9:00 am to 11:30 am.
- On June 10, 2026, JPIA staff participated in the educational portion of the Connection meeting, which covered a comprehensive session on Grammarly usage, including advanced features, administrative controls, user adoption, and feedback mechanisms.
- On June 12, 2026, the JPIA Social Committee hosted a Summer Social event for JPIA staff and families at Lucky Strike in Rocklin, CA. The event started at 12 noon and included lunch and a friendly bowling competition.
- On June 18, 2026, in recognition of Juneteenth, Friday, June 19, 2026 – now an observed JPIA holiday, thanks to the generosity of the Executive Committee – all staff were allowed to finish their workday 2 hours early.
- On June 24, 2026, the JPIA Wellness Committee hosted “Wake Up with Wellness.” This event, led by Kelechi Ubozoh, was on the topic of “Collective Care: Taking care of ourselves and each other during stress & uncertainty.” Staff who attended this session enjoyed a light breakfast provided by the Wellness Committee.
- On July 1, 2026, the Employee Fund Committee hosted an optional, employee-paid B-B-Q. Employees had the choice of a hotdog, hamburger, or turkey burger and the option to make it a meal with chips and a drink. Food was prepared by the Committee members. Optional side dishes were brought by staff.

- As part of JPIA's comprehensive Employee Recognition Program, every even year, the Leadership Team will host a JPIA Employee Appreciation event. As such, starting July 1, 2026, the JPIA kicked off a series of JPIA Employee Appreciation celebrations created and supported by all members of the JPIA leadership team. The celebrations took place every Wednesday in July 2026 to thank all JPIA staff for their dedication, professionalism, and commitment to making ACWA JPIA excellent. The following includes a brief description of each event:
 - July 1, 2026: JPIA staff enjoyed "Coffee & Kudos" at the JPIA offices where every employee was treated to a free coffee drink of their choice. Fully remote staff, who were unable to join staff at the JPIA offices, received a virtual coffee gift card to enjoy the Employee Appreciation celebration.
 - July 8, 2026: Tacopalooza! JPIA staff were treated to a delicious taco bar from Taqueria El Tapatio, complete with the fixings and plenty of opportunities for staff to catch up with their colleagues over lunch at the JPIA offices. Fully remote staff, who were unable to join staff at the JPIA offices, received a virtual DoorDash gift card to enjoy the Employee Appreciation celebration.
 - July 15, 2026: The JPIA Leadership Team partnered with Nurture Massage and Wellness to provide a "Wellness Oasis Escape." 15-minute chair massages for all JPIA staff at the JPIA offices. Fully remote staff were offered a chair massage or another wellness-related activity of their choice.
 - July 22, 2026: JPIA staff enjoyed a Staff Appreciation Ice Cream Social in the JPIA Servery. Ben & Jerry's ice cream sundae menu included strawberry, vanilla, and chocolate, with a choice of chocolate syrup, whipped cream, M&Ms, and nuts. Fully remote staff also received a virtual ice cream gift card to celebrate.
 - July 29, 2026: All JPIA staff received a gift box and final surprise of the JPIA Employee Appreciation Month. Adrienne selected each item of the gift box which included a variety of items and a custom thank you card signed by every member of the Leadership Team.
- On July 2, 2026, in recognition of Independence Day, Saturday, July 4, 2026, all staff were allowed to finish their workday 2 hours early. 4th of July was observed as a holiday for staff on Friday, July 3, 2026.

- On July 14, 2026, Tony Waterford conducted a JPIA Employee Performance Evaluation Orientation for all eligible employees. The orientation session included a review of the JPIA Employee Performance Evaluation tool and a demonstration on how to navigate the evaluation tool in Paylocity, utilize Performance Competency Journals, and create/include goals in the Performance Evaluation.
- On August 5, 2026, back by popular demand, the Employee Fund Committee hosted an optional taco lunch. Employees could request two tacos and could optionally have more after everyone had been served. The Committee provided tortillas, hamburger taco meat, cheese, chips, beans, guacamole, salsa, sour cream, lettuce, onions, and cilantro.
- On August 28, 2026, the JPIA Social Committee hosted the JPIA Annual Adults Social Event, "Monte Carlo Night," at Studio Flora in Roseville, CA, from 5:00 pm to 8:00 pm. JPIA employees and one adult guest were invited to attend and enjoy an evening of food and fun together.
- On September 2, 2026, the Employee Fund Committee hosted an optional, employee-paid B-B-Q. Employees had the choice of a hotdog, hamburger, or turkey burger and the option to make it a meal with chips and a drink. Food was prepared by the Committee members. Optional side dishes were brought by staff.
- On September 4, 2026, in recognition of Labor Day, Monday, September 7, 2026, all staff were allowed to finish their workday 2 hours early.
- On September 9, 2026, JPIA staff participated in the educational portion of the Connection meeting, which covered the annual workplace violence prevention plan training and safety/emergency evacuation procedures.

RECOMMENDATIONS

None, information only.

ACWA JPIA
Staffing Status
September 10, 2026

BACKGROUND

The Personnel Committee is to be kept apprised of staffing changes.

CURRENT SITUATION

Below is a detailing of staffing changes that have occurred since the last Personnel Committee meeting on June 3, 2026:

- At the June 10, 2026, All Staff Connection, Iris Penales, Senior Risk Advisor, was recognized for an educational achievement, earning her Certified Safety Professional designation.
- On June 15, 2026, Camille Heinrichs joined the JPIA to serve as a Workers' Compensation Examiner II for the Workers' Compensation Department. Resume attached. This is a replacement position that fills the Senior Workers' Compensation Examiner vacancy.
- On June 26, 2026, Adam Dedmon, Employee Benefits Manager, voluntarily separated employment from the JPIA.
- At the July 8, 2026, All Staff Connection, Judy Shiu, Property and Liability Claims Manager, was recognized for an educational achievement, earning her JPIA Professional Development Program Certification in Human Resources and Supervisory Basics.
- On July 27, 2026, Patti Rider, Claims Examiner III, served her last day in the office with the JPIA. Her official retirement date is December 31, 2026.
- On July 31, 2026, Pete Korfhage, IT Solutions Developer, served his last day in the office with the JPIA. His official retirement date is September 30, 2026.
- On August 4, 2026, Nancy Thurlow joined the JPIA to serve as Business Data Analyst for the Employee Benefits Department. Resume attached. This is a replacement position that fills the Lead Benefits Analyst vacancy.
- On August 10, 2026, Renee Croswell joined the JPIA to serve as Human Resources Manager for the Human Resources Department. Resume attached. This is a replacement position that fills the Human Resources Manager vacancy.

- On September 1, 2026, the Member Services Department was renamed the Underwriting Department. The title “Member Services Representative” was changed to “Underwriting Specialist,” and the Member Services Manager title was changed to “Underwriting Manager.” The title "Employee Benefits Manager" was also changed to "Underwriting Manager".
- Since June 2026, several employees also celebrated Service Anniversaries:
 - Amber Anderson, Member Services Representative II – 1 year
 - Hunter Sargent, Cybersecurity Risk Specialist – 1 year
 - Michele Dye, Employee Benefits Specialist – 1 year
 - Lisa Waltman, Claims Adjuster III – 1 year
 - Tyler Dietz, Cost Estimator/Valuation Consultant – 2 years
 - Jennifer Jobe, Deputy Executive Officer – 3 years
 - Jesse Cota, Sr. Risk Control Advisor – 8 years
 - Nidia Watkins, Member Services Representative II – 19 years
 - Michelle Stites, Benefits Administrator II – 29 years

An updated organizational chart reflective of the above changes follows.

RECOMMENDATIONS

None, information only.

Camille (Wagg) Heinrichs

SKILLS

Workers' Compensation Claims Management
Team Leadership & Staff Mentoring
Customer Service & Stakeholder Communication
Time Management & Prioritization
Conflict Resolution & Problem Solving
Multitasking in Fast-Paced Environments

EXPERIENCE

Sedgwick, Roseville CA – *Assistant Claims Team Lead/Claims Examiner*

October 2021 – PRESENT

- Manage a caseload of 135+ workers' compensation claims from intake through resolution, including investigation, liability determination, and settlement evaluation
- Oversee one direct report, assisting with workflow coordination, training, and mentoring to maintain productivity and service quality
- Contribute to leadership meetings and support strategic initiatives to improve team efficiency and compliance
- Communicate proactively with injured workers, employers, and medical providers to ensure timely, accurate, and compliant claim resolution
- Administer indemnity benefits and adjust reserves based on claim exposures
- Prepare and negotiate settlements, achieving favorable outcomes for both claimants and payors

Liberty Mutual Insurance, Rocklin CA – *Workers' Compensation Claims Specialist*

January 2020 – October 2021

- Investigated claims to determine liability and compensability while managing dedicated customer accounts
- Communicated with injured workers, employers, and medical providers regarding treatment, work status, and benefits
- Evaluated claim reserves, prepared settlement documents, and collaborated with parties to resolve claims efficiently and compliantly

Sierra View Country Club, Roseville CA – Golf Shop Attendant

August 2019 – January 2020

- Provided high-level customer service to members and guests, enhancing club experience
- Maintained pro shop operations, including merchandising, organization, and inventory management
- Communicated club policies, events, and offerings to support member engagement

Golf Galaxy, Roseville CA – Sales Associate

September 2018 – July 2019

- Assisted customers with golf equipment and apparel, ensuring accurate transactions and adherence to company policies
- Trained and mentored new team members on front-end operations and customer service standards
- Collaborated with team to meet and exceed sales goals in a fast-paced retail environment

EDUCATION

University of California, Irvine – B.A., Public Health Policy

NCAA Division I Student-Athlete, Women's Golf

ACCOMPLISHMENTS

- Compass Group Star Examiner, Compass Group Platinum Award Winner
- Employee of the Month, Liberty Mutual, November 2020
- NCAA Division I Student-Athlete, UC Irvine

Nancy Thurlow

SKILLS

- MS Office Suite, Teams, Visio, Adobe, Google Workspace, Zoom.
- Multiple HRIS and financial reporting systems, such as PeopleSoft, PowerBI, Fi\$Cal, and ECOS. Skilled in web content editing and social media to promote public engagement.
- Expertise in project coordination, process improvement, data analysis and analytics.
- Effective interpersonal skills, empathy, self-awareness, and a high level of customer service which contributes to building strong working relationships.
- Skilled in both written and verbal communication and presenting to small and large audiences. Experience leading small teams and workgroups.

EXPERIENCE HIGHLIGHTS

CALIFORNIA DEPARTMENT OF CONSERVATION - SACRAMENTO, CA (JULY 2021 – PRESENT)

Analyst II, California Geological Survey

- Serves as the HR Liaison performing the more complex, technical, and analytical personnel duties within the division utilizing a variety of analytical techniques to resolve complex governmental problems, provide consultative services to management as a subject matter expert, and prepare reports as needed.
- Manage and facilitate all division recruitments. Prepare and process personnel action requests to ensure mission critical priorities are met, such as filling vacancies, reclassifications, and supporting HR related projects and initiatives utilizing CalHR merit system principles.
- Independently manage position tracking database and org charts for the division.
- Research and draft position duty statements. Review screening criteria and interview questions and make recommendations to hiring supervisors.
- Track and monitor all incoming Public Records Act (PRA) requests.
- Manage program budget and reconciliation, audit labor reports, and invoicing of contracts.
- Special projects for the Chief Deputy of Operations, such as Stage 1 Business Analysis project and development of the CGS Executive Development Program. Frequently tasked with conducting in-depth analysis and synthesizing complex information into actionable insights and presenting findings verbally to program leadership.
- Committees: Department of Conservation Disability Advisory Committee, Capitol Collaborative on Race & Equity (CCORE).

UNIVERSITY OF CALIFORNIA, DAVIS - DAVIS, CA (APRIL 2017 – JULY 2021)

Student Affairs Officer II, Department of Plant Sciences

- Manage undergraduate programs for Biotechnology & Plant Sciences. Academically advise 330+ students with implementation of educational enhancement programs.
- Interpret, analyze, and implement a wide variety of Academic Senate regulations and administrative policies in evaluating student petitions, assessing academic performance, GPA calculations and degree audits.
- Supervise a team of peer advisors and facilitate onboarding of new hires.
- Coordinate and facilitate freshman and transfer student orientations for the department
- Collaborate with California Community Colleges on articulation agreements and program review.
- Co-chair of the Onboarding workgroup, Advisor Professional Development workgroup, and Internship & Career Center workgroup.

STANFORD UNIVERSITY - STANFORD, CA (SEPTEMBER 2012-OCTOBER 2016)

Student Services Manager, Geophysics Department

- Manage graduate student programs for 100+ graduate students and 20+ postdoctoral scholars.
- Manage procedures and systems for processing 150+ graduate student applications per year.
- Manage a variety of endowment, operating, gift, and fellowship funds used for student tuition, stipends, academic operations, and student awards (Budget of \$2.1 million).
- Manage all administrative aspects of postdoc appointments, including visa guidance, onboarding and leave.
- Oversee teaching assistant appointments and budget allocation.
- Partnered with Assistant Dean to develop and implement professional development programs that directly benefit all Earth Sciences students and staff.
- Assist Department Manager on staff recruitment efforts and sat on multiple hiring committees for the department.
- Committee member of Stanford University's Student Veterans group, Stanford University's Graduate Student Services Forum, and Stanford University's CLASS Academy Conference (Creating Leaders among Student Services).

APOLLO GROUP, INC. - SAN FRANCISCO, CA (FEBRUARY 2012-SEPTEMBER 2012)

Senior Staffing Associate - Talent Management and Acquisition

- Responsible for the administration, compliance, and maintenance of the recruiting and retention functions of the Human Resources department.
- Coordinate and support executive level recruiting by sourcing candidates, schedule interviews with panel members and facilitated all travel arrangements for high level candidates.
- Facilitate new employee orientation.
- Review and assess all background checks and I-9 processing for new hires.
- Responsible for managing requisitions and candidate tracking.
- Full visibility into internal recruiting, including interfacing with hiring managers. Serve as central point of contact for the business/hiring managers regarding internal candidates.

EDUCATION

DEVRY UNIVERSITY

Bachelor of Science in Technical Management/Human Resource Management

Renee Croswell

PROFESSIONAL SUMMARY

Human Resources professional with 19+ years of experience in public sector HR administration, including recruitment and selection, classification and compensation, employee relations, discipline, organizational analysis, workforce planning, investigations, and policy administration. Experienced providing strategic HR guidance to executive leadership, supervising professional and clerical staff, supporting organizational effectiveness initiatives, facilitating training and meetings, and developing HR procedures and programs that support compliance, employee engagement, and operational excellence.

CORE COMPETENCIES

Classification & Compensation	Employee Relations & Discipline	Recruitment & Selection
Position Control	Labor & Policy Interpretation	Investigations
Board Agenda Items & Staff Reports	HRIS / Infor CloudSuite	Workforce Planning
Training & Development	Salary Surveys & Compensation Analysis	Compliance & Personnel Administration

PROFESSIONAL EXPERIENCE

Human Resources Manager | County of Yolo

11/2024 – Present

- Coordinate and direct organization-wide human resources programs including recruitment and selection, classification and compensation, employee relations, discipline, position control, workforce planning, and organizational analysis.
- Supervise professional and clerical staff, including assigning and reviewing work, establishing priorities, providing coaching and performance feedback, and supporting employee development.
- Advise executive leadership and department managers on personnel policies, labor agreements, investigations, workplace conflict resolution, performance management, disciplinary actions, and complex employee relations matters.
- Develop and implement HR policies, procedures, guidance materials, and process improvements focused on compliance, operational effectiveness, employee support, and risk reduction.
- Facilitate meetings, provide HR training and presentations, and prepare executive-level reports, Board items, and recommendations related to personnel administration and workforce initiatives.

Senior Personnel Analyst | County of Yolo

1/2015 – 11/2024

- Coordinated classification and compensation activities including salary surveys, desk audits, class specifications, compensation analysis, and position control recommendations.
- Conducted recruitments and advised departments on selection processes, personnel rules, labor agreements, employee relations matters, corrective action, and performance concerns.
- Conducted workplace investigations and provided guidance related to employee relations, policy interpretation, disciplinary matters, and organizational issues.
- Developed HR guidance materials, facilitated meetings and presentations, and provided training and consultation to departments regarding HR processes and procedures.
- Collaborated with Financial Services and department leadership on workforce planning, staffing analysis, organizational changes, and budget-related personnel matters.

Senior Personnel Analyst | County of Sacramento

12/2013 – 1/2015

- Provided guidance to department managers on labor agreements, personnel policies, layoffs, re-employment, compensation, leave administration, and employee relations.
- Supported classification, recruitment, and personnel administration activities for assigned departments.
- Processed ADA, FMLA, EEOC, Workers' Compensation, and unemployment-related personnel actions.
- Prepared salary resolution amendments and delivered HR training to supervisors and staff.

Associate Personnel Analyst | Employment Development Department

6/2010 – 12/2013

- Coordinated recruitment and examination processes including job analysis, interview development, exam administration, and candidate appeals.
- Developed job bulletins, behavioral interview questions, rating criteria, and selection procedures.
- Advised staff and applicants on California civil service laws, rules, and hiring practices.

Personnel Technician | County of Sacramento

8/2007 – 6/2010

- Facilitated and coordinated recruitments, applicant screening, testing logistics, and certification processes for assigned departments.
- Reviewed applications for minimum qualifications and supported examination administration activities.
- Provided guidance to applicants regarding selection procedures and employment requirements.

EDUCATION & CERTIFICATIONS**California State University, Sacramento**

Bachelor of Science, Business Administration – Human Resources Management

Certified Selection Analyst

California State Personnel Board

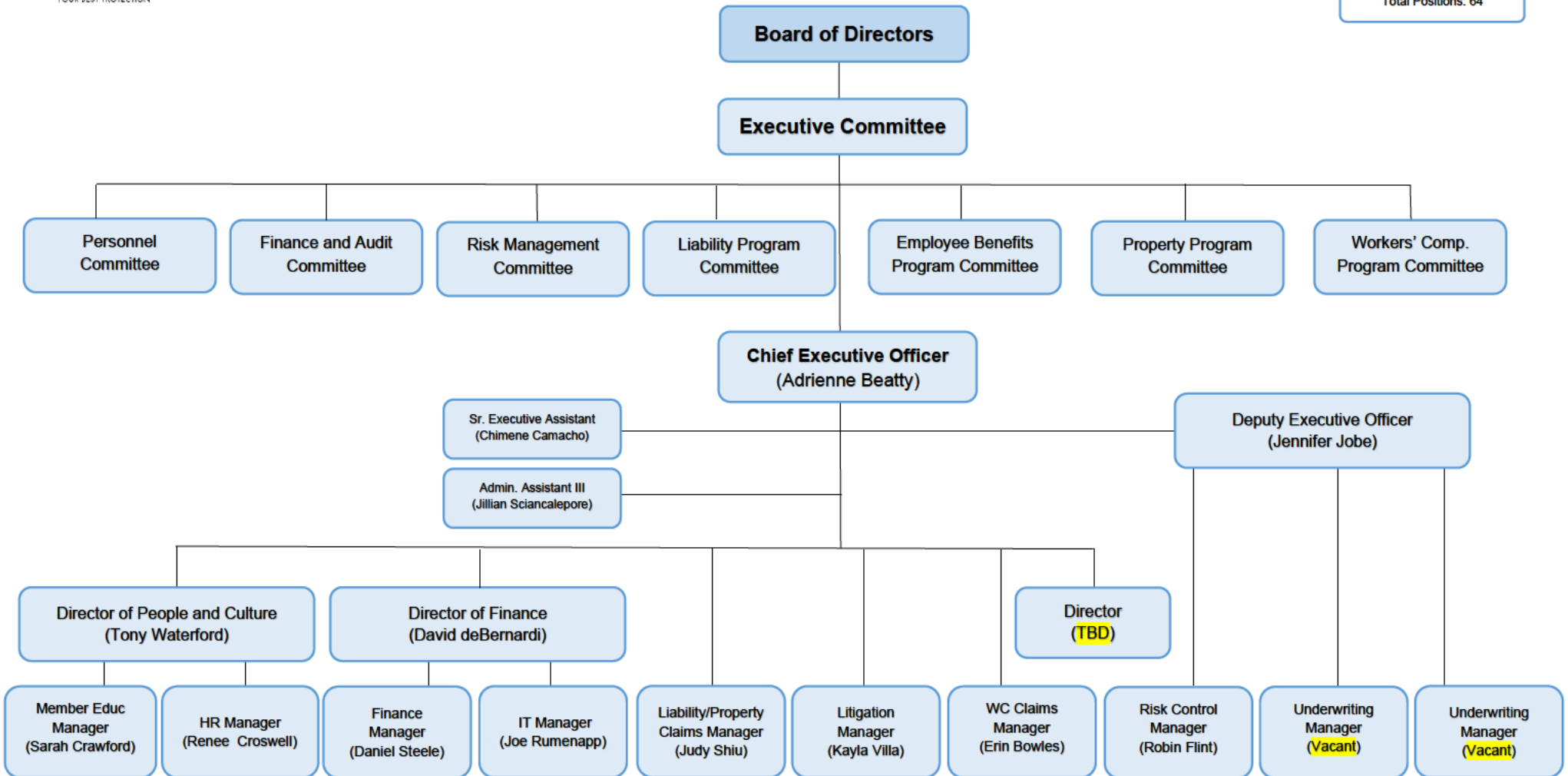


Organizational Chart

Effective September 10, 2026

Full-time employees: 57

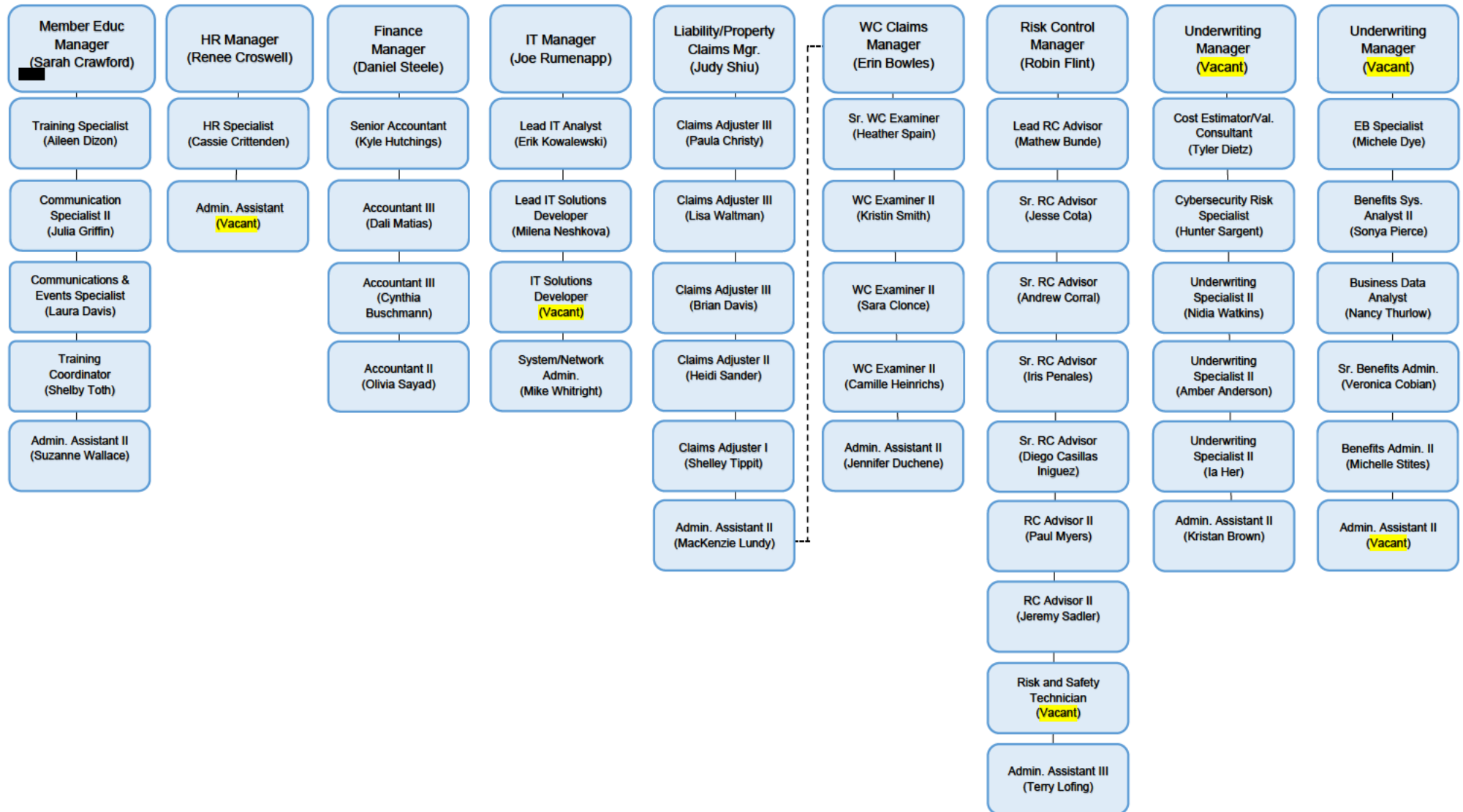
Total Positions: 64





Organizational Chart

Effective September 10, 2026



ACWA JPIA
Review Recruitment Status
September 10, 2026

BACKGROUND

The Personnel Committee is to be kept apprised of the JPIA's recruitment status.

CURRENT SITUATION

Below is a detailing of upcoming recruitments for existing positions and new positions for which authority to hire has already been granted.

The following recruitments are for replacement positions:

- **Administrative Assistant I/II:** Heidi Singer, Accountant III, resigned effective May 8, 2026. Olivia Sayad, Administrative Assistant II, in the Employee Benefits Department, was selected to fill the vacant Accountant position at the Accountant II level, effective May 18, 2026. A temporary Administrative Assistant continues to fill this position as recruitment has been postponed to January in lieu of other more pressing recruitments.
- **HR Assistant/Administrative Assistant II/III:** Robin Hudson, Receptionist, retired in February 2026. In lieu of replacing the Receptionist position, an Administrative Support Team was created, consisting of current JPIA Administrative Assistants, who are now responsible for performing essential Receptionist and Administrative Assistant duties previously handled by Robin. Recruitment for a Human Resources Assistant/ Administrative Assistant II/III has been postponed to January in lieu of other more pressing recruitments.
- **Underwriting Manager – EB (formerly Employee Benefits Manager):** Recruitment for this position occurred in June and July. A viable candidate was found and an offer extended; however, during the pre-employment process, the candidate rescinded their acceptance. The title for this position – already re-classified as Grade 52, down from Grade 58 – has been changed to Underwriting Manager to better reflect the underlying necessary skillset for the position. Recruitment is scheduled to resume again in October.

The following recruitment is for a new position for which authority to hire has already been granted:

- **Underwriting Manager (formerly Member Services Manager):** The Executive Committee approved this as a new position (Grade 52) in January. All else remaining the same, the title for this position has been changed to Underwriting Manager. Recruitment is scheduled to begin in October.

The following recruitments are to be determined:

- **IT Solutions Developer:** This position was vacated due to the retirement of Pete Korfhage. Recruitment for another comparable IT position has been postponed so that the IT Manager can determine optimal needs of the department and the organization.
- **Director:** A Director position was vacated due to the retirement of General Counsel. General Counsel duties are now being fulfilled by a contracted consultant. Recruitment for another Director continues to be postponed so that the CEO and DEO can determine optimal needs of the organization.

The following recruitment is being discontinued:

- **Risk and Safety Technician:** This vacancy was posted on January 23, 2026; however, there were no qualified applicants. After further analysis, recruitment for this position has been indefinitely postponed.

A Salary Schedule reflective of all positions has been attached under agenda item V.

RECOMMENDATIONS

None, information only.

ACWA JPIA
Review and Take Action for New Position
September 10, 2026

BACKGROUND

The Personnel Committee is to be kept apprised of future staffing needs.

CURRENT SITUATION

At this time, the CEO is requesting authority to create one (1) new position:

- IT Support Specialist, grade 28, with a pay range of 74,923 (minimum) to \$112,385 (maximum).

Importantly, **approval of this position will not increase the JPIA's overall authorized staffing level.** The Risk & Safety Technician position has remained vacant since November 2025, and – as noted in agenda item 4 – management has determined that the position will not be filled. The proposed IT Support Specialist would effectively replace that vacant position within the JPIA's staffing complement.

The request also does not represent the creation of an entirely new organizational function. The IT Support Specialist classification previously existed at the JPIA and was held first by Erik Kowalewski and later by Mike Whitright. Both employees subsequently advanced within the IT Department – Erik ultimately to Lead IT Analyst and Mike to Systems/Network Administrator. When Mike was promoted in September 2024, the IT Support Specialist position was not backfilled.

By October 2025, however, the continuing operational need for this level of support resulted in the addition of a temporary employee performing IT Support Specialist functions. That temporary staffing arrangement has now been in place for nearly a year. After seven months as IT Manager and an opportunity to independently assess the JPIA's technology environment and organizational needs, Joe Rumenapp has recommended restoring the position on a permanent basis. The Executive Leadership Team supports that recommendation.

Why the Position Is Needed

1. The JPIA has already demonstrated the need for the position.

This request is not based on anticipated workload alone. For nearly a year, the JPIA has used temporary staffing to perform work previously assigned to the IT Support Specialist. The responsibilities did not disappear when prior incumbents were promoted; they were redistributed among higher-level IT staff and ultimately supplemented with temporary support. A permanent position provides a more sustainable solution for an operational need that has already been demonstrated.

The IT Department currently receives an average of approximately **169 help desk tickets each month**, with the IT Support Specialist function handling approximately **47 tickets per month**, in addition to employee onboarding/offboarding, workstation deployment, account administration, meeting and training support, equipment management, documentation and other routine operational responsibilities.

2. Growth and employee turnover directly increase demand for IT services.

IT is fundamentally an internal service department. As the number of employees grows and employees transition into and out of the organization, demand for technology support grows with it.

The JPIA's workforce has experienced substantial change in recent years. As of June 2026, 33 of 57 employees had been with the organization five years or less, including 19 employees with less than two years of tenure. Each new employee requires technology onboarding, equipment deployment, user and security access, software configuration and training. Departures and internal transitions generate many of the same administrative requirements in reverse.

This is in addition to the ongoing technology support needs of the entire workforce. The proposed position creates a dedicated frontline resource for those services rather than requiring higher-level technical employees to absorb them.

3. The JPIA has deliberately increased its reliance on technology—and the Strategic Plan calls for more.

The 2026–2030 Strategic Plan identifies Data and Operating Efficiency as a major organizational priority and calls for the JPIA to integrate systems, maximize technology investments, and leverage emerging technologies such as artificial intelligence. Current Year 1 deliverables assigned wholly or partly to IT include implementation of SPEAR (our new claims software) and SharePoint, maximizing IDMS utilization (our proprietary customer relationship management system), and development of an AI-optimized common data platform in order to integrate and make better use of our data.

IT is also supporting technology design for the new headquarters and training facilities, including A/V and training-room optimization, while the Strategic Plan separately assigns IT a role in the website refresh and chatbot implementation.

At the same time, the Employee Engagement Action Plan calls for an organization-wide assessment of technology proficiency and ongoing targeted IT resources and employee education.

These initiatives represent intentional organizational investments. Adequate operational support is necessary to ensure senior IT staff have the capacity to implement them rather than spending a disproportionate amount of their time addressing routine end-user needs.

4. The position allows IT work to be performed at the appropriate level.

The attached IT Department infographic illustrates the intended service model. The IT Support Specialist provides frontline employee support and ticket resolution; the Systems/Network Administrator manages core systems and technical escalation; the Lead IT Analyst focuses on business applications, automation and projects; and the IT Manager provides strategy, oversight, resource management and risk management.

Without the frontline position, routine operational work does not disappear – it moves upward to employees whose time should increasingly be devoted to infrastructure, cybersecurity, enterprise applications, strategic projects and technology planning.

The updated IT Support Specialist job description reflects this operational role. In addition to traditional workstation and help desk responsibilities, the position supports identity and access administration, endpoint management, IT service management, employee training, security and business continuity, A/V and hybrid meeting technology, and facility-related systems.

5. The position strengthens business continuity and supports the JPIA's successful internal-development model.

The IT Department has successfully developed employees into increasingly responsible technical roles. Restoring the IT Support Specialist position preserves an entry point into that progression while also providing cross-training and backup coverage for critical operational functions.

The job description specifically assigns the position responsibility for maintaining documentation and cross-training to provide continuity and backup support during absences, vacancies and emergencies. This reduces dependence on individual employees, protects institutional knowledge and strengthens the Department's ability to maintain technology services during future staffing transitions.

Conclusion

The proposed IT Support Specialist should therefore be viewed not as discretionary organizational growth, but as the restoration of a demonstrated operational function that has been temporarily staffed for nearly a year.

The request:

- does not increase the JPIA's overall authorized staffing level, because management is discontinuing the vacant Risk & Safety Technician position;
- replaces a temporary staffing solution with permanent operational capacity;
- supports a growing and changing workforce;
- protects higher-level IT capacity for Strategic Plan initiatives and major technology investments;

- strengthens business continuity and cross-training; and
- establishes a sustainable service model as the JPIA moves into a larger and more technologically sophisticated facility.

Management believes the position represents a prudent reallocation of staffing resources to where the organization currently has the greater operational need.

A job description, IT Department responsibilities infographic, updated organizational chart, and updated Salary Schedule have been attached for reference.

RECOMMENDATIONS

That the Personnel Committee recommend to the Executive Committee approval of the new IT Support Specialist position.

ACWA JPIA

IT SUPPORT SPECIALIST

Name:
Grade: 28
Status: Non-Exempt

Reports to: IT Manager
Date: July 2026

Definition

Under supervision, provide support to employees for workstations, software, network devices, information systems, and video conferencing equipment . Includes support of on-site and remote workstations, resolving technical problems, managing upgrades and user installations.

Essential Functions

- Cultivate an environment that reflects our commitment to Integrity, Innovation, People, and Service to others.
- Evaluates computer hardware and software.
- Works with JPIA departments to determine requirements and ensure information systems are operating properly.
- Maintains and troubleshoots directory services including Microsoft Active Directory, Entra ID, file servers, Windows workstations, peripherals, and internet connectivity.
- Supports user account administration, multifactor authentication (MFA), password management, and related identity and access management functions.
- Monitors the help desk, responding timely to technical user problems, keeping a log of resolutions and other appropriate records.
- Assists with administration and maintenance of the IT Service Management (ITSM) solution, including workflow support, service catalog maintenance, knowledge base updates, and process improvement initiatives.
- Practices excellent customer service skills and interacts with end users to resolve technical issues.
- Trains employees in the most effective use of computer hardware, software, conferencing technologies, and collaboration tools.
- Assists with maintaining the security of the JPIA network, servers, endpoints, and technology systems and assists with maintaining backup systems, disaster recovery readiness, and business continuity procedures.
- Assists with maintenance of JPIA servers, network devices, endpoint management solutions, and workstation deployment technologies including Microsoft Intune, device imaging, software deployment, and Company Portal administration.
- Installs, configures, maintains, and repairs new and existing PCs, laptops, peripherals, and related technology equipment.
- Provides technical support for meetings, trainings, Board meetings, conferences, streamed events, and special events. Assists with the setup, operation, maintenance, and troubleshooting of audio/visual, presentation, conferencing, and collaboration technologies including cameras, microphones, speakers, displays, wired and wireless

presentation systems, Bring Your Own Device (BYOD) connectivity solutions, video conferencing platforms, room control systems, and related technologies.

- Assists with support and administration of visitor management systems, access control systems, video surveillance systems, security monitoring technologies, telecommunications systems, and other facility-related technology solutions.
- Assists with technology vendor coordination and support escalations involving hardware, software, infrastructure, telecommunications, security systems, audio/visual systems, and related technologies.
- Maintains documentation and participates in cross-training activities to ensure continuity of operations and provide backup support for the Systems Network Administrator during employee absences, vacancies, and emergency situations.
- Assists with implementation of technology improvements, automation initiatives, and operational efficiencies under the direction of the IT Manager.
- Performs other job-related duties as required.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Establishes and maintains effective working relationships with Executive Committee members, Board of Directors, ACWA staff, co-workers, and other member district personnel.

Typical Physical Activities

- Communicates orally with JPIA Management and co-workers, in face-to-face one-to-one setting and in group setting (gives instructions and information and responds to questions)
- Hearing and vision within normal ranges with or without correction
- Ability to work at a desk for an extended period of time
- Work in an office environment, lift and move objects up to 50 pounds such as Laser printers, large monitors and other equipment
- Able to bend and maneuver to install/work with computer hardware under desks (may involve crawling)
- Have sufficient finger/hand coordination and dexterity to operate and adjust office equipment such as computer systems, telephones, and other related equipment
- Sits for extended time periods

Employment Standards

Knowledge of:

- Windows operating systems.
- Microsoft 365 services and applications.
- Network devices, protocols, connectivity, and security architecture.
- Computer systems architecture, configuration, monitoring, and troubleshooting methodologies for hardware, software, audio/visual, and networking environments.
- Microsoft Active Directory, Entra ID, multifactor authentication (MFA), identity management, and access control concepts.
- Endpoint management, device deployment, software distribution, workstation lifecycle management concepts, including Microsoft Intune and related technologies.

- Backup, disaster recovery, and business continuity principles.
- Application of data processing methods to the operations and services of JPIA.
- IT Service Management (ITSM) systems, service requests, incident management, change management, and knowledge management practices.
- Audio/visual systems, conferencing technologies, presentation equipment, and collaboration platforms.
- Video conferencing, streaming technologies, hybrid meeting solutions, and conference room technology.
- Wired and wireless presentation systems, Bring Your Own Device (BYOD) technologies, and room control systems.
- Visitor management systems, access control systems, video surveillance systems, physical security technologies, and related monitoring systems.
- Technology vendor support processes and coordination of hardware, software, telecommunications, and facility technology services.

Ability to:

- Analyze technical issues, identify root causes, and implement effective solutions.
- Communicate technical concepts and instructions effectively, both orally and in writing, to users with varying levels of technical proficiency.
- Establish and maintain effective working relationships with employees, management, member agencies, vendors, and others encountered during the course of work.
- Organize, prioritize, and manage multiple assignments while responding effectively to changing operational needs and deadlines.
- Provide technical training, guidance, and customer support in a professional and service-oriented manner.
- Develop and maintain accurate technical documentation, procedures, records, and knowledge base materials.
- Exercise sound judgment, maintain confidentiality, and work independently with minimal supervision.
- Support critical business operations, meetings, training events, and technology services, and provide continuity of support during employee absences, vacancies, and emergency situations.

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. This position is eligible for remote work up to two days per week.

Minimum Qualifications

Experience: minimum three years of experience in a computer operations environment providing helpdesk support and administration.

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 – IT TEAM KEY RESPONSIBILITIES

1



IT SUPPORT SPECIALIST

Provides frontline support and user services with backup support for systems administration.

10 KEY RESPONSIBILITIES

- 1 Primary End User Help Desk & Technical Support
- 2 FreshService Ticket Queue Monitoring & Ticket Resolution
- 3 Desktop, Laptop, Peripheral & End User Hardware Support
- 4 Laptop Imaging, Configuration, Testing & Deployment
- 5 End User Software Installation, Configuration & Troubleshooting
- 6 Conference Room & End User A/V Support
- 7 Microsoft Entra User & Device Access Administration
- 8 Microsoft 365 User Account & Licensing Administration
- 9 New Employee Technology Setup & Deployment
- 10 Backup Support for Systems & Infrastructure Responsibilities

2



SYSTEMS NETWORK ADMIN

Manages and supports core systems, servers, endpoints, and platforms; provides technical escalation.

10 KEY RESPONSIBILITIES

- 1 Server Administration & Maintenance
- 2 Backup Systems Administration & Recovery Support
- 3 Microsoft Active Directory Administration
- 4 Microsoft Intune & Endpoint Management
- 5 Device Configuration, Deployment & Performance Management
- 6 Technical Support Escalation & Advanced Troubleshooting
- 7 FreshService System Administration
- 8 Zoom & Unified Communications Administration
- 9 Software Administration, Packaging, Deployment & Licensing
- 10 A/V & Conference Technology Administration & Escalation

3



LEAD IT ANALYST

Owens business applications and Microsoft 365 solutions, automation, and project implementation.

10 KEY RESPONSIBILITIES

- 1 SharePoint Administration & Content Management
- 2 Microsoft 365 Collaboration Solutions
- 3 Business Process Analysis & Technology Solutions
- 4 Workflow & Business Process Automation
- 5 Power Automate, Forms, Lists & Microsoft 365 Solution Development
- 6 Department Technology Requirements Analysis & Solution Design
- 7 Technology Project Implementation & Technical Coordination
- 8 SharePoint Governance & Site Steward Program
- 9 Employee Microsoft 365 & SharePoint Training
- 10 Technical Documentation & Knowledge Management

4



IT MANAGER

Leads the IT function, sets strategy and direction, manages resources, risk, and performance.

10 KEY RESPONSIBILITIES

- 1 IT Department Leadership & Staff Management
- 2 Strategic Technology Planning & Roadmap Development
- 3 IT Project Portfolio Management & Prioritization
- 4 Cybersecurity Strategy, Risk Management & Oversight
- 5 IT Governance, Policies, Procedures & Technology Standards
- 6 IT Budget Development & Financial Management
- 7 Vendor, Contract & SLA Management
- 8 Infrastructure, Systems & Business Continuity Oversight
- 9 Technology Evaluation & Architecture Direction
- 10 Executive Reporting, Communication & Stakeholder Management

HOW WE WORK TOGETHER



WHAT GUIDES OUR WORK



1 FOCUSED ON OUR MISSION



2 COLLABORATION & RESPECT



3 INNOVATION & CONTINUOUS LEARNING



4 INTEGRITY & ACCOUNTABILITY



5 SERVICE TO OUR MEMBERS

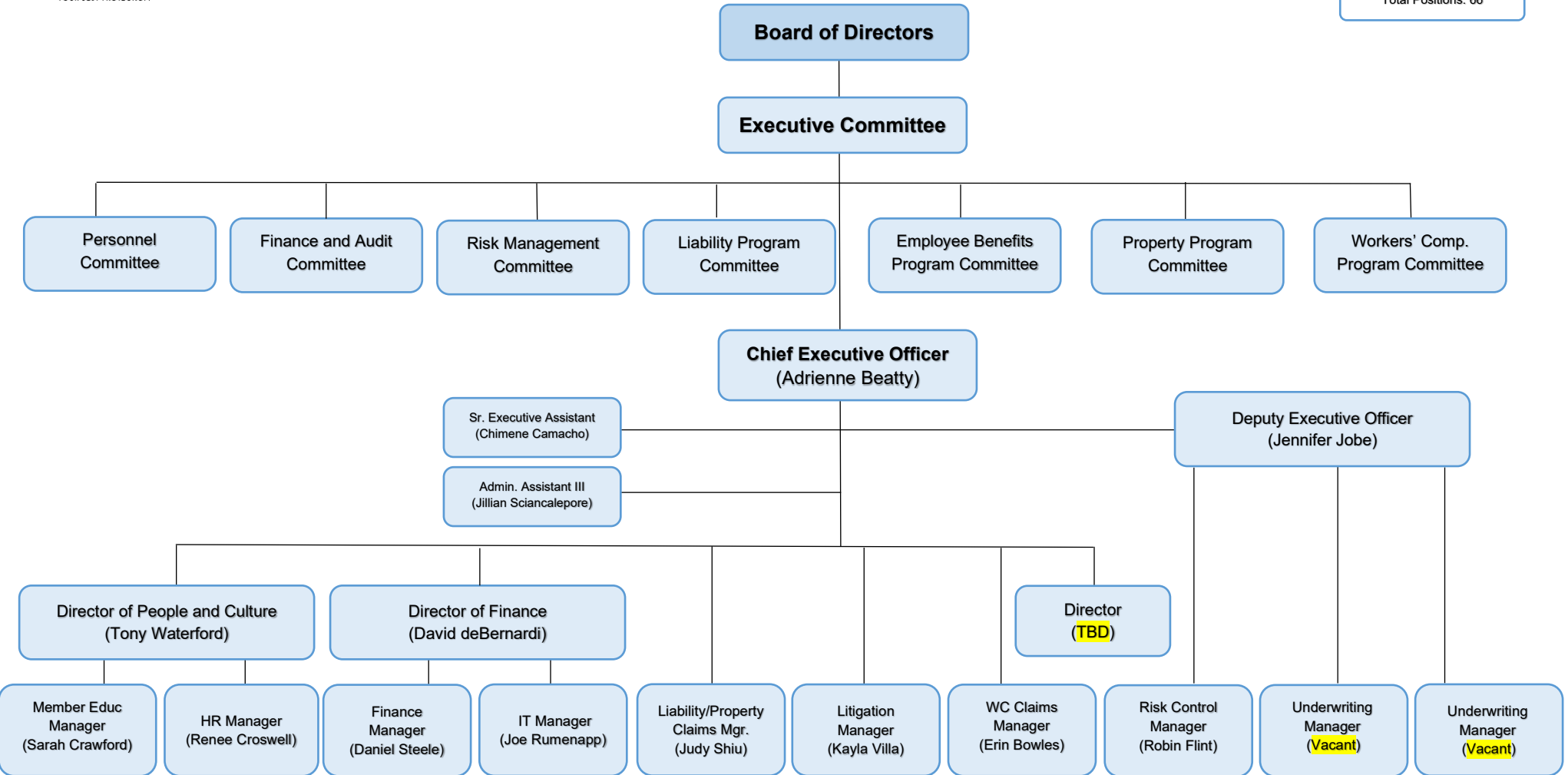


Organizational Chart

Effective September 10, 2026

Full-time employees: 59

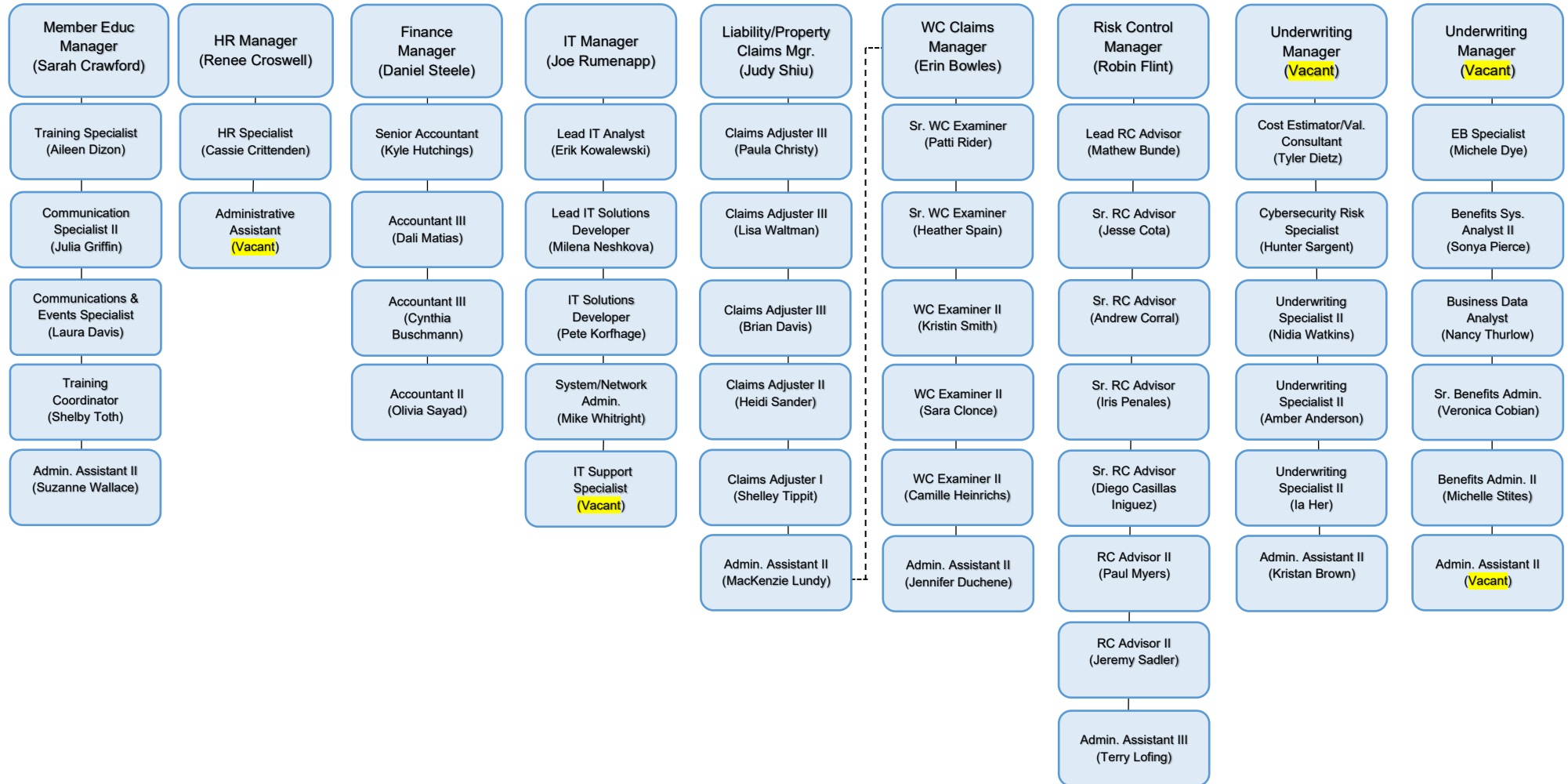
Total Positions: 66





Organizational Chart

Effective September 10, 2026



ACWA JPIA Staff

Pay Schedule

Effective Date: October 1, 2026

Job Title	Exempt/ Non-Exempt	Grade	Annual Salary Range	
			Minimum	Maximum
Chief Executive Officer	Exempt	85	\$ 306,109	\$ 459,164
Deputy Executive Officer	Exempt	76	245,110	367,665
Director of Finance	Exempt	68	201,173	301,760
Director of People and Culture	Exempt	68	201,173	301,760
Litigation Manager	Exempt	60	165,112	247,669
Underwriting Manager - Employee Benefits	Exempt	52	135,515	203,273
Finance Manager	Exempt	52	135,515	203,273
Human Resources Manager	Exempt	52	135,515	203,273
Liability and Property Claims Manager	Exempt	52	135,515	203,273
Risk Control Manager	Exempt	52	135,515	203,273
Member Education Manager	Exempt	52	135,515	203,273
Workers' Compensation Manager	Exempt	52	135,515	203,273
Information Technology Manager	Exempt	52	135,515	203,273
Underwriting Manager - Property & Casualty	Exempt	52	135,515	203,273
Lead Risk Control Advisor	Exempt	48	122,770	184,155
Cost Estimator / Valuation Consultant	Exempt	45	114,004	171,007
Senior Risk Control Advisor	Exempt	45	114,004	171,007
Cybersecurity Risk Specialist	Exempt	45	114,004	171,007
Lead IT Analyst	Non-exempt	45	114,004	171,007
Lead IT Solution Developer	Non-exempt	45	114,004	171,007
IT Solution Developer	Non-exempt	44	111,224	166,836
Claims Adjuster III	Exempt	40	100,763	151,145
Senior Workers' Compensation Examiner	Exempt	40	100,763	151,145
Employee Benefits Specialist	Exempt	38	95,908	143,862
Training Specialist	Non-exempt	38	95,908	143,862
Senior Executive Assistant	Non-exempt	38	95,908	143,862
Senior Accountant	Non-exempt	38	95,908	143,862
System/Network Administrator	Non-exempt	38	95,908	143,862
Human Resource Specialist	Non-exempt	38	95,908	143,862
Risk Control Advisor II	Non-exempt	38	95,908	143,862
Underwriting Specialist II	Non-exempt	38	95,908	143,862
Communications Specialist II	Non-exempt	36	91,287	136,930
Workers' Compensation Claims Examiner II	Non-exempt	36	91,287	136,930
Claims Adjuster II	Non-exempt	36	91,287	136,930
Business Data Analyst	Non-exempt	32	82,701	124,052
Benefits System Analyst II	Non-exempt	32	82,701	124,052
Claims Adjuster I	Non-exempt	32	82,701	124,052
Communications and Events Specialist	Non-exempt	28	74,923	112,385
IT Support Specialist	Non-exempt	28	74,923	112,384
Senior Benefits Administrator	Non-exempt	28	74,923	112,385
Administrative Assistant III	Non-exempt	24	67,877	101,815
Training Coordinator	Non-exempt	24	67,877	101,815
Benefits Administrator II	Non-exempt	24	67,877	101,815
Accountant III	Non-exempt	22	64,606	96,909
Accountant II	Non-exempt	20	61,493	92,239
Administrative Assistant II	Non-exempt	20	61,493	92,239
Retired Annuitants			Hourly	Hourly
Project Manager	Non-exempt	Ret An	75	150

ACWA JPIA
Consideration of Policy Regarding Information Requests to Staff
September 10, 2026

BACKGROUND

At the June 26, 2026, Executive Committee meeting, President McDonald requested a future agenda item to consider a recommendation from the Personnel Committee regarding requests for information and research directed to staff.

CURRENT SITUATION

President McDonald recognizes that JPIA staff are exceptionally professional and diligent in responding to requests for information. However, the volume and complexity of some requests, particularly those requiring extensive historical research, can be time-intensive and require significant staff resources. With years of historical information already available on the JPIA website, there is an opportunity to consider how existing resources can be better utilized before requesting additional staff research.

President McDonald would like the Committee to discuss whether a policy should be established for future information requests and, if so, develop a recommendation for consideration by the Executive Committee at the September 25, 2026, meeting.

RECOMMENDATIONS

Staff has no recommendations.

ACWA JPIA MEETINGS CALENDAR – 2026

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT	CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 16		8:00 AM*								
JAN 21			3:00 PM							
JAN 22		10:30 AM							8:00 AM	
FEB 11							11:00 AM*			
FEBRUARY 19-20 STRATEGIC PLANNING SESSION - SAN DIEGO										
MARCH 1-4 AGRIP GOVERNANCE CONFERENCE - NASHVILLE										
MARCH 8-10 CICA CONFERENCE - PALM DESERT										
MAR 26				1:00 PM			3:00 PM			
MAR 27		8:00 AM								
APRIL 27		4:00 PM*								
APRIL 30					9:00 AM*					
MAY 4-7 ACWA JPIA SPRING MEMBERSHIP SUMMIT AND ACWA CONFERENCE - SACRAMENTO										
MAY 4	2:00 PM					8:15 AM				
MAY 29										9:00 AM (UTAH)
JUNE 3			10:00 AM *							
JUNE 25								3:00 PM		
JUNE 26		8:00 AM								10:30 AM
JULY 29		3:00 PM			1:00 PM					
SEPTEMBER 15-18 CAJPA ANNUAL CONFERENCE – SOUTH LAKE TAHOE										
SEPT 10			4:00 PM *							
SEPT 24				1:00 PM		3:00 PM	10:00 AM			
SEPT 25		8:00 AM								11:00 AM
NOVEMBER 30-DECEMBER 3 ACWA JPIA FALL MEMBERSHIP SUMMIT AND ACWA FALL CONFERENCE - ANAHEIM										
Nov 30	2:00 PM									8:15 AM

*Virtual Meeting

ACWA JPIA MEETINGS CALENDAR – 2027

MEETING DATES	BOARD OF DIRECTORS	EXECUTIVE	PERSONNEL	FINANCE & AUDIT	PROGRAMS				RISK MGMT	CWIF
					Emp. Benefits	Liability	Property	Work Comp		
JAN 19			3:00 PM							
JAN 20		10:30 AM							8:00 AM	
MARCH 7-10 AGRIP GOVERNANCE CONFERENCE – NEW ORLEANS										
MARCH 7-9 CICA CONFERENCE – SCOTTSDALE										
MAR 30				1:00 PM			3:00 PM			
MAR 31		8:00 AM								
MAY 10-13 ACWA JPIA SPRING MEMBERSHIP SUMMIT AND ACWA CONFERENCE – SAN FRANCISCO										
MAY 10	2:00 PM				8:15 AM					
MAY 27										9:00 AM (UTAH)
JUNE 11			10:00 AM *							
JUNE 24						1:00 PM		3:00 PM		
JUNE 25		8:00 AM								11:00 AM
JULY 29		3:00 PM			1:00 PM					4:30 PM
SEPTEMBER 21-23 CAJPA ANNUAL CONFERENCE – MONTEREY										
SEPT 10			9:00 AM *							
SEPT 29						3:00 PM	1:00 PM			
SEPT 30		10:00 AM		8:00 AM						12:00 PM
OCTOBER 3-5 AGRIP STAFF INSTITUTE – HOLLYWOOD										
NOVEMBER 29-DECEMBER 2 ACWA JPIA FALL MEMBERSHIP SUMMIT AND ACWA FALL CONFERENCE - ANAHEIM										
Nov 29	2:00 PM									8:15 AM

*Virtual Meeting

ACWA JPIA
CEO Performance Evaluation Ad Hoc Committee Update
CEO Contract Negotiations
September 10, 2026

BACKGROUND

The CEO Performance Evaluation Ad Hoc Committee was formed – as appointed by President McDonald – to support and guide the CEO contract negotiation process.

CURRENT SITUATION

The CEO Performance Evaluation Ad Hoc Committee consists of four members of the Executive Committee, as follows: Directors Melody McDonald (Committee Chair), Brent Hastey, Scott Ratterman, and David Wheaton. The Committee’s objective was to work with JPIA’s Executive Consultant, Mary Egan, to conduct a thorough review of the CEO’s contract and consider potential updates to her employment agreement.

The 2026 CEO annual review and contract negotiation process included:

- a) A review of a total compensation array that included base compensation, other cash compensation and relevant benefit enhancements provided to other large public comparator agencies including but not limited to JPIA, PRISM, CJPIA, ASCIP, and SDRMA. All California staffed risk pools that own and operate their own Captive. The compensation for the ACWA General Manager was also included.
- b) A comparison of relevant deferred compensation programs.
- c) Consideration of the CEO’s compensation adjustment following the parameters adopted by the Committee with the October 1, 2025, contract renewal, which requires an annual increase of between 3% and 7% based upon performance, not including the one-time bonus provided in Section 6.3.

The following timeline was used during the process:

January 2026	President appointed Ad Hoc Committee for compensation review
May 2026	JPIA CEO direct reports participated in a “360” process to provide feedback on the CEO’s performance (conducted every 2-3 years)

June/July 2026	CEO prepared self-evaluation, suggested annual goals and requested contract modifications Comparability data was provided to the Ad Hoc Committee The Facilitator interviewed all Executive Committee members concerning CEO's performance
August 5 & 18, 2026	Ad Hoc Committee meetings occurred to discuss compensation recommendations
September 10, 2026	Personnel Committee Meeting Recommendations made by Ad Hoc Committee Personnel Committee to make recommendations to Executive Committee
September 25, 2026	Executive Committee Meeting Closed Session CEO Performance Review, Salary and Bonus confirmation Confirmation of any re-negotiated contract terms Report out in Open Session of actions taken

The Personnel Committee will move into Closed Session to hear a report from the Labor Negotiator and Chair of the Ad Hoc Committee on the Ad Hoc Committee's recommendations.

RECOMMENDATIONS

That the Personnel Committee consider the Ad Hoc Committee's report and make a recommendation to the Executive Committee, if so desired.