

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MINUTES

ORGANIZATION, PERSONNEL AND TECHNOLOGY COMMITTEE

October 10, 2011

Chair Murray, Jr. called the meeting to order at 1:30 p.m. in Committee Room 2-456 at Metropolitan's Headquarters.

Members present: Chair Murray, Jr., Vice Chair Edwards, Directors Ballin, Dick, Evans, Gray, Little, Montalvo, and Wunderlich

Members absent: Directors Bowersox, Friedman, Quiñonez, and Sanchez

Other Board Members present: Directors Ackerman, Barbre, Blake, Brown, Foley, Grunfeld, Heidel, Lewinger, Morris, Peterson, Record, and Steiner

Staff present: Beatty, B. Becker, G. Breaux, Coffey, DeBacker, D. Edwards, Giron, Green, Jankovic, Kightlinger, Koch, Lem, Man, Mares, T. Miller, Morel, Neal, Pimentel, Radhakrishnan, Riss, O. Sanchez, Scully, Stewart, H. Torres, Upadhyay, Waade, and Wolfe

1. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COMMITTEE ON MATTERS WITHIN THE COMMITTEE'S JURISDICTION

None

2. APPROVAL OF THE MINUTES OF THE ORGANIZATION, PERSONNEL AND TECHNOLOGY COMMITTEE MEETING HELD ON SEPTEMBER 12, 2011

Approved

Motion: Director Dick

Seconded: Director Little

3. COMMITTEE CHAIR'S REPORT

None

4. CONSENT CALENDAR ITEMS – ACTION

7-3 Subject: **Appropriate \$949,000 for an Environmental and Safety Management Information System as part of the Information Technology Strategic Plan; and authorize an agreement with Trinity Consultants for \$475,000 (Approp. 15411)**

Presented by: No presentation was requested

Motion: Adopt the CEQA determination and appropriate \$949,000; and authorize entering into an agreement with Trinity Consultants for \$475,000.

Motion Carried: Moved: Director Dick Seconded: Director Evans

5. OTHER BOARD ITEMS – ACTION

None

6. BOARD INFORMATION ITEMS

None

7. COMMITTEE ITEMS

a. Subject: **Grant Management Update**

Presented by: Bobbie Becker, Business Technology Group, Program Manager

Ms. Becker provided an update on Metropolitan's Grant Management Program. The presentation provided information on the program's key elements; types of grant funding sources, tools utilized by staff to obtain grant funding, 2010/11 fiscal year performance, status of current grant applications, and methods used for tracking support. Metropolitan receives grants from the Department of Energy, the Environmental Protection Agency, the Bureau of Reclamation, the State of California, and the Water Industry Foundation. Grant research tools utilized by staff include maintaining relationships with funding agencies: eCivis, an online tool; Grants.gov and FedConnect search engines; list servers and mailing lists; and the Foundation Center search engine. Grants awarded in fiscal year 2010/11 totaled \$21,894,208. There are pending grant applications with the Water Research Foundation, Environmental Engineering, and Safe

Drinking Water State Revolving Fund. Ms. Becker concluded her presentation with information regarding the grant mapping process, monthly reports on grant activity, grant analysis and selection, grant assistance in proposals, and tracking of grant allocated dollars. Chair Murray, Jr. asked how many of the grants that Metropolitan applied for were awarded to Metropolitan and the dollar amounts. Mr. Wolfe responded that he would provide that information.

b. Subject: **Oral report on IT Strategic Plan for period ending June 2011**

Presented by: Tom Miller, Business Technology Group, Unit Manager

Mr. Miller provided a quarterly update on Metropolitan's Information Technology Strategic Plan (ITSP) and on Information Technology (IT) activities for the period ending June 30, 2011. Key highlights included completion of Phase II Information Security Initiative, completion of system requirements for Environmental and Safety Management Information System, DVL Control System upgrade, conduction of IT disaster recovery exercises, commencement of PC replacement program, and installation of the Water Quality Monitoring and Rapid Event Detection System. Mr. Miller illustrated a simulation of an event that the Water Quality Monitoring and Rapid Event Detection System would detect and demonstrated how the system would function to alert Water Quality if there was a potential contamination of the water. Mr. Miller concluded his presentation with ITSP milestones for the next period which include Windows Vista upgrade to strengthen security, completion of requirements for new Lease Management System, and final testing of the Water Quality Monitoring and Rapid Event Detection System. Director Evans asked if the past PC to iPad replacement project for directors saved Metropolitan money, and Director Evans also asked if iPads are being considered as a PC replacement option. Mr. Wolfe answered that iPads are being considered; however, the current iPad does not offer the type of applications employees need. Mr. Wolfe confirmed that the PC to iPad replacement for directors projected savings was achieved.

c. Subject: **Report on status of employee performance evaluations**

Presented by: Feedy Mares, Human Resources, Group Manager

Mr. Mares provided a presentation on the current employee performance evaluation metrics for fiscal year 2010/2011.

Currently 97 percent of employee evaluations have been completed. Of completed performance evaluations, 65 percent were completed within 30 days, 83 percent within 60 days, and 89 percent within 90 days of the due date. Director Steiner suggested implementing a policy that encourages managers to complete evaluations on time as part of the manager's performance evaluation. Mr. Mares responded that the new Performance Appraisal System will address a similar method of holding managers accountable for completing evaluations on time.

d. Subject: **Update on New Performance Appraisal System implementation**

Presented by: Irwin Jankovic, Human Resources Group, Strategic Program Manager

Mr. Jankovic provided this update. MyPerformance is a twelve-month performance planning cycle. The MyPerformance deployment plan began with selecting a vendor back in January 2011. The vendor solution that was selected by the vendor selection committee, after configuring the system, did not have the capabilities necessary for use by Metropolitan employees. The committee decided that it was not in Metropolitan's best interest to continue with the selected vendor. There is a revised plan to finalize rollout with management by October 2011, prepare management and employees by January 2012, transition to MyPerformance by January 2013, and fully deploy MyPerformance in July 2013. Director Edwards requested that Mr. Jankovic clarify the issues within the testing phase in the original timeline. Mr. Jankovic responded that the system did not end up having the necessary capabilities that the vendor originally promised the system would have. Director Edwards also asked if the vendor was still being paid. Mr. Jankovic explained that a solution to resolve the issue was being negotiated with the vendor. Director Edwards asked if similar issues are expected to happen again. Mr. Jankovic explained that there is some investigation underway to better understand potential technical issues for future solutions. Mr. Mares added that there is a possibility that internal Information Technology resources will be used for this plan.

8. FOLLOW-UP ITEMS

None

9. FUTURE AGENDA ITEMS

Director Petersen asked for an update on alternatives for healthcare.

Chair Murray, Jr. requested a report on how many grants are applied for and successfully obtained and the dollar value of those grants.

Next meeting will be held on November 7, 2011.

Meeting adjourned at 2:30 p.m.

John W. Murray Jr.
Chair