

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MINUTES

ORGANIZATION, PERSONNEL AND TECHNOLOGY COMMITTEE

April 9, 2012

Chair Murray, Jr. called the meeting to order at 1:08 p.m. in Committee Room 2-145 at Metropolitan's Headquarters.

Members present: Chair Murray, Jr., Vice Chair Edwards, Directors Camacho, Gray, Little, Montalvo, Wilson, and Wunderlich

Members absent: Directors Ballin, Dick, Evans, Friedman, Quiñonez, and Sanchez

Other Board Members present: Directors Ackerman, Blake, Brown, Grandsen, Griset, Heidel, Lewinger, Morris, Record, and Steiner

Staff present: Beatty, B. Becker, Bennion, G. Breaux, Cable, Giron, Green, Ivey, Jankovic, Kightlinger, Lem, Man, Mares, Martin, T. Miller, Pitman, Riss, O. Sanchez, Scully, Shraibati, H. Torres, Jr., Tucker, Upadhyay, Waade, Wolfe, and Zinke

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 AND PERSONNEL COMMITTEE MEETING HELD ON JANUARY 9, 2012 and FEBRUARY 13, 2012

Approved

Motion: Director Little

Seconded: Director Camacho

3. COMMITTEE CHAIR'S REPORT

Chairman Murray announced that in May 2012 the kick-off for the Department Head Performance Evaluation process begins. Business Technology Group Manager Roy Wolfe introduced and welcomed Octavia Tucker as the new Administrative Services Section Manager. Ms. Tucker was the successful candidate for the position previously occupied by Ms. Arlene Kokuga.

4. CONSENT CALENDAR ITEMS – ACTION

None

5. OTHER BOARD ITEMS – ACTION

None

6. COMMITTEE ITEMS

- a. Subject: **Oral report on Information Technology Strategic Plan for period ending December 2011**
- Presented by Business Technology Group Interim Section Manager Tom Miller
- Mr. Miller presented an update on key activities. The four business objectives are: enhanced reliability, improved water quality, enhanced security, and, productivity cost. The key highlights for the period are: (1) completed testing for Enhanced Surface Water Treatment Rule application upgrade; (2) completed implementation of self-service modules for employee Compensation and Profile Management; (3) initiated upgrades to the Water Conservation System to enhance search and validation capabilities; (4) initiated design and development of a new Environmental and Safety Management Information System; (5) FCC accepted Metropolitan’s application request for frequencies usage as part of the Two-Way Radio System Upgrade; and (6) completed development of a prototype web-viewer for Asset Tracking. Mr. Miller provided details of the Automatic Vehicle Location (AVL) which is tracked by the fleet management system. This cloud-based system has the capability to track vehicle locations online with view of Metropolitan’s facilities and pipelines, as well as the vehicle traveling speed, travel direction, and vehicle maintenance requirements. This system is ready for use by Metropolitan’s fleet department.
- Upcoming milestones for next quarter are: (1) Issue RFP as part of the IT infrastructure wide-area-network microwave upgrade, (2) deploy new “web-viewer” for Fleet Services, (3) conduct needs assessment as part of the PC Replacement Project, (4) conduct testing and initiate deployment of the hazardous waste module, and (5) begin comprehensive SCADA cyber security Assessment. Director Griset asked about Blackberry phones and systems current status and standing with Metropolitan. Mr. Wolfe responded to this question.

- b. Subject: **Update to the performance management process**
 Presented by Human Resources Group Program Manager Irwin Jankovic
- Mr. Jankovic gave an update on the performance management process. He discussed the rollout timeline and process, the new rating framework, work products/goals, and the performance competencies for the employees and the managers. Throughout the year there will be opportunities of interim progress checks and finally an annual performance evaluation. Mr. Jankovic provided five differentiated levels of performance: Unsatisfactory, Requires Improvement, Fully Competent, Exceptional Performance, and Breakthrough performance. A list of comprehensive expectations was provided to demonstrate what it takes to be a fully competent employee and manager. To transition to this new process, meetings with bargaining units will take place as well as streamlining terminology and creating a user friendly handbook. Rollout will begin between April and June 2012. Process will launch July 2012 and common date evaluation cycle will start on July 1, 2013. Directors asked questions and responses were provided collectively by Mr. Jankovic, Mr. Mares, Mr. Ivey, and Mr. Kightlinger.

7. FOLLOW-UP ITEMS

None

8. FUTURE AGENDA ITEMS

None

9. BOARD INFORMATION ITEMS

None

Next meeting will be held on May 7, 2012

Meeting adjourned at 2:00 p.m.

John W. Murray Jr.
Chair