

January 13, 2022 Strategic Planning

The Executive Committee reviewed the initiatives developed at the previous strategic planning session.

The JPA continues to see a significant staffing shortage and therefore, those individuals still working are continuing to work past the age when they would ideally retire. The Committee still believes there is a need to educate existing employees about their rights and earning potential at retirement. Because of the pandemic, CalPERS is not doing any in-person trainings. Kimberly will research options for virtual trainings that could be sponsored by each District.

The post offer/pre placement program is working well but not expanding. One reason for this may be the loss of facility in the south bay. Kimberly will work to determine if a new facility can be obtained in the southern area of the County.

The Committee discussed the previous initiative to include more HR people in the communication about the JPA. For several years, ACSIG has tried to access the standing, monthly HR meeting with little success. The Committee felt a better way to include the HR department is to utilize the file review process, include HR in the invite and bring information relevant to their department to the meeting and the Service Team to prepare materials for each file review meeting. Kimberly will work with the service team to incorporate this strategy into the existing process.

Another initiative from the previous strategic planning session is an improvement to the process for Executive and Board meetings. Adjustments to the Executive Committee and Board meetings were made. Calendar invites have been added, bookmarks added, page numbers and links to the agenda have been incorporated. The Committee felt additional improvements could still be made. Specifically the titles on the bookmarks are difficult to read and inconsistent with the agenda itself. The committee said the agenda they receive through NCR has the bookmarks correctly identified. Kimberly will work with Celina to update the formatting of bookmarks. ACSIG also continues to have meeting conflicts with ACOE. While the original, annual ACSIG calendar is coordinated with ACOE to identify conflicts, if ACOE updates its calendar, no additional notification is sent to ACSIG. Kimberly will work with ACOE to make sure all subsequent calendar revisions are communicated and conflicts identified. Finally, they would like the entire agenda (including closed sessions items) be included with the agenda and attached to the calendar invite. The password can come in a separate email.

The majority of the day was spent discussing succession planning and preparation for the transition of Executive Directors in 2024. The current Executive Director job description was distributed and the committee discussed reviewing this outside of this meeting and revisiting the discussion of the job description to its May 2022 meeting. Kimberly discussed the current workload, including those responsibilities outside of ACSIG that benefit all members but are

outside the current ACSIG job description. The committee also discussed the current program designs (PIPS, NCR, etc) and the contracting of all claims administration. Now that ACSIG is in an equity position in all programs, the Board may consider changing the current program design in the future and if so, perhaps, additional knowledge related to insurance/reinsurance may be something to consider in the job description.

Because so much of the Executive Director position is cyclical, Kimberly expressed the need to have an overlap period between herself and her successor. The Committee felt it would best serve the JPA to work toward hiring a replacement executive director by summer 2023 so there could be an entire year cross training. The Committee will review the job description in May of 2022.

In the future, the Committee would like to research additional job classifications that could benefit from preventative measures like “non-slip shoes”.

Look for a more proactive approach to connecting employees with trainings. Districts have access to the Keenan Safe School training library and this forum is utilized by the majority of the Districts. ACSIG only directs employees to training if there has been an injury or if new programs are introduced (ie, OSHA changes). The Committee feels the content may be getting stale. Is there a current way to connect employees with training programs that feels fresh and will grab the attention of the employees? Kimberly will work with the service team to strategize ways to improve this process and to identify annual changes in the trainings provided to help staff understand the need for the update.

Cyber training and evaluation are needed to help protect districts from cyber attacks. Kimberly discussed a new initiative through NCR called K12Six that will help Districts better assess their internal programs to identify potential risks. More information will be coming from NCR regarding this program. Kimberly will forward all information as it becomes available.

New member orientation. The Committee likes the format and materials for the new member orientation currently in place. However, because when new CBO's are onboarded in their District, they are inundated with information. Would be helpful to add an additional review 6-months into tenure to clarify questions and provided additional education related to JPA's and specifics of ACSIG and its programs.

Because many of the issues identified at the meeting are time sensitive in nature, the review of these discussions will be incorporated into each Executive Committee meeting moving forward.