



## Meeting Agenda

Thursday and Friday, May 18 - 19, 2017

Placer County Water Agency – The Holiday Inn – Auburn, California

### THURSDAY, May 18, 2017

8:00 a.m. to 8:30 a.m. **Coffee/Networking**

8:30 a.m. - 8:45 a.m. **Welcome and Opening Remarks**

Elba Gomez for Christine Ferguson, President

Director of Classified Personnel, State Center Community College District

8:45 a.m. – 10:15 a.m. **Introduction of Individuals and Agencies Present/Roundtable Discussion/Breakout Sessions**

WRIPAC's signature roundtable sessions allow members and guests to share challenges and success stories from their agencies, to solicit support and ideas on ways to address common issues that we all face, and to identify opportunities for WRIPAC as an organization to fill the gaps between the resources currently unavailable or too expensive. Our roundtable sessions help to identify future meeting presentation topics, as well as inform decisions on future trainings that WRIPAC can offer the HR community to develop the skills and abilities of our workforce. Attendees are encouraged to come prepared with issues and questions that their agencies are currently facing that are related to WRIPAC's core business. We ask that one speaker per agency may bring the topic to the group for discussion in order to allow time for all attendees to participate.

10:15 a.m. – 10:30 a.m. **Morning Break**

10:30 a.m. – 11:30 a.m. ***MQ's: Valuable, Defensible, Non-Sensical?***

*Presented by: Rod Freudenberg, WRIPAC Lifetime Member*

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***MQ's: Valuable, Defensible, Non-Sensical?*** Minimum Qualifications (MQs) are a ubiquitous part of job descriptions. But what are they? What are they for? And basically, what do they mean? This session will offer some reasoning behind MQs, provide some guideposts for setting them and open a discussion about how to discuss MQs with SMEs.

**Rod Freudenberg** was Executive Director of Classified Human Resources with Los Angeles County Office of Education (LACOE) and the agency's principal WRIPAC representative from 2007 to 2015. Prior to LACOE, Rod was the Assistant Personnel Director, Selection with the Los Angeles Unified School District from 2002 to 2007. In the public sector, Rod also worked for the County of Los Angeles as the Selection Research Supervisor from 1984 to 2002. In addition to his public service, Rod worked for 10 years (1992-2002) in the corporate sector for Hughes Aircraft/Hughes Electronics as Corporate Manager of Organizational Effectiveness. In the academic sector, he has served on the faculties of Purdue University, California School of Professional Psychology, Colorado State University, and Denver Metropolitan State University. His early professional career was in Applied Early Developmental Psychology for the Nebraska State Department of Education assessing infants and toddlers for developmental disabilities and developing intervention plans on interdisciplinary teams. Rod has published in professional journals, presented on psychometric and applied topics at meetings and conferences of the Society for Industrial and Organizational Psychology, WRIPAC, California School Personnel Commissioner's Association, and Personnel Testing Councils of Southern California, Northern California, and San Diego, and the Animal Behavior Society. Rod received his Bachelor's and Master's degrees in Psychology from the University of Colorado (interning at University of

Washington). He obtained his Ph.D. in Industrial/Organizational Psychology in 1982 from Colorado State University. The recognitions for which he is most proud are the Hautaluoma Distinguished Alumni Award (Colorado State University, I/O Program), the Steven E. Bemis Award, and the honorary WRIPAC lifetime membership.

**11:30 a.m. – 11:45 a.m.**

**Overview of Committees/Special Project Teams**

Members are required to actively participate in one of the committees. Guests are invited to attend a committee meeting of interest. Current committees are:

**Meetings & Programs – Chair: Crystal Slaten/Elba Gomez for Christine Ferguson**

- Meeting logistics
- Meeting agenda planning
- Speaker engagement
- Meeting registration
- Facilitate roundtable
- Compile roundtable summaries as a resource
- Meeting evaluations
- Assigned Board member: President, Christine Ferguson

**Shared Resources & Development – Chair: Ernest Montoya/Carla Arribillaga**

- Monographs
- Job analysis binders
- Test sharing agreements
- Competency models (new)
- WRIPAC Broad-based Tests (new)
- Member practices survey and practices database (new)
- General use examination materials (new) - Rater orientation video, generic scripts, confidentiality form templates, etc.
- Third party vendor support management (new)
- Assigned board member: Secretary, Carla Arrillibaga

**Training Committee – Chair: Howard Fortson & Tina Pruett/Marie Ragazzo**

- Develop and update training programs
- Align training with WRIPAC core competency areas & utilize WRIPAC resources
- Marketing, planning, and delivery
- Training evaluations
- Train-the-trainer (build trainer bench strength)
- Assigned board member: Past President, Marie Ragazzo

**Membership Committee – Chairs: Kimberly Speakman/Philip Gordillo**

- Brand management and membership value proposition
- Identify prospective new members
- Outreach to new member agencies
- New member application and representative evaluation
- Conduct new membership voting
- Orient new representatives and communicate expectations
- Track attendance, participation, and committee commitments
- Maintain member roster and representatives
- Counsel member agencies as needed
- Member satisfaction survey
- Assigned board member: President Elect, Philip J. Gordillo

**WRIPAC Committee – Chair: WRIPAC Board/Chet Overstreet**

- Newsletter and notices
- Financial planning and budget development
- Website and Constant Contact (webmaster)
- Nominations and Elections

- Succession Planning for Leadership Roles
- Assigned board members: Financial Officer, Chet Overstreet

**11:45 a.m. -1:15 p.m.**

**Lunch Break**

New & Prospective Members are invited to participate in the New & Prospective Members' Lunch (non-hosted).

**1:15 p.m. – 2:45 p.m.**

**Committee Meetings/Special Project Teams**

Committees/Project Teams will subgroup to discuss current projects, and to develop goals to be accomplished prior to the next meeting.

- A special by-laws project team formed to review the by-laws and recommend changes that will provide operating guidance for the above structure
- Committees will refine their charters and recommend by-law changes that will support their goals.

**2:45 p.m. – 3:00 p.m.**

**Afternoon Break**

**3:00 p.m. – 4:00 p.m.**

***Google Problem Solving Lab: Experience and Lessons Learned***

*Jennifer Goodman & Rachel Novetzke, San Joaquin County & WRIPAC Members*

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**4:30 – 6:30 p.m.**

**Dr. WRIPAC Social Networking Event**

**FRIDAY, May 19, 2017**

**8:15 a.m. – 8:45 a.m.**

**Coffee/Reconvene Meeting – Elba Gomez for Christine Ferguson**

**8:45 a.m. – 9:45 a.m.**

**Continuation of Committee Meetings/Special Project Teams/Round-Table**

- Depending on our progress from Thursday, we will either reconvene our Committee Meetings or our Round-Table Discussions

**9:45 a.m. – 10:00 a.m.**

**Morning Break/Hotel Check-out (Hotel requires check-out by 11:00 a.m.)**

**10:00 a.m. – 11:00 a.m.**

***Apprenticeships and Training Programs: How to Grow Your Own***

*Laura Salangang, East Bay Municipal Utility District & WRIPAC Member*

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**11:00 a.m. – 12:30 p.m.**

**Business Meeting – MEMBER ATTENDANCE REQUIRED – Elba Gomez for Christine Ferguson**

Attendance at this meeting is required in order for your participation to be counted for membership purposes. As a reminder, you must attend two business meetings in a row to become a member and two out of three meetings per year to maintain membership.

**12:30 p.m.**

**Adjournment:**

Thank you for coming to our Spring Meeting!

**See you in Reno in October, 2017!**

## About WRIPAC

WRIPAC is a non-profit human resources organization with over thirty small, medium, and large public agency members representing state and local governments, school districts, utility districts, and other public agencies in the Western States.

**MEETING COST** | WRIPAC Meetings (Thursday-Friday) are free to members and non-members alike. Individuals who wish to attend the Wednesday training that precedes the meeting will need to pay the associated Training fee. For detailed information go to [www.wripac.org](http://www.wripac.org):

Early Registration - \$175 members/\$225 non-members

Late Registration - \$200 members/\$250 non-members

**MEMBER BENEFITS** | As a member, your organization will have opportunities for training, professional development, and networking. You will have access to monographs, job postings, test material exchange, and more.

**JOIN WRIPAC** | Membership is open to any public agency in the Western United States. There is no fee to join WRIPAC. The membership process begins by attending one of the meetings held throughout the year. Your agency designates a representative to attend two consecutive meetings. Your agency submits a letter to WRIPAC identifying the designated representative and agreeing to the WRIPAC principles outlined in our bylaws. At the next meeting, your request is accepted and voted on by the current membership.

**MAINTAINING MEMBERSHIP** | Agency representatives are expected to be actively involved in a WRIPAC committee or in an administrative function. Following the initial two meetings, agency representatives are required to attend a minimum of two business meetings per fiscal year.