



Santa Clara Valley Water District Diversity & Inclusion Ad Hoc Committee Meeting

Zoom Teleconference

REGULAR MEETING AGENDA

Thursday, April 22, 2021
2:00 PM

District Mission: Provide Silicon Valley safe, clean water for a healthy life, environment and economy.

DIVERSITY & INCLUSION AD HOC
COMMITTEE

Nai Hsueh - District 5
Tony Estremera - District 6
John L. Varela - District 1

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Note: The finalized Board Agenda, exception items and supplemental items will be posted prior to the meeting in accordance with the Brown Act.

**Santa Clara Valley Water District
Diversity & Inclusion Ad Hoc Committee**

**REGULAR MEETING
AGENDA**

Thursday, April 22, 2021

2:00 PM

Zoom Teleconference

IMPORTANT NOTICES

This meeting is being held in accordance with the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20 issued on March 17, 2020 that allows attendance by members of the Committee, staff, and the public to participate and conduct the meeting by teleconference, videoconference, or both.

Members of the public wishing to address the Committee during a video conferenced meeting on an item not listed on the agenda, or any item listed on the agenda, should use the "Raise Hand" tool located in Zoom meeting link listed on the agenda. Speakers will be acknowledged by the Committee Chair in the order requests are received and granted speaking access to address the Committee.

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Join Zoom Meeting

<https://valleywater.zoom.us/j/93111833352>

Meeting ID: 931 1183 3352

Phone In: 1 (669) 900-9128

1. CALL TO ORDER:

1.1. Roll Call.

2. TIME OPEN FOR PUBLIC COMMENT ON ANY ITEM NOT ON THE AGENDA.

Notice to the Public: Members of the public who wish to address the Committee on any item not listed on the agenda should access the "Raise Hand" tool located in Zoom meeting link listed on the agenda. Speakers will be acknowledged by the Committee Chair in order requests are received and granted speaking access to address the Committee. Speakers comments should be limited to three minutes or as set by the Chair. The law does not permit Committee action on, or extended discussion of, any item not on the agenda except under special circumstances. If Committee action is requested, the matter may be placed on a future agenda. All comments that require a response will be referred to staff for a reply in writing. The Committee may take action on any item of business appearing on the posted agenda.

3. APPROVAL OF MINUTES:

3.1. Approval of Diversity and Inclusion Ad Hoc Committee Meeting Minutes of [21-0436](#)
January 28, 2021.

Recommendation: Approve the minutes.

Manager: Michele King, 408-630-2711

Attachments: [Attachment 1: 012821 D&I Ad Hoc Committee Minutes](#)

Est. Staff Time: 5 Minutes

4. ACTION ITEMS:

- 4.1. Discuss Possibilities of an Intern Program to Encourage High School Students From Disadvantaged Communities to Pursue Science, Technology, Engineering and Math Programs for Future Careers in Water Management. [21-0426](#)
Recommendation: Discuss the possibilities of an intern program to identify and recruit high school students from disadvantaged communities to pursue science, technology, engineering, and math (STEM) programs to prepare for advanced studies and careers in water management, and provide direction to staff as necessary.
Manager: Ingrid Bella, 408-630-3171
Est. Staff Time: 20 Minutes
- 4.2. Receive an update on the Office of Racial Equity, Diversity and Inclusion program activities. [21-0467](#)
Recommendation: Receive information on the Office of Racial Equity, Diversity and Inclusion program activities and progress.
Manager: Marta Lugo, 408-630-2237
Attachments: [Attachment 1: PowerPoint](#)
Est. Staff Time: 10 Minutes
- 4.3. [21-0472](#)
Recommendation: Receive summary information on the FY2020 Pay Equity Analysis Results.
Manager: Marta Lugo, 408-630-2237
Est. Staff Time: 10 Minutes
- 4.4. Review 2021 Diversity and Inclusion Ad Hoc Committee Work Plan and Meeting Schedule. [21-0437](#)
Recommendation: Review the 2021 Diversity and Inclusion Ad Hoc Committee Work Plan and make adjustments as necessary.
Manager: Michele King, 408-2630-2711
Attachments: [Attachment 1: 2021 D&I Ad Hoc Committee Work Plan](#)
Est. Staff Time: 5 Minutes

5. INFORMATION ITEMS:

6. CLERK REVIEW AND CLARIFICATION OF COMMITTEE REQUESTS.

This is an opportunity for the Clerk to review and obtain clarification on any formally moved, seconded, and approved requests and recommendations made by the Committee during the meeting.

7. ADJOURN:

- 7.1. Adjourn to Regular Meeting at 2:00 p.m., on July 22, 2021, to be called to order in compliance with the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20.

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Santa Clara Valley Water District

File No.: 21-0436

Agenda Date: 4/22/2021
Item No.: 3.1.

COMMITTEE AGENDA MEMORANDUM

Diversity & Inclusion Ad Hoc Committee

SUBJECT:

Approval of Diversity and Inclusion Ad Hoc Committee Meeting Minutes of January 28, 2021.

RECOMMENDATION:

Approve the minutes.

SUMMARY:

In accordance with the Ralph M. Brown Act, a summary of Committee discussions, and details of all actions taken by the Capital Improvement Program Committee, during all open and public Committee meetings, is transcribed and submitted to the Committee for review and approval.

Upon Committee approval, minutes transcripts are finalized and entered into the Committee's historical record archives, and serve as the official historical record of the Committee's meeting.

ATTACHMENTS:

Attachment 1: 012821 D&I Ad Hoc Committee Minutes

UNCLASSIFIED MANAGER:

Michele King, 408-630-2711

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DIVERSITY & INCLUSION AD HOC COMMITTEE MEETING

MINUTES

**THURSDAY, JANUARY 8, 2021
2:00 PM**

(Paragraph numbers coincide with agenda item numbers)

A regular meeting of the Santa Clara Valley Water District Diversity and Inclusion Ad Hoc Committee (Committee) was called to order via Zoom video teleconference at 2:00 p.m.

1. ROLL CALL.

Committee members in attendance were District 1 Director John Varela, District 5 Director Nai Hsueh, and District 6 Director Tony Estremera, Chairperson presiding, constituting a quorum of the Committee.

Staff members in attendance were R. Callender, Chief Executive Officer, R. Barajas, I. Bella, G. Brambill, L. Brancatelli, C. Busick, M. Burton, T. Chinte, M. Coleman, N. Dominguez, L. Foster, M. Garcia, D. Germany, R. Gibson, K. Gonzales, A. Gschwind, A. Guzman, E. Latedjou-Durand, M. Lugo, D. Mar, L. Nguyen, V. Onuoha, M. Salib, E. Serrano, S. Remien, S. Tran, S. Twitchell, D. Villalobos-Galindo, W. Whitlock, and T. Yoke.

2. TIME OPEN FOR PUBLIC COMMENT ON ANY ITEM NOT ON THE AGENDA

Chairperson Estremera declared time open for public comment on any item not on the agenda. There was no one present who wished to speak.

3. ELECTION OF 2021 COMMITTEE OFFICERS.

3.1. Election of 2021 Diversity and Inclusion Ad Hoc Committee Officers.

Recommendation: Nominate and elect the 2021 Diversity and Inclusion Ad Hoc Committee Chairperson and Vice Chairperson.

Chairperson Estremera reviewed the information on this item, per the attached Committee Agenda Memo.

It was moved by Director Varela, seconded by Director Hsueh, and unanimously carried by roll call vote to elect 2021 Diversity and Inclusion Ad Hoc Committee Officers as follows: 2021 Chairperson Director Estremera and 2021 Vice Chairperson Nai Hsueh.

4. APPROVAL OF MINUTES

4.1. Approval of Meeting Minutes – August 27, 2020.

Recommendation: Approve the minutes.

The Committee considered the attached minutes of the August 27, 2021 meeting. It was moved by Director Varela, seconded by Director Hsueh, and unanimously carried by roll call vote to approve the minutes as presented.

5. ACTION ITEMS

5.1. Receive an Update on the Activities of the Office of Racial Equity, Diversity and Inclusion.

Recommendation: Receive information on the activities of the Office of Racial Equity, Diversity and Inclusion, including updates on programs and staffing.

Ms. Marta Lugo, Assistant Officer, reviewed the information on this item, per the attached Committee Agenda Memo, and corresponding presentation materials contained in Attachment 1 were reviewed by staff as follows: Ms. Lugo reviewed Slides 1, 2, 5 and 6; and Ms. Linda Nguyen, Senior Management Analyst, reviewed Slides 3 and 4.

Ms. Lugo introduced Mr. Warren Whitlock, REDI Office Manager and reported the resolution Addressing Systematic Racism and Promoting Equity was adopted by the Board on September 22, 2020.

During the presentation, the Committee made the following requests of staff:

- Agendize a review of compensation regarding gender equity and equal pay for similar work performed; and
- Agendize a discussion of climate change with regard to environmental justice to address equity issues within Valley Water's jurisdiction.

5.2. Maintaining Appropriate Staff Levels and Expertise.

Recommendation: Receive an update on Valley Water's system for maintaining appropriate staffing levels and expertise to include hiring and promotion activities for the period FY19 to FY20 as well as through January 2021 and provide direction to staff, as necessary.

Ms. Ingrid Bella, Interim Human Resources Officer, reviewed the information on this item, per the attached Committee Agenda Memo, and corresponding presentation materials contained in Attachment 1.

The Committee noted the information without formal action.

5.3. 2019 and 2020 Diversity and Inclusion Ad Hoc Committee Accomplishment Report.

Recommendation: Review and accept the 2019 and 2020 Diversity and Inclusion Ad Hoc Committee Accomplishment Reports.

Chairperson Estremera reviewed the information on this item, per the attached Committee Agenda Memo, and corresponding presentation materials contained in Attachments 1 and 2.

During the presentation, the Committee made the following request of staff:

- Agendize discussion of the possibilities of an intern program, proposed by Director Hsueh, aimed at identifying and recruiting high school students from disadvantaged communities to pursue STEM (science, technology, engineering, and math) programs to prepare for advanced studies and careers in water management.

It was moved by Director Hsueh, seconded by Director Varela, and unanimously carried by roll call vote that the Committee accept the 2019 and 2020 Diversity and Inclusion Ad Hoc Committee Accomplishment Reports.

5.4. 2021 Diversity and Inclusion Ad Hoc Committee Work Plan and Meeting Schedule.

Recommendation: A. Review the 2021 Diversity and Inclusion Ad Hoc Committee Work Plan and make adjustments as necessary; and
B. Discuss and determine the frequency of meetings for 2021 and confirm meeting schedule.

Chairperson Estremera reviewed the information on this item, per the attached Committee Agenda Memo, and corresponding presentation materials contained in Attachment 1.

The Committee made the following additions to its 2021 Work Plan:

- Review compensation regarding gender equity and equal pay for similar work performed;
- Discuss climate change with regard to environmental justice to address equity issues within Valley Water's jurisdiction; and
- Discuss possibilities of an intern program, proposed by Director Hsueh, aimed at identifying and recruiting high school students from disadvantaged communities to pursue STEM (science, technology, engineering, and math) programs to prepare for advanced studies and careers in water management.

The Committee discussed and concurred on the following change to its 2021 meeting schedule: Meetings shall occur quarterly at 2:00 p.m., the 4th Thursday

of the months of January, April, July, and October, or as called by the Committee Chair.

6. INFORMATION ITEMS.

Director Varela reported on his attendance at a recent Association of California Water Agencies conference noting his participation in discussions and workshops regarding diversity and inclusion.

7. CLERK'S REVIEW AND CLARIFICATION OF COMMITTEE REQUESTS AND RECOMMENDATIONS:

Ms. Natalie Dominguez, Assistant Deputy Clerk II, confirmed there were no new Committee Recommendations and Requests for Board consideration, and recapped the following Committee requests of staff:

Item 5.1:

- Agendize a review of compensation regarding gender equity and equal pay for similar work performed; and
- Agendize a discussion of climate change with regard to environmental justice to address equity issues within Valley Water's jurisdiction.

Item 5.3:

- Agendize discussion of the possibilities of an intern program, proposed by Director Hsueh, aimed at identifying and recruiting high school students from disadvantaged communities to pursue STEM (science, technology, engineering, and math) programs to prepare for advanced studies and careers in water management.

8. ADJOURN

Chairperson Estremera adjourned the meeting at 3:15 p.m., to the next meeting on Thursday, April 22, 2021, to be called to order in compliance with the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20.

Natalie F. Dominguez, CMC
Assistant Deputy Clerk II

Approved:



Santa Clara Valley Water District

File No.: 21-0426

Agenda Date: 4/20/2021
Item No.: 4.1.

COMMITTEE AGENDA MEMORANDUM

Diversity & Inclusion Ad Hoc Committee

SUBJECT:

Discuss Possibilities of an Intern Program to Encourage High School Students From Disadvantaged Communities to Pursue Science, Technology, Engineering and Math Programs for Future Careers in Water Management.

RECOMMENDATION:

Discuss the possibilities of an intern program to identify and recruit high school students from disadvantaged communities to pursue science, technology, engineering, and math (STEM) programs to prepare for advanced studies and careers in water management, and provide direction to staff as necessary.

SUMMARY:

During the January 28, 2021 Diversity and Inclusion Ad Hoc Committee Meeting, Director Hsueh requested to have a discussion of the possibilities of an intern program aimed at identifying and recruiting high school students from disadvantaged communities, as defined in the Board Governance Policies, to pursue STEM programs to prepare for advanced studies and careers in water management.

This item provides the Committee an opportunity to discuss program details, the targeted audience and potential partnerships with the educational community.

ATTACHMENTS:

None.

UNCLASSIFIED MANAGER:

Ingrid Bella, 408-630-3171

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Santa Clara Valley Water District

File No.: 21-0467

Agenda Date: 4/22/2021

Item No.: 4.2.

COMMITTEE AGENDA MEMORANDUM

Diversity & Inclusion Ad Hoc Committee

SUBJECT:

Receive an update on the Office of Racial Equity, Diversity and Inclusion program activities.

RECOMMENDATION:

Receive information on the Office of Racial Equity, Diversity and Inclusion program activities and progress.

SUMMARY:

Since the last Diversity and Inclusion (D&I) Ad Hoc Committee meeting on January 28, 2021, the Office of Racial Equity, Diversity and Inclusion (REDI), has made progress in advancing several equity, diversity and inclusion efforts outlined in the resolution "Addressing Systemic Racism and Promoting Equity," which was adopted by the full Board on September 22, 2020.

Since the January 28, 2021 meeting, staff has accomplished the following:

- In February, the Office of REDI presented Board Ends Policy E-1 in addition to a glossary update relative to environmental justice, which was approved by the full Board on February 23, 2021.
- Staff collaborated with the Wellness Program on a staff "Wellness & Resilience" event on February 4, 2021.
- In March, launched Valley Water's first-ever equity survey to all staff to assess the organization's racial and equity climate and inform the development of future program activities to address any gaps.
- Issued a Request for Proposal (RFP) to obtain professional services of an external consultant that will review the results of the equity assessment and assist in designing a multi-year Strategic Master Plan for Valley Water.
- In March, drafted a resolution in collaboration with the Asian Pacific Resource Group (APRG), an Employee Resource Group (ERG), on "Addressing Violence and Racism Against the Asian American and Pacific Islander Community," which the Board approved on March 26, 2021.
- In April, filled the last vacancy in the REDI Office.
- In April, held a quarterly meeting with ERG leadership to establish better collaborative efforts with ERGs on planning and conducting various events.

By the end of the fiscal year, the REDI team will continue building upon its progress to date and undertake several key initiatives over the next three months, including:

- Complete organizational assessment to inform the strategic master plan effort and present final findings to management and leadership.
- Continue to collaborate with other divisions to integrate Environmental Justice language into additional Board Governance Ends Policies.
- Plan and launch baseline agency-wide training in cultural competence and implicit bias for management and staff, in coordination with Human Resources (HR).
- In June, organize and host a virtual agency-wide “Taste of Inclusion” event to increase employee engagement.
- Organize and launch a lunchtime cultural panel speaker series before the end of the fiscal year.
- Promote Valley Water’s Environmental Justice work and projects via blog articles, social media and other platforms.

These activities will continue to build upon the progress to date to build out a long-term strategic master plan that will align with Valley Water’s goal to ensure that racial equity, diversity, and inclusion practices are all equally reflected both internally and externally to better serve all communities.

ATTACHMENTS:

Attachment 1: PowerPoint

UNCLASSIFIED MANAGER:

Marta Lugo, 408-630-2237



Valley Water

Clean Water • Healthy Environment • Flood Protection

Diversity & Inclusion Ad Hoc Committee April 22, 2021

Presented By: Warren Whitlock
Office of Racial Equity, Diversity & Inclusion (REDI)

REDI Staff



Warren Whitlock, REDI Manager



Chelsea Busick, Mngt Analyst I



Linda Nguyen, Senior Mngt Analyst



Leo Foster, Program Administrator

Office of Racial Equity, Diversity & Inclusion

- Taste of Inclusion Event in June



- Begin development of the Strategic Master Plan



Office of Racial Equity, Diversity & Inclusion

- Adopt policies and resolutions that expand on equity, diversity and inclusion
- Develop activities and training that expand on equity, diversity and inclusion





Santa Clara Valley Water District

File No.: 21-0472

Agenda Date: 4/22/2021

Item No.: 4.3.

COMMITTEE AGENDA MEMORANDUM

Diversity & Inclusion Ad Hoc Committee

SUBJECT:

Receive an update on the Pay Equity Analysis.

RECOMMENDATION:

Receive summary information on the FY2020 Pay Equity Analysis Results.

SUMMARY:

During the D&I Ad Hoc Committee meeting on January 28, 2021, the committee chair requested information on whether Valley Water conducts a pay equity review and summary.

Valley Water retains a consultant to conduct an annual in depth data analysis of its hiring and pay practices to identify any disparate impact or pay inequity based on race or gender in hiring, promotions, and compensation.

The consultant conducts statistical analysis and identifies any areas of variance that should be looked at further and makes a determination whether any systemic disparate impact is evident. Variances are researched using hiring and promotion flows and other personnel records to determine the reason for the variances. For the past ten years, no systemic disparate impact or pay inequity has been identified.

This annual analysis is conducted in accordance with Valley Water's Board policies and is managed under the District Counsel's Office as an attorney-client privileged report. While the specifics of the report remain confidential under the attorney-client privilege, the overall findings revealed no significant pay inequities within Valley Water.

ATTACHMENTS:

Attachment: None

UNCLASSIFIED MANAGER:

Marta Lugo, 408-630-2237

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Santa Clara Valley Water District

File No.: 21-0437

Agenda Date: 4/22/2021

Item No.: 4.4.

COMMITTEE AGENDA MEMORANDUM

Diversity & Inclusion Ad Hoc Committee

SUBJECT:

Review 2021 Diversity and Inclusion Ad Hoc Committee Work Plan and Meeting Schedule.

RECOMMENDATION:

Review the 2021 Diversity and Inclusion Ad Hoc Committee Work Plan and make adjustments as necessary.

SUMMARY:

Work Plans are created and implemented by all Board Committees to increase efficiency, provide advanced public notice of intended Committee discussions, and enable improved follow-up by staff. Work Plans are dynamic documents managed by Committee Chairs and are subject to change. Committee Work Plans also assist staff with the preparation of Annual Committee Accomplishment Reports.

The Diversity & Inclusion Ad Hoc Committee (Committee) Work Plan contains suggested topics for discussion based on information from the following sources:

- Items referred to the Committee by the Board;
- Items requested by the Committee to be brought back by staff;
- Items scheduled for presentation to the full Board of Directors; and
- Items identified by staff.

The Committee Work Plan contained in Attachment 1 is presented for the Committee's review to determine topics for discussion at future meeting in the calendar year 2021.

Committee meetings are currently proposed to occur quarterly the fourth Thursday of the month or at the call of the Committee Chair. The next regular meeting is scheduled to occur on July 22, 2021.

ATTACHMENTS:

Attachment 1: 2021 D&I Ad Hoc Committee Work Plan

UNCLASSIFIED MANAGER:

Michele King, 408-2630-2711

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Diversity & Inclusion Ad Hoc Committee 2021 Work Plan (DRAFT)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
TOPICS FOR DISCUSSION												
Update on Activities of the Office of Racial Equity, Diversity & Inclusion (REDI)	X											
Maintaining Appropriate Staff Levels and Expertise.	X											
Long-Term Staffing Master Plan	X											
2020-2024 D&I Master Plan (2019)												
Update on Emerging Leaders Program (2019)												
REDI Office Update				X								
Committee Requested Items:												
Hiring & Promotion Report (8/27/20)												
Discuss Ends Policy Structure and Framework (8/72/20)												
Expansion of Educational Programs - HS Intern Program (8/27/20)				X								
Update on Pay Equity Analysis (1/28/21)				X								
Standing Items:												
Election of Committee Officers (Annually)	X											
Approval of Minutes	X			X								
2019 and 2020 D&I Ad Hoc Committee Accomplishment Report (Annually)	X											
Review Committee Work Plan - Confirm items for next meeting	X			X								

Revised: 4/16/21

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