



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

Teleconference Zoom Meeting

**AMENDED AGENDA**

## REGULAR MEETING AGENDA

**Thursday, January 28, 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

During the COVID-19 restrictions, all public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be available to the public through the legislative body agenda web page at the same time that the public records are distributed or made available to the legislative body, or through a link in the Zoom Chat Section during the respective meeting. Santa Clara Valley Water District will make reasonable efforts to accommodate persons with disabilities wishing to participate in the legislative body's meeting. Please advise the Clerk of the Board Office of any special needs by calling (408) 265-2600.

**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**

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Thursday, January 28, 2021

2:00 PM

Teleconference Zoom Meeting

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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" or "Chat" tools 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.

Santa Clara Valley Water District (Valley Water) in complying with the Americans with Disabilities Act (ADA), requests individuals who require special accommodations to access and/or participate in Valley Water Committee meetings to please contact the Clerk of the Board's office at (408) 630-2711, at least 3 business days before the scheduled meeting to ensure that Valley Water may assist you.

This agenda has been prepared as required by the applicable laws of the State of California, including but not limited to, Government Code Sections 54950 et. seq. and has not been prepared with a view to informing an investment decision in any of Valley Water's bonds, notes or other obligations. Any projections, plans or other forward-looking statements included in the information in this agenda are subject to a variety of uncertainties that could cause any actual plans or results to differ materially from any such statement. The information herein is not intended to be used by investors or potential investors in considering the purchase or sale of Valley Water's bonds, notes or other obligations and investors and potential investors should rely only on information filed by Valley Water on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access System for municipal securities disclosures and Valley Water's Investor Relations website, maintained on the World Wide Web at <https://emma.msrb.org/> and <https://www.valleywater.org/how-we-operate/financebudget/investor-relations>, respectively.

## JOIN ZOOM MEETING

<https://valleywater.zoom.us/j/93854362644>

Meeting ID: 938 5436 2644

One tap mobile: +16699009128,,93111833352# US (San Jose)

Dial by your location: +1 669 900 9128 US (San Jose)

### 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" or "Chat" tools 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. ELECTION OF 2021 COMMITTEE OFFICERS.

#### 3.1. Election of 2021 Diversity and Inclusion Ad Hoc Committee Officers. [21-0049](#)

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

Manager: Michele King, 408-630-2711

Est. Staff Time: 5 Minutes

### 4. APPROVAL OF MINUTES:

#### 4.1. Approval of Meeting Minutes - August 27, 2020. [20-0886](#)

Recommendation: Approve the minutes.

Manager: Michele King, 408-630-2711

Attachments: [Attachment 1: 082720 D&I Ad Hoc Committee Minutes](#)

Est. Staff Time: 5 Minutes

### 5. ACTION ITEMS:

- 5.1. Receive an Update on the Activities of the Office of Racial Equity, Diversity and Inclusion. [21-0045](#)  
Recommendation: Receive information on the activities of the Office of Racial Equity, Diversity and Inclusion, including updates on programs and staffing.  
Manager: Marta Lugo, 408-630-2237  
Attachments: [Attachment 1: PowerPoint](#)  
Est. Staff Time: 10 Minutes
- 5.2. Maintaining Appropriate Staff Levels and Expertise. [20-0891](#)  
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 and FY20 as well as through January 2021 and provide direction to staff, as necessary.  
Manager: Ingrid Bella, 408-630-3171  
Attachments: [Attachment 1: PowerPoint](#)  
Est. Staff Time: 10 Minutes
- 5.3. 2019 and 2020 Diversity and Inclusion Ad Hoc Committee Accomplishment Report. [21-0078](#)  
Recommendation: Review and accept the 2019 and 2020 Diversity and Inclusion Ad Hoc Committee Accomplishment Report.  
Manager: Michele King, 408-630-2711  
Attachments: [Attachment 1: 2019 D&I Ad Hoc Accomplishment Report](#)  
[Attachment 2: 2020 D&I Ad Hoc Accomplishment Report](#)  
Est. Staff Time: 10 Minutes
- 5.4. 2021 Diversity & Inclusion Ad Hoc Committee Work Plan and Meeting Schedule. [20-0887](#)  
Recommendation: A. Review the 2021 Diversity & 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.  
Manager: Michele King, 408-2630-2711  
Attachments: [Attachment 1: 2021 D&I Ad Hoc Committee Work Plan](#)  
[Attachment 2: Proposed 2021 Meeting Schedule](#)  
Est. Staff Time: 10 Minutes

## 6. INFORMATION ITEMS:

**7. 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.*

**8. ADJOURN.**

8.1. Adjourn to next meeting 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.:** 21-0049

**Agenda Date:** 1/28/2021  
**Item No.:** 3.1.

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## COMMITTEE AGENDA MEMORANDUM

### Diversity & Inclusion Ad Hoc Committee

**SUBJECT:**

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.

**SUMMARY:**

The Diversity and Inclusion Ad Hoc Committee as established to work on Board and Director identified issues. The Committee was created to serve a limited or single purpose, not perpetual, and will be disbanded once their specific task is completed.

Officers of the Committee include the Committee Chairperson and Vice Chairperson, who serve as the Committee's primary and secondary facilitators, and representatives. The Committee Chairperson and Vice Chairperson are elected by the Committee annually.

The following is a summary of Diversity and Inclusion Ad Hoc Committee Chairperson and Vice Chairperson terms, since the Committee's 2018 enactment by the Board of Directors.

Year	Chairperson	Vice Chairperson
2018	Director Tony Estremera	Director Nai Hsueh
2019	Director Tony Estremera	Director Nai Hsueh
2020	Director Tony Estremera	Director Nai Hsueh

**ATTACHMENTS:**

None.

**UNCLASSIFIED MANAGER:**

Michele King, 408-630-2711

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# Santa Clara Valley Water District

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**File No.:** 20-0886

**Agenda Date:** 01/28/2021  
**Item No.:** 4.1.

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## COMMITTEE AGENDA MEMORANDUM

### Capital Improvement Program Committee

**SUBJECT:**

Approval of Meeting Minutes - August 27, 2020.

**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: 082720 D&I Ad Hoc Committee Minutes

**UNCLASSIFIED MANAGER:**

Michele King, 408-630-2711

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DIVERSITY & INCLUSION AD HOC COMMITTEE MEETING

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# MINUTES

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WEDNESDAY, AUGUST 27, 2020  
11:00 AM

(Paragraph numbers coincide with agenda item numbers)

## 1. CALL TO ORDER.

A regular meeting of the Santa Clara Valley Water District (Valley Water) Diversity and Inclusion Ad Hoc Committee (Committee) was called to order via Zoom teleconference at 11:00 a.m.

### 1.1. 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 Rick Callender, Chief Executive Officer, I. Bella, N. Dominguez, M. Lugo, L. Nguyen, A. Noriega, C. Pilsen, S. Twitchell, and D. Villalobos-Galindo.

Also in attendance, Rev. Jeff Moore, San Jose/Silicon Valley National Association for the Advancement of Colored People (NAACP).

## 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. APPROVAL OF MINUTES.

### 3.1. Approval of Meeting Minutes – December 18, 2019

Recommendation: Approve the December 18, 2019 Meeting Minutes.

The Committee considered the attached minutes of the December 18, 2019 meeting. It was moved by Director Hsueh, seconded by Director Varela, and unanimously carried that the minutes be approved as presented.

#### 4. ACTION ITEMS

- 4.1. Receive a Presentation on the new Office of Racial Equity, Diversity and Inclusion (REDI), Including an Outline of the Office Structure and Expanded Goals, and Consider a Resolution Addressing Systemic Racism and Promoting Racial Equity.

Recommendation: A. Receive information and a presentation on the Office of Racial Equity, Diversity and Inclusion.  
B. Recommend the Board to adopt the Resolution Addressing Systemic Racism and Promoting Racial Equity.

Ms. Marta Lugo, Assistant Officer, reviewed the information on this item, per the attached Committee Agenda Memo, and the corresponding presentation materials contained in Attachment 3.

The Committee requested the following changes to the proposed Resolution: revise the title to read ADDRESSING SYSTEMIC RACISM, revise Page 2, Paragraph 2 to insert gender bias following racial bias, and revise Page 3, Paragraph 9, to remove redundant language FURTHER RESOLVED.

It was moved by Director Hsueh, seconded by Director Varela and unanimously carried to support staff's recommendation that the Board adopt a Resolution Addressing Systemic Racism as revised per the Committee's discussion.

- 4.2. Provide Update on December 18, 2019 Diversity and Inclusion Action Items and Review Future Focus.

Recommendation: Review presentation of actions items and future focus for Strategy 2 - Maintain appropriate staffing levels and expertise.

Ms. Ana Noriega, Chief People Officer, reviewed the information on this item, per the attached Committee Agenda Memo, and the corresponding presentation materials contained in Attachment 1 were reviewed by staff as follows: Ms. Noriega reviewed Slides 1 and 2, and Ms. Ingrid Bella, Interim Human Resources Officer, reviewed Slides 3 through 8.

Ms. Noriega reported on Human Resources staffing changes, which included the appointment of Ms. Bella as Interim Human Resources Officer, Mr. Robert Scott, Program Administrator as Technical Training Administrator, and the recruitment in progress for a Program Administrator for the Recruitment Unit.

Rev. Jeffrey Moore, NAACP, expressed appreciation for Valley Water's efforts to support diversity and inclusion and his hopes that the program translates across the entire body that it represents, including its committees. Chairperson Estremera suggested that once the resolution is adopted that staff give a presentation to all Board Committees.

The Committee viewed a video regarding Valley Water Teacher Externship and Ignited Outcome Report.

Ms. Bella reported that staff is researching grant funding opportunities to support expanding the Teacher Externship Program.

The Committee noted the information without formal action

4.3. Resolution Recognizing Senator Kamala Harris as the First Woman of Color to be Selected as a Vice Presidential Candidate on a Major Political Party Ticket.

Recommendation: Recommend the Board to adopt the Resolution Recognizing Senator Kamala Harris as the First Woman of Color to be Selected as a Vice Presidential Candidate on a Major Political Party Ticket.

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

It was moved by Director Varela, seconded by Director Hsueh and unanimously carried to support and recommend the Board adopt the Resolution Recognizing Senator Kamala Harris as the First Woman of Color to be Selected as a Vice Presidential Candidate on a Major Political Party Ticket.

4.4. Review 2020 Diversity & Inclusion Ad Hoc Committee Work Plan.

Recommendation: Review the 2020 Diversity & Inclusion Ad Hoc Committee Work Plan and make adjustments as necessary.

Ms. Natalie Dominguez, Assistant Deputy Clerk II, reviewed the information on this item, per the attached Committee Agenda Memo, and the corresponding presentation materials contained in Attachment 1.

The Committee requested discussion on the following items be added to the Committee's Work Plan for October 2020:

- Review Hiring and Promotion Report (Estremera)
- Discussion regarding the Ends Policy structure or framework, including staff's thoughts on what should be included and use this as starting point for the Committee to engage before a final product is developed. (Hsueh)
- Expansion of Educational Programs. (Varela)

**5. INFORMATION ITEMS.**

None.

**6. CLERK'S REVIEW AND CLARIFICATION OF COMMITTEE REQUESTS AND RECOMMENDATIONS.**

Ms. Natalie Dominguez, Assistant Deputy Clerk II, reviewed the following Committee recommendation and requests:

Regarding Item 4.1:

The Committee requested the following changes to the proposed Resolution: Revise the title to read ADDRESSING SYSTEMIC RACISM, revise Page 2, Paragraph 2 to insert gender bias following racial bias, and revise Page 3, Paragraph 9, to remove redundant language FURTHER RESOLVED.

Regarding Item 4.3:

The Committee recommends the Board adopt the Resolution Recognizing Senator Kamala Harris as the First Woman of Color to be Selected as a Vice Presidential Candidate on a Major Political Party Ticket.

Item 4.4:

The Committee requested discussion on the following items be added the Committee's Work Plan for October 2020:

- Review Hiring and Promotion Report (Estremera)
- Discussion regarding the Ends Policy structure or framework, including staff's thoughts on what should be included and use this as starting point for the Committee to engage before a final product is developed. (Hsueh)
- Expansion of Educational Programs. (Varela)

**7. ADJOURN.**

Chairperson Estremera adjourned the meeting at 12:20 p.m., to the next meeting, which will be scheduled and noticed in accordance with the Brown Act.

Natalie F. Dominguez, CMC  
Assistant Deputy Clerk II

Approved:



# Santa Clara Valley Water District

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**File No.:** 21-0045

**Agenda Date:** 1/28/2021  
**Item No.:** 5.1.

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## COMMITTEE AGENDA MEMORANDUM

### Diversity & Inclusion Ad Hoc Committee

#### SUBJECT:

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.

#### SUMMARY:

On August 27, 2020, staff presented to the D&I Committee the structure of the newly created Office of Racial Equity, Diversity & Inclusion (REDI), and the draft resolution "Addressing Systematic Racism and Promoting Equity," which was subsequently adopted by the full Board on September 22, 2020.

Since the adoption of the resolution in September, staff has steadily made progress on the following efforts:

- In October, collaborated with the national office of the National Association for the Advancement of Colored People (NAACP) to co-host a statewide sea-level rise and flood management training for communities of color.
- Drafted Ends Policies relative to Environmental Justice for the Board Planning and Policy Committee's (BPPC) consideration in November and January before taking to the full Board.
- Completed key recruitments for the Office of REDI between December and January.

In implementing the Board's adopted resolution "Addressing Systematic Racism and Promoting

Equity,” the REDI Office will roll out several key initiatives over the next six months, including:

- Finalize Ends Policy E-1 relative to Environmental Justice after receiving final input and direction from the BPPC, and from the full Board by early spring.
- Collaborate with the Employee Wellness Program on “Wellness & Resilience” event.
- Develop an organizational equity assessment that will assess and establish agency-wide baselines that will inform a strategic master plan in early spring.
- Analyze assessment data to inform the development of a long-term strategic master plan and develop benchmark metrics.
- Plan unconscious bias/cultural competency training for staff.
- Develop a cultural competency panel series to conduct in the spring.

These initial activities will set the stage for staff 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





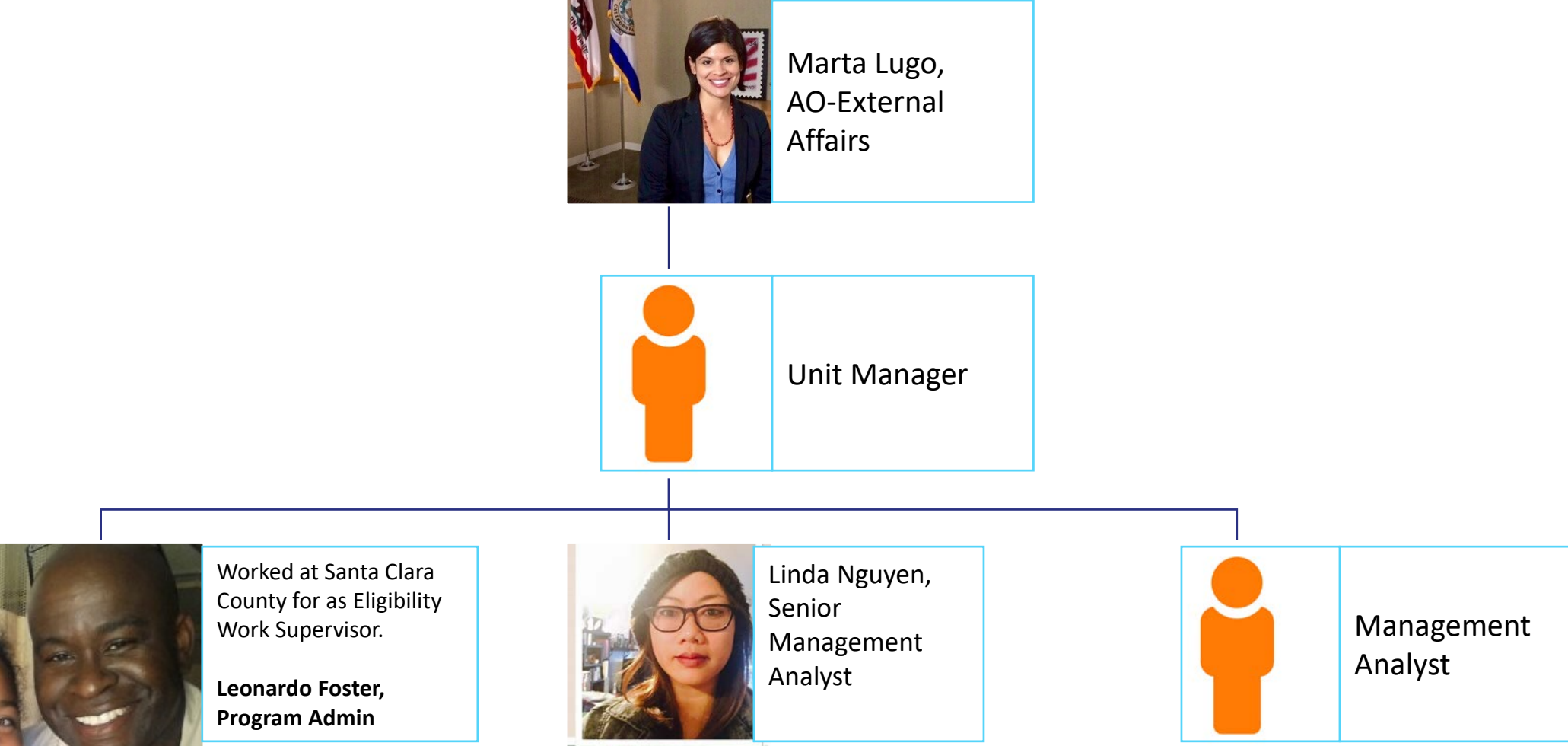
# Valley Water

Clean Water • Healthy Environment • Flood Protection

## Diversity & Inclusion Ad Hoc Committee January 28, 2021

Presented By: Marta Lugo, AO and Linda Nguyen, SMA  
Office of Racial Equity, Diversity & Inclusion (REDI)

# REDI Office staff

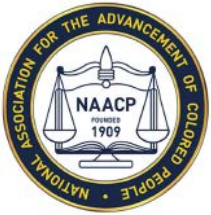


# REDI Office timeline

July 2020	August 2020	Sept 2020	Oct 2020	Nov 2020
<ul style="list-style-type: none"> <li>Created new REDI Office</li> </ul>	<ul style="list-style-type: none"> <li>Presented to D&amp;I Committee new REDI office structure and two draft resolutions for committee consideration</li> </ul>	<ul style="list-style-type: none"> <li>Board adopted resolutions               <ul style="list-style-type: none"> <li>“Addressing Systematic Racism &amp; Promoting Equity”</li> <li>“Recognizing Senator Kamala Harris as VP candidate”</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Co-hosted &amp; sponsored NAACP: Sea level rise/flood management training for communities of color</li> </ul>	<ul style="list-style-type: none"> <li>Shared &amp; presented draft Ends Policy E-1 relative to Environmental Justice (EJ) to BPPC</li> <li>Provided input to Ends policies E-4 &amp; E-5 with EJ language</li> </ul>

# NAACP Sea Level Rise/Flood Training (10/16-10/17)

4



The National Association for the Advancement of Colored People (NAACP) Environmental and Climate Justice Program presents:

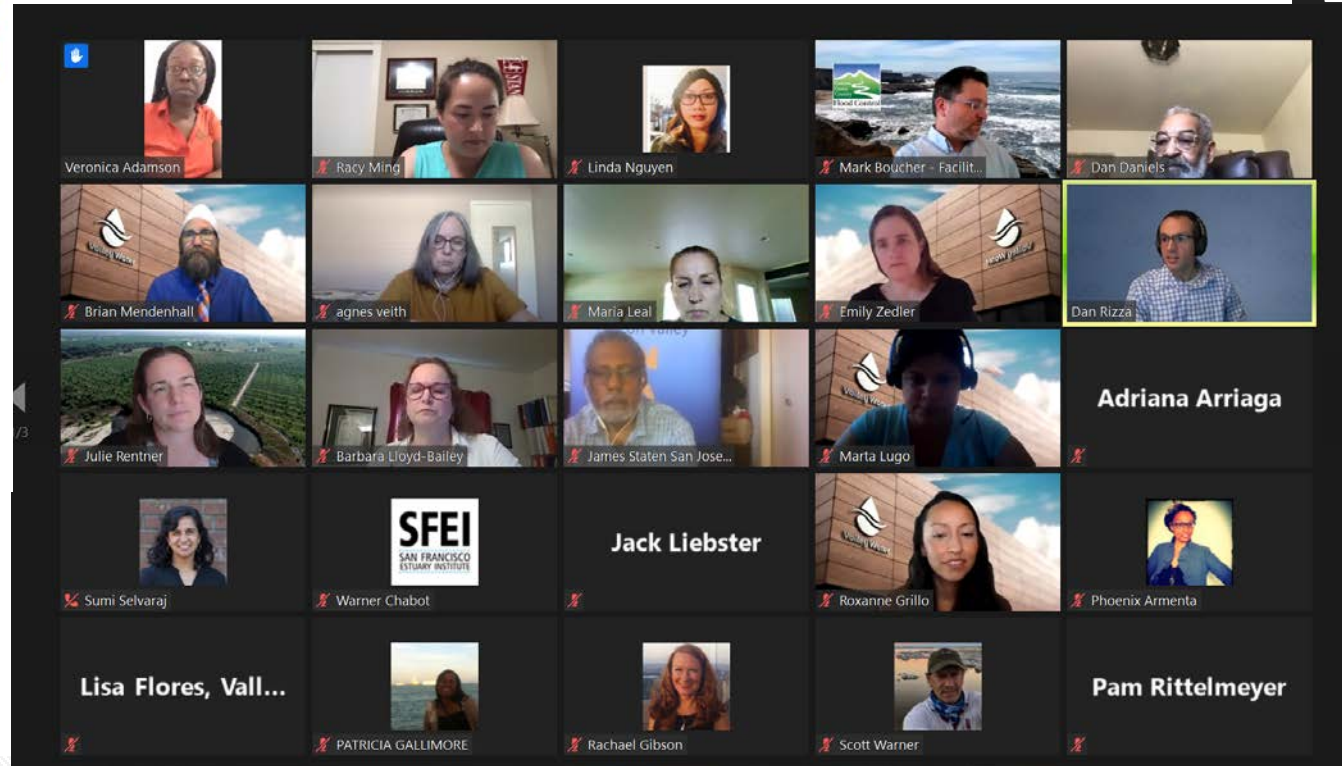
## Just and Equitable Sea Level Rise and Flood Management Response Certification

Day 1:

Friday, October 16th, 2020, 1:00 - 5:00 p.m. PST

Day 2:

Saturday, October 17th, 2020, 10:00 - 3:00 p.m. PST  
(Participation in both days of training is a requirement for certification.)



# REDI Office timeline

Dec 2020	January 2021	Feb/Mar/ Apr 2021	Apr/May/June 2021
<ul style="list-style-type: none"> <li>Completed REDI staff recruitments</li> </ul>	<ul style="list-style-type: none"> <li>Onboard new REDI Staff (PA) &amp; recruit MA to backfill SMA internal promotion</li> <li>Present revised draft Ends policy E-1 on EJ to BPPC</li> <li>Present REDI resolution to following advisory committees:               <ul style="list-style-type: none"> <li>Agricultural Water</li> <li>Environmental &amp; Water Resource</li> <li>Water Commission</li> </ul> </li> <li>Coordinate and provide input to water supply E-2 ends policy</li> <li>Present REDI Office updates to D&amp;I Committee</li> </ul>	<ul style="list-style-type: none"> <li>Present Ends Policy E-1 relative to EJ to full board based on BPPC recommendation</li> <li>Develop &amp; launch equity organizational assessment</li> <li>Present REDI resolution to Youth Commission</li> <li>Plan unconscious bias/cultural competency trainings for staff</li> <li>Plan to release RFP for Strategic Master Plan</li> </ul>	<ul style="list-style-type: none"> <li>Analyze equity organizational assessment data for benchmarking</li> <li>Secure consultant for RFP</li> <li>Begin development of Strategic Master Plan</li> <li>Launch cultural competency series panel</li> </ul>

# QUESTIONS





# Santa Clara Valley Water District

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**File No.:** 20-0891

**Agenda Date:** 1/28/2021

**Item No.:** 5.2.

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## COMMITTEE AGENDA MEMORANDUM

### Diversity & Inclusion Ad Hoc Committee

**SUBJECT:**

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 and FY20 as well as through January 2021 and provide direction to staff, as necessary.

**SUMMARY:**

During the August 2020 Diversity and Inclusion Board Ad Hoc Committee a six-part flowchart that describes the many Human Resources efforts to maintain appropriate staffing levels and expertise was presented and confirmed. This flowchart includes the following elements 1) Build Pipeline 2) Recruitment 3) Hiring 4) Retention 5) Promotion and 6) Succession Planning.

This update will describe recent or upcoming efforts in each of these six elements including total hires and promotions for FY19, FY20, and through part of FY 21 (January 19, 2021).

The presentation will also cover status on the Long-Term Staffing Master Plan as part of the Succession Planning element.

**ATTACHMENTS:**

Attachment 1: PowerPoint

**UNCLASSIFIED MANAGER:**

Ingrid Bella, 408-630-3171

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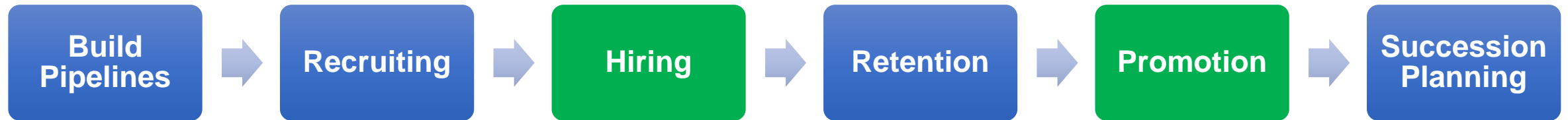
# Diversity & Inclusion Board Ad Hoc Committee

Maintain Appropriate Staffing Levels & Expertise

1/28/21

Presented by: Ingrid Bella, Interim HR Officer

# System to Maintain Appropriate Staffing Levels and Expertise




# Build Pipelines

SPONSORED BY VALLEY WATER YOUTH COMMISSION

## VIRTUAL JOB SHADOW DAY

High school students are invited to discover the wonderful world of water from the safety and comfort of their homes!



You can be a part of our fun and informative half-day virtual event!

- Learn about the variety of jobs at the Santa Clara Valley Water District (Valley Water), including positions in the field of biology, engineering, accounting, environmental services and much more.
- Be matched with mentor(s) in a career related to your interest.
- For a complete listing of jobs at Valley Water, visit [www.governmentjobs.com/careers/scvwd/classspecs](http://www.governmentjobs.com/careers/scvwd/classspecs).



Thursday, February 18, 2021 • 9:00 a.m. - 1:00 p.m.

[Register for Zoom Link](#)

All high school students are invited to participate. If you're interested in attending, please register [here](#) by Friday, February 5, 2021 or contact the Education Outreach Team at [education@valleywater.org](mailto:education@valleywater.org) for more information.



## Paid Summer Internships



Are you interested in a fun and unique internship opportunity in the water industry?

GET BAYWORK UPDATES & INFORMATION

[JOIN OUR MAILING LIST](#)



Bay area water/wastewater workforce reliability

f y t in

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Check Out Our New Veterans Page

[VISIT VETERANS RESOURCES](#)

# Recruiting



# Hiring

As of January 19, 2021, we have completed **100 New Hires/Promotions** in FY21 and are down to a 6% vacancy rate.

Hire Type	(FY 20)	(FY 19)
New Hires	107	86
Promotions	75	76
Hires/Promotions	182	162

# Retention



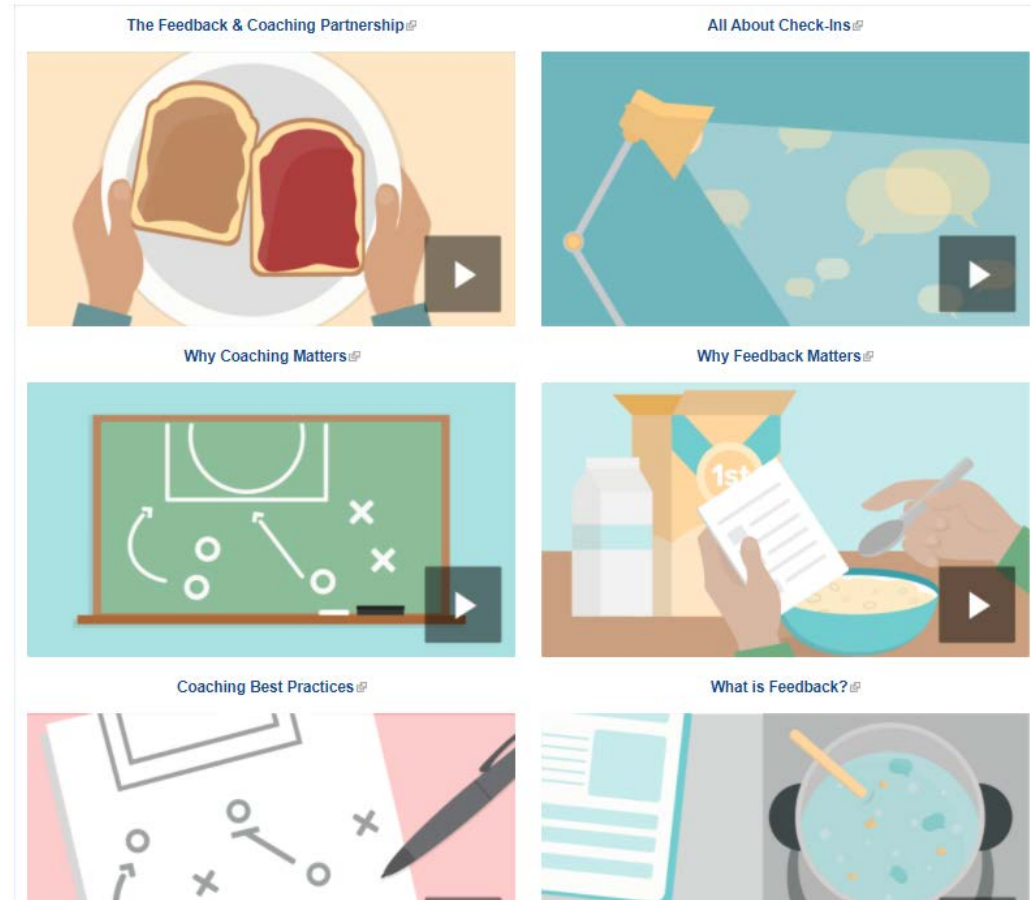
Expanded to include preparatory programs (e.g., PE Prep, license/certification prep, etc.), courses to maintain a license/certification.

## Performance Management

### Coaching & Continuous Feedback Videos

*Courtesy of County of San Mateo*

Take a look through the below topics for quick video reminders on how to get the most out of your coaching relationship and why we're working towards culture of continuous feedback.



Mid-Year Written Reviews replaced with informal developmental conversations.

# Promotion

**Make a difference, Be a Mentor. Create your future, be a Mentee!**

Submitted by Sharyn\_Evanich on Thu, 10/29/2020 - 3:00pm

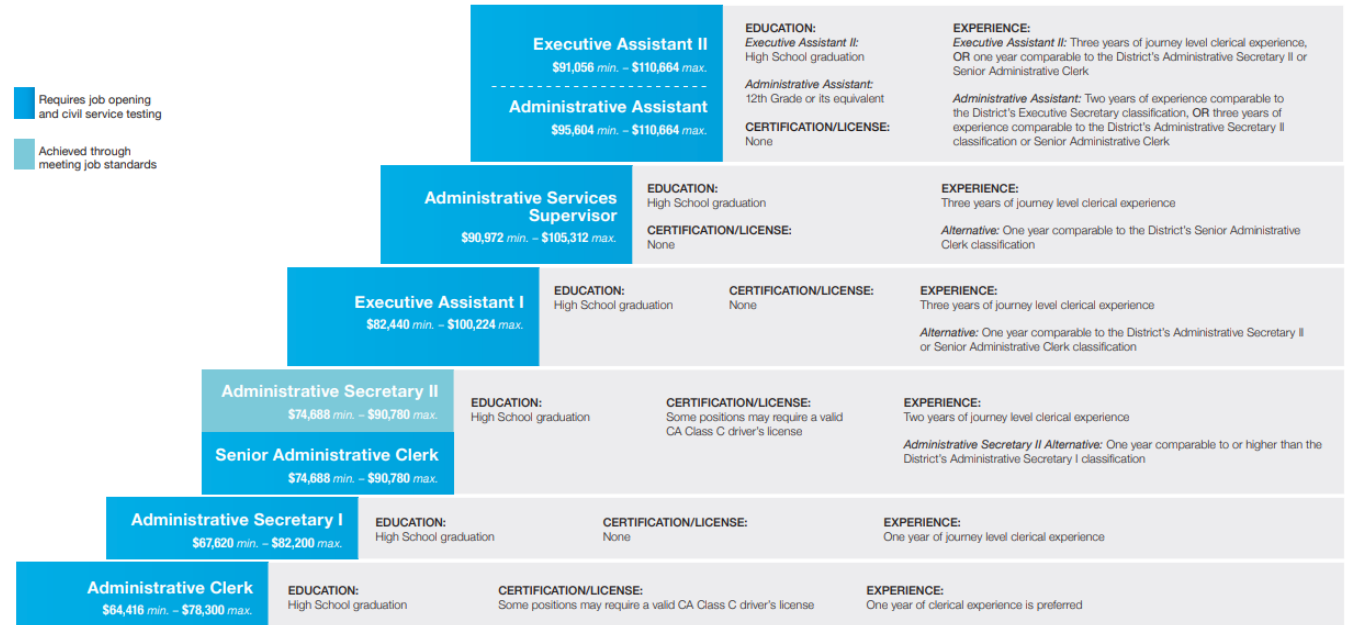
From Human Resources - Talent Development

Talent Development is proud to announce "Round 2" of the Valley Water Mentoring Program. Matching begins November 20 once we have mentors and mentees into the system. Mentoring is a powerful tool whether you are sheltering-in-place or working onsite. It can help mentees overcome challenges, develop new skills, get help with career goals, adapt to new ways of working, etc. Mentoring also allow mentors to share their wisdom, make a difference, and help with succession development efforts.



## Administrative Support Careers

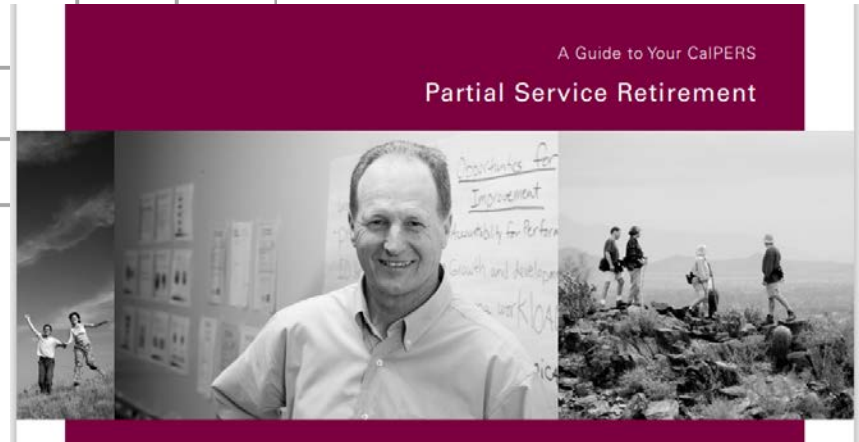
- Requires job opening and civil service testing
- Achieved through meeting job standards



# Succession Planning

## Long-Term Staffing Master Plan

DELIVERABLES/COMPONENTS/ACTIVITIES	13-Nov	20-Nov	27-Nov	4-Dec	11-Dec	18-Dec	25-Dec	1-Jan	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb
Meet w/Tina and Ingrid to discuss Strategic Staffing Plan, establish vision and receive direction. Identify Key Internal Stakeholders to meet with.	█												
Meet w/WFD to discuss Critical Work Report from Chiefs		█											
Conduct research (benchmarking, talk with SMEs from external agencies - public and private, review strategic planning criteria/models online)		█	█	█	█	█							
Develop Strategic Staffing Plan (Business Needs Assessment Questionnaire)		█	█										
Meet/conduct interviews with CIP Stakeholders				█	█	█	█	█	█				
Review all input from CIP stakeholders and create spreadsheet													
Review findings w/CAO and DAO. Summarize for Chiefs's to consider and provide input													
Receive input/direction from Chiefs													





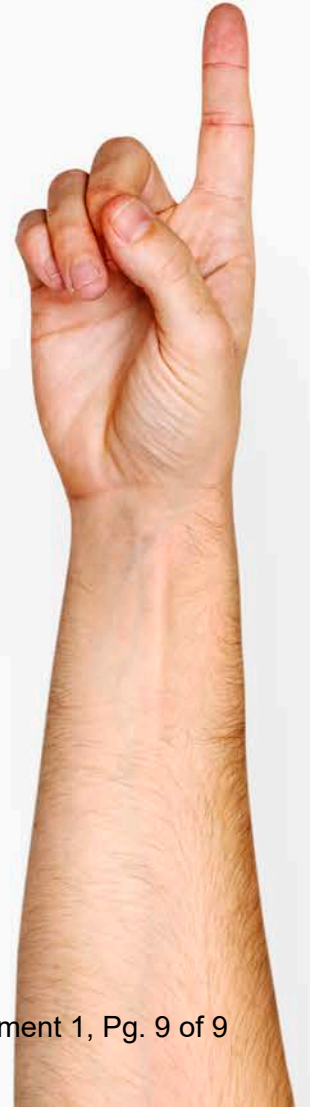
# QUESTIONS



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Attachment 1, Pg. 9 of 9



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# Santa Clara Valley Water District

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**File No.:** 21-0078

**Agenda Date:** 1/28/2021  
**Item No.:** 5.3.

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## COMMITTEE AGENDA MEMORANDUM

### Diversity and Inclusion Ad Hoc Committee

**SUBJECT:**

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 Report.

**SUMMARY:**

Under direction of the Clerk, Work Plans are used by Board Committees to increase Committee efficiency, provide increased public notice of intended Committee discussions, and enable improved follow-up by staff.

Work Plans are dynamic documents managed by Committee Chairs annually and are subject to change as needed throughout the year.

As Committee work is accomplished, Work Plans capture notes regarding outcomes and results achieved, allowing Work Plans to serve as Accomplishment Reports upon completion of the calendar year.

Recognizing the completion of the 2019 and 2020 calendar years, the Diversity and Inclusion Ad Hoc Committee's 2019 and 2020 Accomplishment Reports (Attachments 1 and 2), are presented for the Committee acceptance.

**ATTACHMENTS:**

Attachment 1: 2019 D&I Ad Hoc Accomplishment Report  
Attachment 2: 2020 D&I Ad Hoc Accomplishment Report

**UNCLASSIFIED MANAGER:**

Michele King, 408-630-2711

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# 2019 Diversity & Inclusion Ad Hoc Committee Annual Accomplishments Report

Updated: 1/15/21



ITEM	WORK PLAN ITEM BOARD POLICY STAFF	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
1	Hiring & Promotion Report	3/8/19: Receive and discuss information regarding FY18 hires at the District. (Info/Action)	<p>3/8/19: The Committee received an update on hiring and promotions, and discussed how to bridge gaps and help employees establish and meet career paths, goals and training objectives, recruitment tools to select a more diverse pool of candidates, recruitment messages, identifying recruitment and hiring issues and ways to resolve them.</p> <p>The Committee requested staff come back with the following information: additional details regarding data points, and a snapshot of data for the year, and a succession development plan.</p>
2	Considerations and Recommendations of Effective Tools for Measuring the Success of the Diversity and Inclusion Program	3/8/19: Receive and discuss proposed updates to the August 2018 Diversity and Inclusion Program presentation. (Info/Action)	3/8/19: The Committee received an update and took no formal action.
3	Recommended Ends Policy Language	<p>10/30/19: Review, discuss and revise the draft Ends Policy dedicated to Advancing Diversity and Inclusion; and consider and discuss modifying the Diversity &amp; Inclusion Committee name.</p> <p>12/18/19: Review the revised draft Ends Policy dedicated to Business Management and agree on the recommended language to present to the full Board; and per the Board's request, discuss modifying the Diversity &amp; Inclusion Committee name and make a recommendation to the full Board.</p>	<p>10/30/19: Item continued to the 12/18/19 meeting.</p> <p>12/18/19: The Committee continued discussion of this item to a future meeting to provide staff an opportunity to better define goals and steps to achieve staffing needs.</p>

# 2019 Diversity & Inclusion Ad Hoc Committee Annual Accomplishments Report

Updated: 1/15/21



ITEM	WORK PLAN ITEM BOARD POLICY STAFF	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
4	Review Existing Diversity and Inclusion Programs, Recommend Enhancements and Ways to Monitor Effectiveness	10/30/19: Review and discuss the existing programs related to Diversity and Inclusion including enhancements and monitoring methods.	Item tabled to next meeting on 12/18/19.
5	Diversity & Inclusion Update	10/30/19, 12/18/19: Review and discuss updates to the Diversity & Inclusion Programs, and review and discuss Diversity & Inclusion Industry Standards and Suggested Measurements	<p>10/30/19: The Committee received a Diversity and Inclusion update, and provided feedback to staff and made the following requests:</p> <ul style="list-style-type: none"> <li>• <u>Build Pipelines</u>: Requested that staff provide reports to the Board on the Joint Venture Silicon Valley High School Year-Round Internship Program.</li> <li>• <u>Goals</u>: Return to Committee with goals and measurements for programs within Build Pipelines Category that capture Diversity &amp; Inclusion elements and are meaningful.</li> <li>• <u>Recruitment</u>: A) Identify additional Veteran's Organizations to expand recruitment, B) Identify partners, organizations, etc., within the community that reflect nontraditional people for additional recruitment tools, and C) Develop measures that reflect the success of goals, and capture Diversity &amp; Inclusion elements and are meaningful.</li> <li>• <u>Retention</u>: Investigate OLA issue mentioned during public comment and return to Committee with A) required final commitments, resources, budget, staff, etc., and B) information on other programs that can be implemented similar to the PE License prep – i.e., water treatment operations licensing.</li> <li>• <u>Retention Wellness</u>: Report savings on policies to the Board and request funds be reinvested in Diversity and Inclusion programs.</li> <li>• <u>Succession Planning</u>: Cultivate succession development</li> </ul>

# 2019 Diversity & Inclusion Ad Hoc Committee Annual Accomplishments Report

Updated: 1/15/21



ITEM	WORK PLAN ITEM BOARD POLICY STAFF	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
			<p><b>12/18/19:</b> The Committee received an update and made the following requests of staff:</p> <ul style="list-style-type: none"> <li>• Prepare an analysis of Human Resources staffing needs to support expanding the intern and apprentice programs;</li> <li>• Investigate and report on supplemental funding opportunities to support the intern and apprentice programs;</li> <li>• Prepare a prioritized list of programs and initiatives regarding outreach and recruitment of veterans; and</li> <li>• Revise the Diversity and Inclusion Program Update, Attachment 2, Page 5, to include information on hiring and promotions.</li> </ul>
6	<p><b>Review Diversity and Inclusion Ad Hoc Committee Work Plan and the Committee's Next Meeting Agenda</b></p>	<p><b>3/18/19, 10/30/19, 12/19/19:</b> Review the Committee's Work Plan to guide the Committee's discussions regarding policy alternatives and implications for Board deliberation. (Info/Action)</p>	<p><b>3/8/19:</b> The Committee discussed succession planning, need to follow up on sponsorships with Government Relations Unit, educational aspects of reaching out to those that may not attend college, recruitment in south county and researching other avenues and/or resources for diversity in the workplace.</p> <p><b>10/30/19:</b> This item was tabled to the next Diversity and Inclusion Ad Hoc Committee Meeting, scheduled December 18, 2019.</p> <p><b>12/18/19:</b> The Committee discussed moving to regular monthly meeting schedule following the Board's approval of its 2020 Board Committee Appointments.</p>

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# 2020 Annual Diversity & Inclusion Ad Hoc Committee Accomplishments Report

Updated: 1/15/21



ITEM	WORK PLAN ITEM BOARD POLICY STAFF	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
1	2020-2024 D&I Master Plan		Item not discussed in 2020.
2	Update on Emerging Leaders Program		Item not discussed in 2020.
3	Review Ends Policy Language		Item no discussed in 2020.
4	D&I Program Recommended Enhancements and Methods to Monitor Effectiveness	<ul style="list-style-type: none"> <li>8/27/20: Review presentation of action items and future focus for Strategy 2 - Maintain appropriate staffing levels and expertise. (Information)</li> </ul>	8/27/20: The Committee received an update on program enhancements and methods used to monitor program effectiveness.
5	Hiring & Promotion Report	<ul style="list-style-type: none"> <li></li> </ul>	Item not discussed in 2020.
6	Introduction of Office of Racial Equity, Diversity & Inclusion (REDI) (CEO Request)	<ul style="list-style-type: none"> <li>8/27/20: A) Receive information and a presentation on the Office of Racial Equity, Diversity and Inclusion, and B) Recommend the Board to adopt the Resolution Addressing Systemic Racism and Promoting Racial Equity. (Information/Action)</li> </ul>	<p>8/27/20: The Committee received information on the new Office of Racial Equity, Diversion and Inclusion, including planned activities for the future and received a briefing on a proposed resolution to address systemic racism.</p> <p>The Committee noted the information and proposed minor revisions to the resolution, and approved staff's recommendation to recommend the Board adopt the resolution.</p> <p>9/22/20: Resolution Addressing Systemic Racism approved by the Board of Directors.</p>
7	Human Resources Staffing Analysis (12/19/19)	<ul style="list-style-type: none"> <li>8/27/20: Review presentation of action items and future focus for Strategy 2 - Maintain appropriate staffing levels and expertise. (Information)</li> </ul>	8/27/20: The Committee received an updated on Human Resources staffing changes, which included the appointment of Ms. Ingrid Bella as Interim Human Resources Officer, Mr. Robert Scott, Program Administrator as Technical Training Administrator, and the recruitment of a Program Administrator to lead the Recruitment Unit.

# 2020 Annual Diversity & Inclusion Ad Hoc Committee Accomplishments Report

Updated: 1/15/21



ITEM	WORK PLAN ITEM BOARD POLICY STAFF	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
8	<b>Supplemental Funding Opportunities to Support Intern/Apprentice Programs (12/19/19)</b>	<ul style="list-style-type: none"> <li>8/27/20: Review presentation of action items and future focus for Strategy 2 - Maintain appropriate staffing levels and expertise. (Information)</li> </ul>	<b>8/27/20:</b> The Committee was briefed on staff's efforts to obtain grant funding opportunities to support expanding the Teacher Externship Program.
9	<b>Strategies for Outreach and Recruitment of Veterans (12/19/19)</b>	<ul style="list-style-type: none"> <li>8/27/20: Review presentation of action items and future focus for Strategy 2 - Maintain appropriate staffing levels and expertise. (Information)</li> </ul>	<b>8/27/20:</b> The Committee was briefed on outreach efforts to recruit veterans.
10	<b>Expansion of Educational Programs (8/27/20)</b>	<ul style="list-style-type: none"> <li>8/27/20: Review presentation of action items and future focus for Strategy 2 - Maintain appropriate staffing levels and expertise. (Information)</li> </ul>	<b>8/27/20:</b> The Committee was briefed on efforts to expand educational programs, including intern/apprentice programs.
11	<b>Resolution Recognizing Senator Kamala Harris as the First Woman of Color to be Selected as a Vice Presidential Candidate on a Major Political Party Ticket.</b>	<p><b>8/27/20:</b> Recommend the Board to adopt the Resolution Recognizing Senator Kamala Harris as the First</p> <ul style="list-style-type: none"> <li>Woman of Color to be Selected as a Vice Presidential Candidate on a Major Political Party Ticket. (Action)</li> </ul>	<p><b>8/27/20:</b> The Committee was briefed on a proposed resolution recognizing Senator Kamala Harris as the first woman of color to be selected as a Vice Presidential Candidate on a major political party ticket, and supported staff's recommendation for Board approval of the resolution.</p> <p><b>9/22/20:</b> The resolution was adopted by the Board.</p>

# 2020 Annual Diversity & Inclusion Ad Hoc Committee Accomplishments Report

Updated: 1/15/21



ITEM	WORK PLAN ITEM BOARD POLICY STAFF	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
12	Review of 2020 Committee Work Plan	<ul style="list-style-type: none"> <li>8/27/20: Review the 2020 Diversity &amp; Inclusion Ad Hoc Committee Work Plan and make adjustments as necessary. (Information/Action)</li> </ul>	<p>8/27/20: The Committee discussed and received information on items in the 2020 Work Plan as detailed in this report. Items not addressed will be included in the Committee's 2021 Work Plan. The Committee requested the following items be added to the 2020 Work Plan:</p> <ul style="list-style-type: none"> <li>Review Hiring and Promotion Report (Estremera)</li> <li>Discussion regarding the Ends Policy structure or framework, including staff's thoughts on what should be included and use this as starting point for the Committee to engage before a final product is developed. (Hsueh)</li> <li>Expansion of Educational Programs. (Varela)</li> </ul>

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# Santa Clara Valley Water District

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**File No.:** 20-0887

**Agenda Date:** 1/28/2021  
**Item No.:** 5.4.

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## COMMITTEE AGENDA MEMORANDUM

### Diversity & Inclusion Ad Hoc Committee

**SUBJECT:**

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

**RECOMMENDATION:**

- A. Review the 2021 Diversity & 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.

**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.

In December 2019, the Committee requested to change to a regular monthly meeting schedule, which did not occur due to lack of agenda content and Covid-19 pandemic restrictions. Committee meetings are currently proposed to occur the fourth Thursday of the month or at the call of the Committee Chair.

The Committee Work Plan contained in Attachment 1 is presented for the Committee's review to determine topics for discussion in the calendar year 2021. This item also provides an opportunity for the Committee to discuss and confirm its desired meeting frequency (monthly, quarterly or biannually) and the 2021 meeting schedule to enable staff to coordinate and confirm meeting logistics and prepare agenda items.

**ATTACHMENTS:**

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**File No.:** 20-0887

**Agenda Date:** 1/28/2021  
**Item No.:** 5.4.

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Attachment 1: 2021 D&I Ad Hoc Committee Work Plan  
Attachment 2: Proposed 2021 Meeting Schedule

**UNCLASSIFIED MANAGER:**  
Michele King, 408-2630-2711

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

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>TOPICS FOR DISCUSSION</b>												
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											
<a href="#">2020-2024 D&amp;I Master Plan (2019)</a>												
<a href="#">Update on Emerging Leaders Program (2019)</a>												
<b>Committee Requested Items:</b>												
<a href="#">Hiring &amp; Promotion Report (8/27/20)</a>												
<a href="#">Discuss Ends Policy Structure and Framework (8/72/20)</a>												

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## DIVERSITY & INCLUSION AD HOC COMMITTEE PROPOSED 2021 MEETING SCHEDULE

### JANUARY

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### APRIL

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### AUGUST

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### SEPTEMBER

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### NOVEMBER

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### DECEMBER

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HOLIDAYS

PROPOSED QUARTERLY MEETINGS

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