

June 27, 2018

MEETING NOTICE

DIVERSITY AND INCLUSION AD HOC COMMITTEE

Board Members of the Diversity and Inclusion Ad Hoc Committee:

Director Tony Estremera, Chair
Director Nai Hsueh, Vice Chair
Director John L. Varela

Staff Support of the Diversity and Inclusion Ad Hoc Committee:

Norma J. Camacho, Chief Executive Officer
Melanie Richardson, Chief Operating Officer, Watershed Division
Stanly Yamamoto, District Counsel
Brian Hopper, Senior Assistant District Counsel
Anil Comelo, Interim Chief Operating Officer, Administration
Salam Baqleh, Supervising Program Administrator
Janice Lum, Management Analyst II

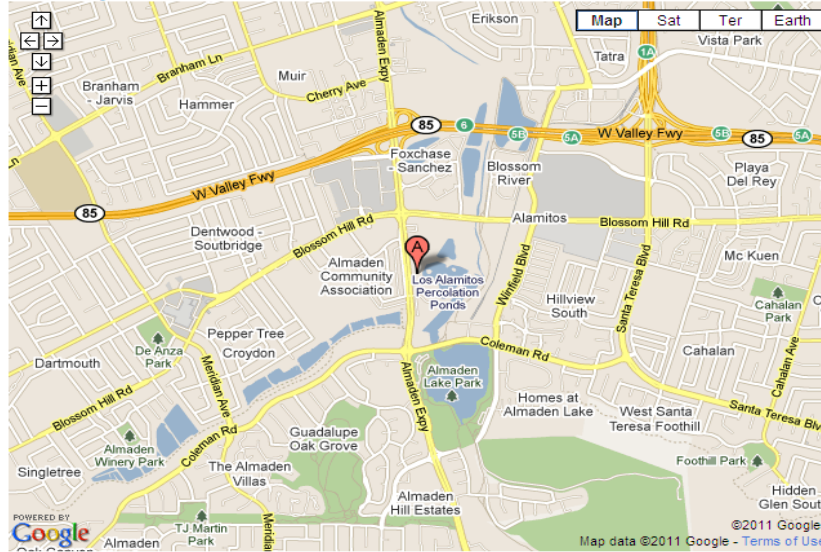
The meeting of the Diversity and Inclusion Ad Hoc Committee is to be held on **Wednesday, July 11, 2018, at 12:00 p.m.** in the Headquarters Building Board Conference Room A124 located at the Santa Clara Valley Water District, 5700 Almaden Expressway, San Jose, California.

Enclosed are the meeting agenda and corresponding materials. Please bring this packet with you to the meeting.

Enclosures



**Santa Clara Valley Water District - Headquarters Building,
5700 Almaden Expressway, San Jose, CA 95118**



From Oakland:

- Take 880 South to 85 South
- Take 85 South to Almaden Expressway exit
- Turn left on Almaden Plaza Way
- Turn right (south) on Almaden Expressway
- At Via Monte (third traffic light), make a U-turn
- Proceed north on Almaden Expressway approximately 1,000 feet
- Turn right (east) into the campus entrance

From Morgan Hill/Gilroy:

- Take 101 North to 85 North
- Take 85 North to Almaden Expressway exit
- Turn left on Almaden Expressway
- Cross Blossom Hill Road
- At Via Monte (third traffic light), make a U-turn
- Proceed north on Almaden Expressway approximately 1,000 feet
- Turn right (east) into the campus entrance

From Sunnyvale:

- Take Highway 87 South to 85 North
- Take Highway 85 North to Almaden Expressway exit
- Turn left on Almaden Expressway
- At Via Monte (third traffic light), make a U-turn
- Proceed north on Almaden Expressway approximately 1,000 feet
- Turn right (east) into the campus entrance

From San Francisco:

- Take 280 South to Highway 85 South
- Take Highway 85 South to Almaden Expressway exit
- Turn left on Almaden Plaza Way
- Turn right (south) on Almaden Expressway
- At Via Monte (third traffic light), make a U-turn
- Proceed north on Almaden Expressway approximately 1,000 feet
- Turn right (east) into the campus entrance

From Downtown San Jose:

- Take Highway 87 - Guadalupe Expressway South
- Exit on Santa Teresa Blvd.
- Turn right on Blossom Hill Road
- Turn left at Almaden Expressway
- At Via Monte (first traffic light), make a U-turn
- Proceed north on Almaden Expressway approximately 1,000 feet
- Turn right (east) into the campus entrance

From Walnut Creek, Concord and East Bay areas:

- Take 680 South to 280 North
- Exit Highway 87-Guadalupe Expressway South
- Exit on Santa Teresa Blvd.
- Turn right on Blossom Hill Road
- Turn left at Almaden Expressway
- At Via Monte (third traffic light), make a U-turn
- Proceed north on Almaden Expressway approximately 1,000 feet
- Turn right (east) into the campus entrance



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

Headquarters Building Board Conference Room A124
5700 Almaden Expressway
San Jose CA 95118

REGULAR MEETING AGENDA

Wednesday, July 11, 2018
12:00 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

All public records relating to an 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 for public inspection at the Office of the Clerk of the Board at the Santa Clara Valley Water District Headquarters Building, 5700 Almaden Expressway, San Jose, CA 95118, at the same time that the public records are distributed or made available to the legislative body. Santa Clara Valley Water District will make reasonable efforts to accommodate persons with disabilities wishing to attend Board of Directors' 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**

Wednesday, July 11, 2018

12:00 PM

HQ Board Conference Room A124

1.1. Roll Call.

2. Time Open for Public Comment on any Item not on the Agenda.

Notice to the public: This item is reserved for persons desiring to address the Committee on any matter not on this agenda. Members of the public who wish to address the Committee on any item not listed on the agenda should complete a Speaker Form and present it to the Committee Clerk. The Committee Chair will call individuals in turn. Speakers comments should be limited to two 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 Minutes.

18-0487

Recommendation: Approve the May 29, 2018, Meeting Minutes.

Manager: Michele King, 408-630-2711

Attachments: Attachment 1: 052918 Div Incl Ad Hoc DRAFT Mins

Est. Staff Time: 5 Minutes

4. ACTION ITEMS:

4.1. Emerging Leaders Diversity & Inclusion Master Plan Assessment
Capstone Project.

[18-0488](#)

Recommendation: Receive Information and Provide Comments on the Emerging Leaders Diversity & Inclusion Master Plan Assessment Capstone Project.

Manager: Anil Comelo, 408-630-2470

Attachments: [Attachment 1: DI Project Plan FINAL](#)

[Attachment 2: DI PowerPoint 06.18.18](#)

Est. Staff Time: 45 Minutes

- 4.2. Review Diversity and Inclusion Ad Hoc Committee Work Plan, the Outcomes of Board Action of Committee Requests; and the Committee's Next Meeting Agenda.

[18-0528](#)

Recommendation: Review the Committee work plan to guide the Committee's discussions regarding policy alternatives and implications for Board deliberation.

Manager: Michele King, 408-630-2711

Attachments: [Attachment 1: Work Plan](#)

[Attachment 2: D & I Ad Hoc Comm 081318 DRAFT Agenda](#)

Est. Staff Time: 5 Minutes

5. 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.

6. ADJOURN:

- 6.1. Adjourn to Regular Meeting at 12:00 p.m., on August 13, 2018, in the Santa Clara Valley Water District Headquarters Building Boardroom, 5700 Almaden Expressway, San Jose, California.

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File No.: 18-0487

Agenda Date: 7/11/2018
Item No.: 3.1.

COMMITTEE AGENDA MEMORANDUM

Diversity & Inclusion Ad Hoc Committee

SUBJECT:

Approval of Minutes.

RECOMMENDATION:

Approve the May 29, 2018, Meeting Minutes.

SUMMARY:

A summary of Committee discussions, and details of all actions taken by the Committee, during all open and public Committee meetings, is transcribed and submitted for review and approval.

Upon Committee approval, minutes transcripts are finalized and entered into the District's historical records archives and serve as historical records of the Committee's meetings.

ATTACHMENTS:

Attachment 1: 052918 Draft Meeting Minutes.

UNCLASSIFIED MANAGER:

Michele King, 408-630-2711

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DIVERSITY AND INCLUSION AD HOC COMMITTEE MEETING

DRAFT MINUTES

**TUESDAY, MAY 29, 2018
12:00 PM**

(Paragraph numbers coincide with agenda item numbers)

A meeting of the Diversity and Inclusion Ad Hoc Committee (Committee) was held on May 29, 2018, at the District Headquarters Building Conference Room A143, 5700 Almaden Expressway, San Jose, California.

1. CALL TO ORDER/ROLL CALL

A meeting of the Santa Clara Valley Water District Diversity and Inclusion Ad Hoc Committee was called to order by Chair Tony Estremera at 12:05 p.m.

Board Members in attendance were: Director Tony Estremera-District 6, Director Nai Hsueh-District 5, and Director John L. Varela-District 1.

Staff members in attendance were: Salam Baqleh, Wade Blackard, Glenna Brambill, Anil Comelo, Michelle Critchlow, Angelica Cruz, Amy Fonseca, Brian Hopper, Cody Houston, Janice Lum, and Meda Okelo.

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

There was no one who wished to speak.

3. APPROVAL OF MINUTES

3.1 Approval of Minutes

It was moved by Director Nai Hsueh, seconded by Director John L. Varela and unanimously carried to approve the minutes of the April 23, 2018, Diversity and Inclusion Ad Hoc Committee meeting, as presented.

4. ACTION/DISCUSSION ITEMS

4.1 DIVERSITY AND INCLUSION AD HOC COMMITTEE SCOPE OF WORK (WORK PLAN)

Mr. Anil Comelo reviewed the materials as outlined in the agenda items.

No action taken.

4.2 DIVERSITY OF INTERVIEW PANELISTS

Ms. Angelica Cruz reviewed the materials as outlined in the agenda items.

Directors Nai Hsueh, John L. Varela and Tony Estremera (The Committee) had questions regarding panels being diverse, how recruiting is conducted and are the applicants reflective of the diverse communities represented by the Directors. They want to make sure that there is a fair and equitable process that will allow applicants an opportunity to apply for Water District jobs. They would like staff to explore ways in making the panels more diverse and to increase the number of panelists.

The Committee also asked staff to have the Diversity and Inclusion Program be involved from beginning to end of the process to ensure diversity at every step.

No action taken.

4.3 NEPOTISM POLICY

Mr. Anil Comelo reviewed the materials as outlined in the agenda items.

Mr. Brian Hopper gave examples of how the policy works regarding relatives and partners.

Ms. Angelica Cruz was available to answer questions.

The Committee wants to ensure the policy is tightened so there is no perception of relatives receiving preferential treatment for permanent/temporary employees or contractors.

No action taken.

4.4 EMERGING LEADERS DIVERSITY & INCLUSION CAPSTONE PROJECT

Mr. Wade Blackard, Ms. Amy Fonseca and Mr. Cody Houston reviewed the materials as outlined in the agenda items.

The Committee would like the Board to receive more reports on projects and outcomes on a consistent basis. Also asked to receive reports on how the emerging leaders are reaching outside agencies and what information they are obtaining.

No action taken.

4.5 NEXT MEETING SCHEDULE AND NEXT STEPS

The Committee discussed the next scheduled meeting and chose to meet Wednesday, July 11, 2018, at 12:00 p.m., and Monday, August 13, 2018, at 12:00 p.m.

5. CLERK REVIEW AND CLARIFICATION OF COMMITTEE REQUESTS AND RECOMMENDATIONS

Ms. Glenna Brambill, Board Committee Liaison reported no action items.

6. ADJOURNMENT

Chair Director Tony Estremera adjourned the meeting at 1:34 p.m. to the next regularly scheduled meeting on Wednesday, July 11, 2018, at 12:00 p.m. in the Santa Clara Valley Water District Headquarters Building Boardroom.

Glenna Brambill
Board Committee Liaison
Office of the Clerk of the Board

Approved:

File No.: 18-0488

Agenda Date: 7/11/2018

Item No.: 4.1.

COMMITTEE AGENDA MEMORANDUM

Diversity & Inclusion Ad Hoc Committee

SUBJECT:

Emerging Leaders Diversity & Inclusion Master Plan Assessment Capstone Project.

RECOMMENDATION:

Receive Information and Provide Comments on the Emerging Leaders Diversity & Inclusion Master Plan Assessment Capstone Project.

SUMMARY:

Background

The Emerging Leaders Certification Program (ELCP) is a rigorous, year-long program that requires a minimum of 200 hours to graduate. The curriculum includes live-training, outside project work, coaching and/or supervision of District employee(s), panel presentations, and Capstone Projects, which are meaningful, real-life District projects completed in smaller teams. The ELCP is designed for employees striving to be Supervisors or Unit Managers, and ELCP graduates will earn two years of supervisory experience.

Diversity & Inclusion Master Plan Assessment Capstone Project

This year, four ELCP participants are working on a Capstone Project to evaluate the Diversity & Inclusion (D&I) Master Plan at the District. The purpose of the D&I Master Plan Assessment Capstone Project is to assess the effectiveness of the D&I Master Plan/Program activities since the 2011 Leading Edge management audit; and make recommendations based on the benchmarking of industry best practices and feedback from internal stakeholders. The Capstone Project team includes Amy Fonseca, Wade Blackard, Kristen Yasukawa and Cody Houston, with oversight from Norma Camacho and Anil Comelo, the project executive sponsors.

Since beginning the Capstone Project in March 2018, the project team conducted interviews with internal (District) stakeholders to collect feedback on the District's D&I Program, as well as collected information on industry best practices from external (public and private outside agencies) stakeholders.

Next Steps

The Capstone Project team will develop a report including narrative of the stakeholder interviews and findings, and an assessment table of a list of the D&I Master Plan/Program activities with

corresponding findings and recommendations. The Capstone Project team will present the final report and highlight key recommendations to the ELCP executive sponsors on September 13, 2018.

ATTACHMENTS:

Attachment 1: Project Plan

Attachment 2: PowerPoint

UNCLASSIFIED MANAGER:

Anil Comelo, 408-630-2470

Emerging Leaders Certification Program
Capstone Project: Diversity & Inclusion Master Plan Assessment

Project Plan

Project Team: Wade Blackard, Amy Fonseca, Cody Houston, Kristen Yasukawa

Project Dates: March 1, 2018 through September 13, 2018

Purpose

The purpose of this project is to assess the effectiveness of the Diversity & Inclusion (D&I) Master Plan/Program activities since the 2011 Leading Edge management audit; and make recommendations based on the benchmarking of industry best practices and feedback from internal stakeholders.

Description

The 2011 Leading Edge management audit provides insight into improvements that the District could make in its D&I efforts. The current D&I Master Plan reflects goals that could be implemented based upon these recommendations. This project will assess not only the completion of targeted tasks, but effectiveness where possible.

The project team will conduct interviews with internal stakeholders to gather data, and research outside agencies/companies to benchmark District D&I practices with industry best practices and progressive programs. This information will provide insight into the possible D&I goals that could be implemented at the District and will be used to develop results-oriented recommendations.

Assumptions

- Avoid using quotas as a measurement of program effectiveness.
- Recommendations will be considered for implementation.

Communication Plan

- Sponsors: Meet a minimum of three times during the project for kick off (March), preliminary findings (May), and final draft report (July). Communicate as needed via email.
- D&I Ad Hoc Committee: Attend committee meetings as they occur during the project to gather information and present findings.
- Internal stakeholders: Gather information (email, interview, etc.) and share the final report and recommendations at the end of the project.
- External agencies/companies: Gather information on industry best practices and progressive programs research, and share this information at the end of the project.

Deliverables

The project team will develop all deliverables with the input from the sponsors.

1. Report: Narrative of the data gathering process and findings.
2. Assessment Table: Listing the D&I Master Plan/Program activities with corresponding findings and recommendations (sample format: the Safe, Clean Water Independent Monitoring Committee recommendations report table).
3. Presentation: Visual aid summarizing the report, assessment table and highlighting the key recommendations.

Emerging Leaders Certification Program
2018 Capstone Project

Diversity & Inclusion Master Plan Assessment

Project Update

D&I Ad Hoc Committee
July 11, 2018

Project Overview

- Assess the effectiveness of the D&I Master Plan/Program activities since the 2011 Leading Edge management audit.
- Make recommendations based on the benchmarking of industry best practices and feedback from internal stakeholders.

Stakeholder Interviews

- Internal stakeholders



Stakeholder Interviews

- External stakeholders



General Themes

Opportunities to:

- Define roles and responsibilities for D&I staff, ERG leaders, management, etc.
- Establish clear work plans and accountability for all staff involved in D&I related efforts.
- Identify clear metrics to evaluate the effectiveness of the D&I Program and related efforts.
- Improve communication of the D&I Program and activities, including D&I training for staff.
- Use ERGs to collaborate with community organizations for recruitment and professional development.

Next Steps

- Develop a report including narrative of the stakeholder interviews and findings.
- Develop an assessment table of a list of the D&I Master Plan/Program activities with corresponding findings and recommendations.
- Present the final report to the ELCP executive sponsors on September 13, 2018.

Questions?

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File No.: 18-0528

Agenda Date: 7/11/2018

Item No.: 4.2.

COMMITTEE AGENDA MEMORANDUM

Diversity & Inclusion Ad Hoc Committee

SUBJECT:

Review Diversity and Inclusion Ad Hoc Committee Work Plan, the Outcomes of Board Action of Committee Requests; and the Committee's Next Meeting Agenda.

RECOMMENDATION:

Review the Committee work plan to guide the Committee's discussions regarding policy alternatives and implications for Board deliberation.

SUMMARY:

The attached Work Plan outlines the Board-approved topics for discussion to be able to prepare policy alternatives and implications for Board deliberation. The work plan is agendaized at each meeting as accomplishments are updated and to review additional work plan assignments by the Board.

BACKGROUND:

Governance Process Policy-8:

The District Act provides for the creation of advisory boards, committees, or committees by resolution to serve at the pleasure of the Board.

Accordingly, the Board has established Advisory Committees, which bring respective expertise and community interest, to advise the Board, when requested, in a capacity as defined: prepare Board policy alternatives and provide comment on activities in the implementation of the District's mission for Board consideration. In keeping with the Board's broader focus, Advisory Committees will not direct the implementation of District programs and projects, other than to receive information and provide comment.

Further, in accordance with Governance Process Policy-3, when requested by the Board, the Advisory Committees may help the Board produce the link between the District and the public through information sharing to the communities they represent.

ATTACHMENTS:

File No.: 18-0528

Agenda Date: 7/11/2018
Item No.: 4.2.

Attachment 1: Diversity and Inclusion Ad Hoc Committee 2018 Work Plan

Attachment 2: Diversity and Inclusion Ad Hoc Committee August 13, 2018 Draft
Agenda

UNCLASSIFIED MANAGER:

Michele King, 408-630-2711

2018 Scope of Work (Work Plan): Diversity and Inclusion Ad Hoc Committee

Update: June 2018

GP8. Accordingly, the Board has established Advisory Committees, which bring respective expertise and community interest, to advise the Board, when requested, in a capacity as defined: prepare Board policy alternatives and provide comment on activities in the implementation of the District's mission for Board consideration. In keeping with the Board's broader focus, Advisory Committees will not direct the implementation of District programs and projects, other than to receive information and provide comment.

The annual work plan establishes a framework for committee discussion and action during the annual meeting schedule. The committee work plan is a dynamic document, subject to change as external and internal issues impacting the District occur and are recommended for committee discussion. Subsequently, an annual committee accomplishments report is developed based on the work plan and presented to the District Board of Directors.

ITEM	WORK PLAN ITEM	MEETING	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
1	Elect Chair and Vice Chair	4-23-18	Elect Chair and Vice Chair	Accomplished April 23, 2018: The Committee elected Director Tony Estremera as the Chair for 2018 and Director Nai Hsueh as the Vice Chair for 2018.
2	Committee Workplan Development	4-23-18	Develop Committee work plan to guide the Committee's discussions regarding the Diversity & Inclusion Program at the District. (Action)	Accomplished April 23, 2018: The Committee discussed developing the Committee's work plan to guide the Committee's discussions regarding the Diversity & Inclusion Program at the District. and would like to see the following incorporated: <ul style="list-style-type: none"> • Lacking report on performance, • Looking at best practices, • Benchmarking the Diversity and Inclusion program, • Investing in education in equipping the future workforce.

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

Attachment 1

Page 1 of 4

2018 Scope of Work (Work Plan): Diversity and Inclusion Ad Hoc Committee

Update: June 2018

ITEM	WORK PLAN ITEM	MEETING	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
3	The Leading Edge 2011 Santa Clara Valley Water District Audit of Diversity and Inclusion Program	4-23-18	Review audit recommendations. <i>(Information)</i>	Accomplished April 23, 2018: The Committee reviewed the audit recommendations of the Leading Edge 2011 Santa Clara Valley Water District Audit of Diversity and Inclusion Program and took no action.
4	2015-2019 Diversity and Inclusion Master Plan	4-23-18	Review Master Plan Goals, Strategies, and Tactics and tracking matrix. <i>(Information)</i>	Accomplished April 23, 2018: The Committee reviewed the Master Plan's Goals, Strategies, and Tactics and tracking matrix and had the following concerns: 1. Review District's Recruitment and Selection Policy in general and with special emphasis on Interview Panel process and prevention of nepotism. 2. To address the Board's concern of potential Conflict of Interest issue, the Committee will review District's practices and policies for avoiding the issue and protection for employees. 3. To address the Board's concern of lacking meaningful reports to understand the effectiveness of District's D&I Program, the Committee will study and propose effective tools, including reports, benchmark data, and performance measures for the Board's consideration. 4. To address the Board's desire for a more robust education program, the Committee will study and propose an expanded education and internship programs that possibly could include economic/social considerations.

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

Attachment 1
Page 2 of 4

2018 Scope of Work (Work Plan): Diversity and Inclusion Ad Hoc Committee

Update: June 2018

ITEM	WORK PLAN ITEM	MEETING	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
5	Identify Focus Areas and Timeline	4-23-18	Begin discussion on potential focus areas and timelines for the Committee. (Action)	Accomplished April 23, 2018: The Committee discussed potential focus areas and timelines for the Committee and are noticed in the 2015-2019 Diversity and Inclusion Master Plan section.
6	Review of 2018 Diversity and Inclusion Ad Hoc Committee Scope of Work (Work Plan)	5-29-18	Review Diversity and Inclusion Ad Hoc Committee Scope of Work (Work Plan) approved by the Board on May 22, 2018. (Action)	Accomplished May 29, 2018: The Committee reviewed 2018 Diversity and Inclusion Ad Hoc Committee Scope of Work (Work Plan).
7	Emerging Leaders Diversity & Inclusion Capstone Project	5-29-18 7-11-18	Provide Ad Hoc Committee Information on the Emerging Leaders Diversity & Inclusion Capstone Project. (Information)	Accomplished May 29, 2018: The Committee was provided information on the Emerging Leaders Diversity and Inclusion Capstone Project and took no action.
8	Review the District's recruitment process with a specific emphasis on diversity of interview panelists	5-29-18 8-13-18	Provide Ad Hoc Committee Information on the Diversity of Interview Panelists and Review Data. (Information)	Accomplished May 29, 2018: The Committee reviewed the District's recruitment process with a specific emphasis on diversity of interview panelists and took no action.
9	Nepotism Policy Review nepotism and conflict of interest policies and practices, and consider enhancements	5-29-18 8-13-18	Provide Ad Hoc Committee Information on the District's Nepotism Policy and Data on Relatives at the District. Review nepotism and conflict of interest policies and practices, and consider enhancements. (Action)	Accomplished May 29, 2018: The Committee was provided information on the District's Nepotism Policy and Data on Relatives at the District. Reviewed nepotism and conflict of interest policies and practices, and consider enhancements and took no action.

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

Attachment 1
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2018 Scope of Work (Work Plan): Diversity and Inclusion Ad Hoc Committee

Update: June 2018

ITEM	WORK PLAN ITEM	MEETING	INTENDED OUTCOME(S) (Action or Information Only)	ACCOMPLISHMENT DATE AND OUTCOME
10	Review of Diversity and Inclusion Ad Hoc Committee Work Plan, the Outcomes of Board Action of Committee Requests and the Committee's Next Meeting Agenda	7-11-18 8-13-18	<ul style="list-style-type: none"> Receive and review the 2018 Committee work plan. (Action) Submit requests to the Board, as appropriate. 	
11	Address the Board's concern of the lack of meaningful reports to understand the effectiveness of District's D&I Program by studying and recommending for the Board's consideration effective tools, including reports, benchmark data, and performance measures	8-13-18	<ul style="list-style-type: none"> Address the Board's concern of the lack of meaningful reports to understand the effectiveness of District's D&I Program by studying and recommending for the Board's consideration effective tools, including reports, benchmark data, and performance measures. (Action) Submit requests to the Board, as appropriate. 	
12	Evaluate options for more robust internship programs	September 2018	<ul style="list-style-type: none"> Evaluate options for more robust internship programs. (Action) Submit requests to the Board, as appropriate. 	

Yellow = Update Since Last Meeting

Blue = Action taken by the Board of Directors

Attachment 1
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DRAFT AGENDA

DIVERSITY AND INCLUSION AD HOC COMMITTEE

MONDAY, AUGUST 13, 2018

12:00 p.m.

**Santa Clara Valley Water District
 Headquarters Building Boardroom
 5700 Almaden Expressway
 San Jose, CA 95118**

<p>Time Certain 12:00 p.m.</p>	<p>1. <u>Call to Order/Roll Call</u></p>
	<p>2. <u>Time Open for Public Comment on Any Item Not on the Agenda</u> <i>Comments should be limited to two minutes. If the Committee wishes to discuss a subject raised by the speaker, it can request placement on a future agenda.</i></p>
	<p>3. <u>Approval of Minutes</u> 3.1 Approval of Minutes – July 11, 2018, meeting</p>
	<p>4. <u>Action/Discussion Items</u></p> <p>4.1 Address the Board’s Concern of The Lack of Meaningful Reports to Understand the Effectiveness of District’s D&I Program By Studying And Recommending for the Board’s Consideration Effective Tools, Including Reports, Benchmark Data, and Performance Measures (Salam Baqleh) Recommendation: This is a discussion item and the Committee may provide comments, however, no action is required.</p> <p>4.2 Nepotism Policy - Review nepotism and conflict of interest policies and practices, and consider enhancements (Anil Comelo) Recommendation: Provide Ad Hoc Committee Information on the District’s Nepotism Policy - Review nepotism and conflict of interest policies and practices, and consider enhancements. This is a discussion item and the Committee may provide comments, however, no action is required.</p> <p>4.3 Diversity and Inclusion Program and the Recruiting Process (Angelica Cruz) Recommendation: This is a discussion item and the Committee may provide comments, however, no action is required.</p> <p>4.4 Review Diversity and Inclusion Ad Hoc Committee Work Plan, the Outcomes of Board Action of Committee Requests and the Committee’s Next Meeting Agenda (Committee Chair) Recommendation: Review the Committee work plan to guide the committee’s discussions regarding policy alternatives and implications for Board deliberation.’</p>
	<p>5. <u>Clerk Review and Clarification of Committee Requests and Recommendations</u> <i>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 discussion of Item 4.</i></p>

	6.	<u>Adjourn:</u> Adjourn to next regularly scheduled meeting at 12:00 p.m., August 13, 2018 , in the Headquarters Building Boardroom, 5700 Almaden Expressway, San Jose, CA 95118

REASONABLE EFFORTS TO ACCOMMODATE PERSONS WITH DISABILITIES WISHING TO ATTEND COMMITTEE MEETINGS WILL BE MADE. PLEASE ADVISE THE CLERK OF THE BOARD OFFICE OF ANY SPECIAL NEEDS BY CALLING (408) 630-2277.

Meetings of this committee will be conducted in compliance with all Brown Act requirements. 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 for public inspection at the same time that the public records are distributed or made available to the legislative body, at the following location:

Santa Clara Valley Water District, Office of the Clerk of the Board
5700 Almaden Expressway, San Jose, CA 95118

DIVERSITY AND INCLUSION AD HOC COMMITTEE

Purpose: The Diversity and Inclusion Ad Hoc Committee was established to work on Board and Director identified issues