



DIVERSITY AND INCLUSION AD HOC COMMITTEE MEETING

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: 7-11-18