



DIVERSITY AND INCLUSION AD HOC COMMITTEE MEETING

MINUTES

**MONDAY, APRIL 23, 2018
11:30 AM**

(Paragraph numbers coincide with agenda item numbers)

A meeting of the Diversity and Inclusion Ad Hoc Committee (Committee) was held on April 23, 2018, in the Headquarters Building Boardroom at the Santa Clara Valley Water District (SCVWD), 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 at 11:33 a.m. on April 23, 2018, at the District Headquarters Building Boardroom, 5700 Almaden Expressway, San Jose, California.

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, Michael Baratz, Glenna Brambill, Samantha Buglewicz, Anil Comelo, Janice Lum, Ngoc Nguyen and Meda Okelo.

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

There was no one who wished to speak.

3. ELECT CHAIR AND VICE CHAIR

It was moved by Director John L. Varela, seconded by Director Nai Hsueh and unanimously carried, to approve Director Tony Estremera as the Committee's Chair and Director Nai Hsueh as the Committee's Vice Chair.

Attendees introduced themselves and areas worked at the District.

4. **ACTION/DISCUSSION ITEMS**

4.1 COMMITTEE WORKPLAN DEVELOPMENT

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

Chair Estremera gave an overview of the Board's expectations for this Committee. Vice Chair Hsueh discussed the issues stemming from the Board's Strategy meeting in October 2017 regarding Diversity and Inclusion; 1. Lacking report on performance, 2. Looking at best practices, 3. Benchmarking the Diversity and Inclusion program, 4. investing in education in equipping the future workforce. Director John L. Varela spoke on the District's workforce resembling the constituents represented by the Directors.

No action taken.

4.2 THE LEADING EDGE 2011 SANTA CLARA VALLEY WATER DISTRICT AUDIT OF DIVERSITY AND INCLUSION PROGRAM

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

No action taken.

4.3 2015-2019 DIVERSITY AND INCLUSION MASTER PLAN

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

Vice Chair Hsueh helped summarize the Committee's proposed scope (work plan). The scope is based on concerns expressed by the Board at its October 2017 Strategic Planning Session and other concerns captured by the Committee Members.

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.

4.4 IDENTIFY FOCUS AREAS AND TIMELINE

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

The Chair noted that the areas of focus have been summarized in agenda item #4.3.

No action taken.

4.5 NEXT MEETING SCHEDULE AND NEXT STEPS

The Committee discussed the next scheduled meeting and chose to meet Tuesday, May 29, 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 1:03 p.m. to the next regularly scheduled meeting on Tuesday, May 29, 2018, at 12:00 p.m., in the Santa Clara Valley Water District Headquarters Building.

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

Approved: 5-29-18