

minutes 0-217

AGENDA MEMORANDUM

Civil Grand Jury Final Report—Implementation of
AGENDA DATE 9/26/00 NAME Equal Opportunity/Nondiscrimination Program Plan ITEM NO. 5

ZONE PROJECT NO. GROUP Business Resources Division MANAGER O. Martin Steele x2326

SUBJECT: Response to 1999-2000 Santa Clara County Civil Grand Jury Final Report, Implementation of Equal Opportunity/Nondiscrimination Program Plan.

RECOMMENDATIONS:

That the District Board authorize Chairman Zlotnick to sign the letter responding to the presiding judge (Attachment 1).

RATIONALE:

Penal Code Section 933 (c) requires that the Board, as the governing body, respond to the presiding judge on the subject report (Attachment 3) by October 5, 2000. In as much as the Board has delegated the Equal Opportunity/Nondiscrimination Program Plan to the Chief Executive Officer/General Manager (CEO/GM), the Board is advised to transmit the CEO/GM's response to the report via the attached proposed letter to the presiding judge.

SUMMARY:

The final grand jury report was presented to the Board at its July 18 meeting. The report concluded, among other things, that "the District has sufficiently acknowledged the elements presented in the allegations made to this body and has demonstrated appropriate efforts as reflected in the Plan to remedy the problems of discrimination, harassment and arbitrary personnel practices." The report also presented four recommendations as reflected on page 5 of Attachment 3. The CEO/GM's response to the Grand Jury (Attachment 2) indicates the District's commitment to make the improvements recommended.

FINANCIAL IMPACT:

The Equal Employment Opportunity Unit budget contains sufficient funds to implement the recommendations.

APPROVED

September 26, 2000

The Honorable Jack Komar, Presiding Judge
Santa Clara County Superior Court
191 North First Street
San Jose, CA 95113

PROPOSED REPLY

Honorable Judge Komar:

The Santa Clara Valley Water District Board of Directors (Board) welcomes this opportunity to comment to you on the findings and recommendations of the Santa Clara County Civil Grand Jury Final Report, *Investigation of the Santa Clara Water District's Implementation of Equal Opportunities/Nondiscrimination Program Plan*. Under our Board policies and executive limitations, the Equal Opportunity Nondiscrimination Program Plan and the policies and procedures incorporated therein are delegated to the Chief Executive Officer/General Manager (CEO/GM). We have directed the CEO/GM to respond to the specifics of the referenced report. The CEO/GM has responded, and the Board hereby submits that response.

Please contact Mr. Stanley M. Williams, CEO/GM, or Mr. Edward O. Willis, Chief Administrative Officer, at the above address and telephone if we can provide additional information or be of further assistance.

Sincerely,

ORIGINAL SIGNED BY

Gregory A. Zlotnick
Chair/Board of Directors

cc: Irvine Alne, Foreperson
1999-2000 Civil Grand Jury
Superior Court Building
191 North First Street
San Jose, CA 95113

Office of the County Clerk Recorder
County of Santa Clara
County Government Center, E Wing
70 West Hedding Street
San Jose, CA 95110

Board of Directors (7), S. Williams, E. Willis, L. Keller, File

MM:gs:0921g

ATTACHMENT 1

APPROVED
SEP 26 2000



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STANLEY M. WILLIAMS
CEO/GENERAL MANAGER
LAUREN L. KELLER
CLERK OF THE BOARD

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September 26, 2000

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191 North First Street
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Dear Judge Komar:

Thank you for the Grand Jury report, Investigation of the Santa Clara Valley Water District (District) Implementation of Equal Opportunity/Nondiscrimination Program Plan (Plan). We have carefully studied the report and are committed to making the improvements recommended. Following in the order presented in the report are the District's responses to the verbatim recommendations:

1. **Continue to make quarterly reports on the progress and goals on its Plan and publish annual updated plans and disseminate them to the Board of Supervisors, District staff, job candidates, and the District Web Site, which are reviewed and signed by the General Manager.**
 - The Chief Executive Officer/General Manager (CEO/General Manager) submits to the Board of Directors (Board) a quarterly monitoring report on Equal Employment Opportunity, Discrimination/Harassment Prevention and Diversity. Among other things, this report contains a status report on hiring. For the fiscal year 2000-2001, the first quarter report for the period ending September 30 is scheduled to be presented to the Board at its October 17, 2000 meeting. As a general rule, quarterly reports are submitted to the Board the month following the end of the quarter being reported.
 - The Plan has been updated and will be provided to the Board by the CEO/General Manager as an informational item and thereafter to the Santa Clara County Board of Supervisors. The Plan will be submitted to the Board on October 17, 2000, the same day the first quarter monitoring report is submitted.
 - The updated Plan will be posted on the Intranet. In addition, a copy of the Plan is available for viewing at the District Headquarters reception lobby. The Plan will be posted on the Intranet by November 15, 2000.
 - A Supervisor/Manager leadership-training academy is under development. The Plan will be a part of the mandatory curriculum. The academy is scheduled to begin during the month of November 2000. In the meantime, we continue to require mandatory training on Diversity and Sexual Harassment Prevention.

Judge Komar

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- The CEO/General Manager Bulletin will announce the updated Plan to all District employees during the month of December.
- Job announcements are posted on the District's Web Site. Information will be included to inform potential applicants of the Plan.

2. Develop a database management system to record, track, and report data on all complaints.

A log of all complaints is being maintained pending the development of an information management system to track and report data on complaints. The scheduled completion date for the information system is December 30, 2000.

3. Develop an assessment tool to determine the effectiveness of its mandatory training classes, "Harassment Prevention" and "Valuing Differences."

A tool to assess before and after knowledge on the subjects of diversity and valuing differences is under construction. The target date to implement the tool is October 5, 2000, in time for the next regularly scheduled training on October 11, 2000. The results will be evaluated and used to make improvements to future training.

4. Develop a comprehensive program that will engage staff at all levels and is aimed at promoting the goals, objectives, and ideals of the Plan. Particular focus should be given to such areas as conflict resolution, mentoring, employee liaison/advocacy, positive leadership modeling, and commensurate training and funding.

- As one way to demonstrate leadership and commitment to the Plan, diversity outreach and hiring performance measures have been developed at the organizational level. In the next round of planning, performance measures will be set at the Unit Manager level. The estimated time frame is the latter part of the year.
- An Equal Opportunity Advisory Committee is being formed to advise our Chief Administrative Officer on methods and strategies for improving diversity in hiring and procuring services from the business community. We hope to have the committee in place by the end of the year.
- The District's Equal Employment Opportunity Unit has an established budget for the Equal Opportunity/Nondiscrimination Program. Additionally, discretionary funding is available through a performance efficiency and accountability program which was established in the 2000/2001 budget under the authority of the CEO/General Manager. Should additional funding be needed to implement the recommendations above, funding is available for innovative Equal Opportunity/Nondiscrimination programs that promote the goals of the Plan.

Judge Komar

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- Conflict resolution, coaching and mentoring, and other related training will be incorporated into the above-referenced leadership training academy.
- A review of employee advocacy and liaison committees will be conducted by the District's Equal Employment Opportunity Unit Manager to evaluate their effectiveness. As part of this evaluation, similar programs in other jurisdictions will be studied prior to implementing strategies designed to address this recommendation. This process will take several months. The estimated completion of the process is June 2001.

The District is committed to continuing a program that values diversity and seeks to assure management decisions are free of discrimination or harassment. Further, we will pursue training and leadership approaches that serve to further diversity goals and to create an environment that reflects best practices in this important arena.

Please do not hesitate to contact me or Mr. Edward O. Willis, Chief Administrative Officer, at (408) 265-2600, if we can provide additional information or be of any further assistance.

Sincerely,

ORIGINAL SIGNED BY

Stanley M. Williams
CEO/General Manager

cc: Board of Directors (7), W. Wadlow, K. Whitlock, E. Willis, File

bcc: All Managers

MM:lbg:0921h



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ORIGINAL SIGNED BY

Stanley M. Williams
CEO/General Manager

cc: Board of Directors (7), W. Wadlow, K. Whitlock, E. Willis, File

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