

October 22, 2021

**MEETING NOTICE****SANTA CLARA VALLEY WATER DISTRICT  
DIVERSITY & INCLUSION AD HOC COMMITTEE**

## Members of the Diversity &amp; Inclusion Ad Hoc Committee:

Director Tony Estremera, District 6, Committee Chair  
Director Nai Hsueh, District 5, Committee Vice Chair  
Director John L. Varela, District 1

## Staff Support of the Diversity &amp; Inclusion Ad Hoc Committee:

Rick Callender, Esq., Chief Executive Officer  
Juan Carlos Orellana, District Counsel  
Brian Hopper, Esq., Sr. Assistant District Counsel  
Andrew Gschwind, Esq., Assistant District Counsel  
Michele King, Clerk of the Board  
Rachael Gibson, Chief of External Affairs  
Melanie Richardson, Chief Operating Officer Watersheds  
Sue Tippets, Chief Operating Officer Water Utility  
Tina Yoke, Chief Operating Officer, Administration  
Marta Lugo, Assistant Officer  
Ingrid Bella, Interim Human Resources Officer  
Laura Harbert, Acting Labor Relations Officer  
Angelica Arellano, Employment Services Manager  
Sherilyn Tran, Civic Engagement Manager  
Linda Nguyen, Senior Management Analyst  
Richard Nguyen, Management Analyst II  
Diahann Soleno, Administrative Assistant  
Natalie Dominguez, Assistant Deputy Clerk II

The regular meeting of the Santa Clara Valley Water District Diversity & Inclusion Ad Hoc Committee is scheduled to be held on **Thursday, October 28, 2021, at 2:00 p.m.** Join Zoom Meeting Link: <https://valleywater.zoom.us/j/93111833352>.

The meeting agenda and corresponding materials are located on our website:  
<https://www.valleywater.org/how-we-operate/committees/board-committees>.



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

Teleconference Zoom Meeting

## REGULAR MEETING AGENDA

Thursday, October 28, 2021  
2:00 PM

**District Mission: Provide Silicon Valley safe, clean water for a healthy life, environment and economy.**

**BOARD COMMITTEE MEMBERS:**

Committee Chair:  
Director Tony Estremera, District 6

Committee Vice Chair:  
Director Nai Hsueh, District 5

Director 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. 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.

**COMMITTEE LIAISON:**  
Marta Lugo

**COMMITTEE CLERK:**  
Natalie F. Dominguez, CMC  
Assistant Deputy Clerk II  
408-630-2659  
ndominguez@valleywater.org  
www.valleywater.org

**Note: The finalized Board Agenda, exception items and supplemental items will be posted prior to the meeting in accordance with the Brown Act.**

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

**REGULAR MEETING  
AGENDA**

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Thursday, October 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 and Santa Clara Valley Water District Resolution 21-85, adopted on September 28, 2021, in compliance with the provisions of AB361 (Rivas), that allows attendance by members of the Board of Directors, Board Committees, District staff, and the public to conduct and participate in meetings of the legislative bodies by teleconference, videoconference, or both.

In accordance with the requirements of Gov. Code Section 54954.3(a), members of the public wishing to address the Board/Committee at a video conferenced meeting, during public comment or on any item listed on the agenda, should use the “Raise Hand” tool located in the Zoom meeting link listed on the agenda, at the time the item is called. Speakers will be acknowledged by the Board Chair in the order requests are received and granted speaking access to address the Board.

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.

Under the Brown Act, members of the public are not required to provide identifying information in order to attend public meetings. Through the link below, the Zoom webinar program requests entry of a name and email address, and Valley Water is unable to modify this requirement. Members of the public not wishing to provide such identifying information are encouraged to enter "Anonymous" or some other reference under name and to enter a fictional email address (e.g., attendee@valleywater.org) in lieu of their actual address. Inputting such values will not impact your ability to access the meeting through Zoom.

**Join Zoom Meeting:**

<https://valleywater.zoom.us/j/93111833352>

**Meeting ID: 931 1183 3352**

**Join by Phone: 1 (669) 900-9128, 93111833352#**

**1. CALL TO ORDER:**

1.1. 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" tool 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. APPROVAL OF MINUTES:**

3.1. Approval of Diversity and Inclusion Ad Hoc Committee Meeting Minutes of [21-1184](#)  
July 22, 2021.

Recommendation: Approve the minutes.

Manager: Michele King, 408-630-2711

Attachments: [Attachment 1: 072221 D&I Ad Hoc Committee Minutes](#)

Est. Staff Time: 5 Minutes

**4. ACTION ITEMS:**

- 4.1. Receive a Quarterly Update on the Office of Racial Equity, Diversity and Inclusion Program Activities. [21-1141](#)  
 Recommendation: Receive information on the Office of Racial Equity, Diversity and Inclusion (REDI) program activities and progress.  
 Manager: Marta Lugo, 408-630-2234  
 Attachments: [Attachment 1: PowerPoint](#)  
 Est. Staff Time: 15 Minutes
- 4.2. Receive an update on the Employee Equity Assessment Report from the Office of Racial Equity, Diversity, and Inclusion (REDI). [21-1177](#)  
 Recommendation: Receive update on the Equity Assessment Report and accept the Report.  
 Manager: Marta Lugo, 408-630-2234  
 Attachments: [Attachment 1: PowerPoint](#)  
 Est. Staff Time: 15 Minutes
- 4.3. Receive Update on Human Resources Activities. [21-1191](#)  
 Recommendation: A. Receive an update on proposed expansion of recruitment, retention, internship and scholarships for disadvantaged students; and  
 B. Provide feedback and recommendations, as necessary.  
 Manager: Ingrid Bella, 408-630-3171  
 Attachments: [Attachment 1: PowerPoint](#)  
 Est. Staff Time: 15 Minutes
- 4.4. Review Diversity and Inclusion Ad Hoc Committee 2021 Work Plan and 2022 Work Plan and Meeting Schedule. [21-1186](#)  
 Recommendation: A. Review the 2021 Diversity and Inclusion Ad Hoc Committee Work Plan and confirm any items to be carried over to the 2022 Work Plan; and  
 B. Review the 2022 Diversity and Inclusion Ad Hoc Committee Work Plan and make adjustments as necessary.  
 C. Confirm the 2022 meeting schedule.  
 Manager: Michele King, 408-2630-2711  
 Attachments: [Attachment 1: 2021 D&I Ad Hoc Committee Work Plan](#)  
[Attachment 2: 2022 D&I Ad Hoc Committee Work Plan](#)  
 Est. Staff Time: 10 Minutes

**5. INFORMATION ITEMS:**

**6. 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.*

**7. ADJOURN:**

7.1. Adjourn to Regular Meeting at 2:00 p.m., on January 27, 2022, to be called to order in compliance with the Brown Act as currently in effect and Santa Clara Valley Water District Resolution 21-85, adopted on September 28, 2021, in compliance with the provisions of AB361 (Rivas).





# Santa Clara Valley Water District

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**File No.:** 21-1184

**Agenda Date:** 10/28/2021  
**Item No.:** 3.1.

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## COMMITTEE AGENDA MEMORANDUM

### Diversity & Inclusion Ad Hoc Committee

**SUBJECT:**

Approval of Diversity and Inclusion Ad Hoc Committee Meeting Minutes of July 22, 2021.

**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: 072221 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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**THURSDAY, July 22, 2021**

**2:00 PM**

(Paragraph numbers coincide with agenda item numbers)

**1. ROLL CALL.**

A regular teleconferenced meeting of the Santa Clara Valley Water District (Valley Water) Diversity and Inclusion Ad Hoc Committee (Committee) was called to order at 12:00 p.m. on July 22, 2021, via Zoom teleconference.

**1.1. Roll Call**

Committee members attending via Zoom teleconference: 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 via Zoom teleconference: I. Bella, M. Belmonte, C. Busick, J. Davalos, A. Doan, N. Dominguez, A. Gschwind, L. Hanchett, M. Harvey, C. Herrera, B. Hopper, G. Khanna, C. Kwok-Smith, C. Letts, M. Lugo, S. Mahad, B. Manchester, C. McCarthy, L. Nguyen, S. Seto and W. Whitlock.

**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 Diversity and Inclusion Ad Hoc Committee Meeting Minutes of April 22, 2021.**

Recommendation: Approve the minutes.

The Committee considered the attached minutes of the April 22, 2021 meeting. It was moved by Director Varela, seconded by Director Hsueh, and unanimously carried by roll call vote to approve the minutes as presented.

**4. ACTION ITEMS:**

4.1. Receive an Update on the Office of Racial Equity, Diversity and Inclusion Program Activities.

Recommendation: Receive information on the Office of Racial Equity, Diversity and Inclusion program activities and progress.

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 1 were reviewed by Mr. Warren Whitlock, Racial Equity and Diversity and Inclusion Manager.

Chairperson Estremera asked for and received an update on the status of the Equity Assessment Report, which staff anticipates may be available in October.

The Committee requested that Board members be scheduled to attend Unconscious Bias training.

Director Hsueh will continue working with Human Resources staff on the development of a program to recruit local disadvantaged students into college education study programs related to careers in water management.

The Committee requested to receive an update on pay equity analysis at the next meeting, October 2022.

4.2. Receive an Update on Human Resources Activities.

Recommendation: A. Receive an update on proposed expansion of recruitment, retention, internship and scholarships for disadvantaged students, and Long-Term, Master Staffing Plan; and  
B. Provide input and recommendations, as necessary.

Ms. Ingrid Bella, Interim Human Resources 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 Ms. Laurel Hanchett, Management Analyst II. Mr. Matthew Harvey, Senior Management Analyst, reported on efforts to develop a Long-Term, Master Staffing Plan, including conducting exploratory demos of software applications to assist in preparing staffing forecasts, which will be provided for the Committee's review at a future meeting.

Director Estremera asked for and received an explanation of Evergreen Community College's participation level.

It was moved by Director Varela to move the program forward and include as many school districts and community colleges as possible and support staff's program proposals. The motion failed due to the lack of a second.

Director Hsueh suggested the Committee consider receiving an update from staff regarding additional community college participation and then see if there is a need to modify the program.

The Committee requested to receive an update on expansion of education programs at the October meeting, to include an update on San Jose/Evergreen Community College District level of participation.

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

Recommendation: Review the 2021 Diversity and Inclusion Ad Hoc Committee Work Plan and make adjustments as necessary.

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

The Committee requested to following items be included in its work plan for October 2022:

- Update on REDI Office activities and progress
- Update on expansion of education programs
- Update on pay equity analysis
- Update on hiring and promotions

**5. INFORMATION ITEMS.**

None.

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

Ms. Natalie Dominguez, Assistant Deputy Clerk II, reviewed Committee request and recommendations as follows:

Item 4.1:

The Committee requested to be included in a future Unconscious Bias training session, and to receive a report on pay equity analysis at the October 28, 2021 meeting.

Item 4.2:

The Committee requested to receive an update on expansion of education programs at the October meeting, to include an update on San Jose/Evergreen Community College District level of participation.

Item 4.3:

The Committee requested to following items be included in its work plan for October 2022:

- Update on REDI Office activities and progress
- Update on expansion of education programs
- Update on pay equity analysis
- Update on hiring and promotions

**7. ADJOURN.**

Adjourn to Regular Meeting at 2:00 p.m., on July 22, 2021, 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.

Chairperson Estremera adjourned the meeting at 12:55 p.m., to the next meeting scheduled to occur on Thursday, October 28, 2021, 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.

Natalie F. Dominguez, CMC  
Assistant Deputy Clerk II

Approved:



# Santa Clara Valley Water District

**File No.:** 21-1141

**Agenda Date:** 10/28/2021  
**Item No.:** 4.1.

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## COMMITTEE AGENDA MEMORANDUM

### Diversity & Inclusion Ad Hoc Committee

**SUBJECT:**

Receive a Quarterly Update on the Office of Racial Equity, Diversity and Inclusion Program Activities.

**RECOMMENDATION:**

Receive information on the Office of Racial Equity, Diversity and Inclusion (REDI) program activities and progress.

**SUMMARY:**

Since the last Diversity and Inclusion (D&I) Ad Hoc Committee meeting on July 22, 2021, the Office of Racial Equity, Diversity, and Inclusion (REDI), has made additional progress in advancing equity, diversity and inclusion efforts, outlined in the resolution “Addressing Systemic Racism and Promoting Equity,” which was adopted by the Board of Directors on September 22, 2020.

Since the July 22, 2021 D&I Ad Hoc Committee meeting, REDI staff has accomplished the following:

- Conducted a Cultural Speaker Series in collaboration with the Association of Black Employees (ABE) Employee Resource Group (ERG) on August 5, 2021 entitled “Difficult conversations on racism, health, voting rights and how to be a good ally to the African American Community.” The event included a panel of four guest speakers and engaged 83 attendees
- Initiated work on Valley Water’s first Racial Equity, Diversity and Inclusion Strategic Master Plan development effort on October 18
- Completed review of Valley Water’s first employee equity assessment effort which will help inform the development of the Strategic Master Plan
- Hosted an all-employee Lunch & Learn session on Environmental Justice with Vernice Miller-Travis, Executive Vice President for Environmental and Social Justice at the Metropolitan Group on October 19 to educate and inform Valley Water’s workforce on these issues. Approximately 97 Valley Water staff attended this recorded session
- Collaborated with Human Resources to initiate a series of professional development trainings for managers and supervisors that explains unconscious bias and addresses methods of identification and managing its effects, on October 21
- Collaborated with the Organization for Latino Affairs (OLA) ERG to host REDI’s third cultural speakers’ panel on October 28. Speakers included: Dr. Carlos Sanchez from San Jose State University (SJSU); Dr. Ann Lopez from the Center for Farmworker Families; Robin Lopez from the Lawrence Berkeley National Lab. The panel was moderated by Esther Peralez-Dieckmann of Next Door Solutions

- Established an Environmental Justice workgroup comprised of Valley Water subject matter experts to help develop and institutionalize a consistent approach to Environmental Justice policies and protocols for advancing EJ within Valley Water.

These activities will continue to build upon the resolution and 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, 408-630-2234





# Valley Water

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

Presented By: Warren Whitlock  
Office of Racial Equity, Diversity & Inclusion (REDI)

# Office of REDI: Expanding Diversity, Equity & Inclusion efforts

## Efforts to advance DEI:

- Events
  - African American panel on August 5, 2021
  - Lunch & Learn with Environmental Justice Expert on October 19, 2021
  - Hispanic/Latinx panel on October 28, 2021
- DEI Training- unconscious bias
  - October 21 and December 8, 2021 for supervisors/managers
- Equity Assessment Report
- Strategic Master Plan efforts
- Advancing Environmental Justice (EJ) through Board Agenda Memos

# Office of REDI: Event debrief

## Office of REDI's Cultural Speaker Panel Series Presents:

*A discussion about difficult conversations on racism, health, and voting rights affecting the African American Community.*

You're invited to join us on:  
**Thursday, August 5**  
**Noon to 1 p.m.**

[Click to Join on Zoom](#)

Dial in: 1(669) 900-9128  
ID: 846 5513 6646



Office of Racial Equity,  
Diversity and Inclusion (REDI)

### MODERATOR



#### Reverend Raymond Montgomery

Executive Director of People Acting in Community Together (PACT)

### PANELISTS:



#### Viera Whye

Diversity & Inclusion HR Specialist, Intel & Artistic Director, Tabia African American Theatre Ensemble



#### James Harrison

Licensed Clinical Social Worker & CEO, Courageous Healing Collective



#### Reverend Jethroe Moore II

Former President of San Jose-Silicon Valley National Association for the Advancement of Colored People (NAACP)

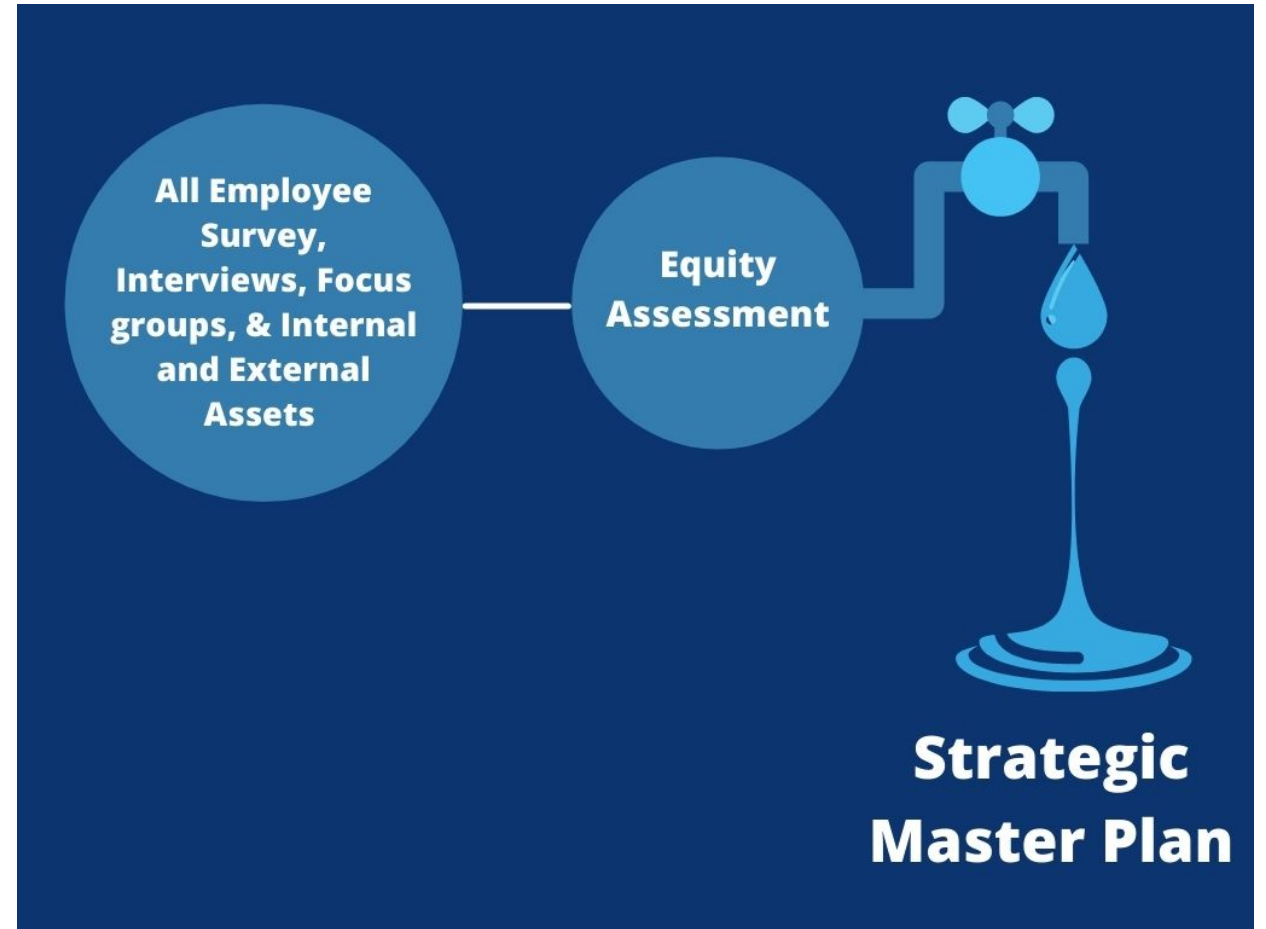


What: The Office of REDI is hosting a Lunch & Learn presentation on Environmental Justice with Vernice Miller-Travis, Executive Vice President for Environmental and Social Justice Metropolitan Group

When: Tuesday, Oct. 19, 2021, from 11 a.m. to 12 p.m.

# Office of REDI: Assessment → Strategic Master Plan

- Completed review of Valley Water's first equity assessment
- Commenced Valley Water's D&I Master Plan development effort on October 18, 2021.
- This project is scheduled to be completed by the end of FY22.



# Advancing EJ efforts through Board Agenda Memos

**Environmental  
Justice (EJ)  
Impact  
Statement  
Location**



**BOARD AGENDA MEMORANDUM**

**SUBJECT:**  
Adopt the Resolution

**RECOMMENDATION:**  
Adopt the Resolution

**SUMMARY:**  
Background

**FINANCIAL IMPACT:**  
There is no financial impact associated with this item.

**CEQA:**  
The recommended action does not constitute a project under CEQA because it does not have a potential for resulting in direct or reasonably foreseeable indirect physical change in the environment.

**ATTACHMENTS:**  
Attachment 1: Resolution

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Attachment 1, Pg. 5 of 7

# Advancing EJ efforts through Board Agenda Memos



# QUESTIONS



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# Santa Clara Valley Water District

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**File No.:** 21-1177

**Agenda Date:** 10/28/2021

**Item No.:** 4.2.

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## COMMITTEE AGENDA MEMORANDUM

### Diversity & Inclusion Ad Hoc Committee

**SUBJECT:**

Receive an update on the Employee Equity Assessment Report from the Office of Racial Equity, Diversity, and Inclusion (REDI).

**RECOMMENDATION:**

Receive update on the Equity Assessment Report and accept the Report.

**SUMMARY:**

In February 2021, Valley Water worked with the consultant The Justice Collective (TJC), to launch Valley Water's first-ever Employee Equity Assessment, to assess the organization's internal racial and equity climate and inform the development of future program activities to address any gaps. Goals of the assessment included: understanding opportunities to increase racial equity, diversity, and inclusion across business areas, measure demographics of staff, capture baseline attitudes around racial equity and work culture dynamics, and assess staff's understanding of diversity, equity, and inclusion, within the scope of Valley Water's program mission.

The assessment included a staff survey, several staff interviews, focus groups, and review of key organizational documents. The assessment achieved a 60% response rate (451 responses total out of approximately 750 Valley Water staff members at the time). Additionally, two focus groups were organized, and 13 key staff throughout the organization were selected for more in-depth interviews. The report addresses Valley Water's strengths and challenges in the areas of equity, diversity and inclusion.

Some of Valley Water's strengths include: Valley Water has invested in an organizational infrastructure to support REDI work, Valley Water is well-respected and considered to be a diverse organization, majority of staff believe that Valley Water is a great place to work, and a majority of staff are comfortable engaging in REDI work.

Survey data (of the participants who took the survey) on strengths include:

- 93% of staff say racial equity work is important to the work and priorities of leadership Valley Water;
- 91% say racial equity work is important to the work and priorities of Valley Water;

- 88% say Valley Water is a great place to work;
- 83% are comfortable when they have to engage in work related to equity, diversity and inclusion at Valley Water

The consultant identified five critical focus areas for Valley Water to advance racial equity, diversity, and inclusion:

1. Office of REDI;
2. Hiring, recruitment, and human resources;
3. Organizational culture;
4. Environmental justice;
5. Community engagement and local capacity building.

Survey questions included questions on challenging issues such as: nepotism, inclusion/exclusion, discrimination/favoritism, inappropriate statements directed at individuals or groups, unfair treatment, or intimidation. Staff survey responses on perceived problematic or challenging issues of how often they witnessed or directly experienced problematic or challenging issues on the following were:

- 19% gender constantly/all the time
- 18% age and ageism constantly/all the time
- 12% race and racism constantly/all the time
- 11% class constantly/ all the time
- 5% sexual orientation constantly/all the time
- 4% ability/disability constantly/ all the time

Below are the top ten recommendations to address in the immediate future towards more racially equitable, diverse, and inclusive outcomes:

1. Establish Business Area REDI Liaisons.
2. Implement Diversity, Equity, and Inclusion (DEI) frameworks and analysis across all focus areas to operationalize DEI interventions.
3. Increase transparency about process and procedures.
4. Develop a Valley Water Values Statement to ensure equity and fairness.
5. Improve hiring process and mitigate for bias by training all hiring managers and panelists.

6. Resource and implement required gender spectrum and bias training program across the organization beyond existing sexual harassment training.
7. Publicly acknowledge current challenges related to gender, workplace safety and address perceived gender-bias at Valley Water.
8. Name and establish core competencies so staff gain a concrete understanding of expectations for interpersonal behavior related to DEI.
9. Advance environmental justice efforts to align with State and County goals for water quality and other climate initiatives.
10. Consider allocating budget for a dedicated Tribal Liaison to build authentic relationships with Tribes.

The Office of REDI has begun implementing some of the report's recommendations. In October, a new staff member was hired who is serving in a newly created role of Tribal Liaison, a role that serves as the lead point of contact between Valley Water and the first nation communities of Santa Clara County. And a new Environmental Justice Workgroup has been formed that is working on the development of environmental justice protocols.

In the coming weeks, the results of the equity assessment will be shared with all Valley Water staff with a focus on addressing the report's recommendations. The Office of REDI, in collaboration with Human Resources and other Valley Water offices, will work toward increased levels of employee satisfaction in identified areas. Measurements of employee satisfaction will be taken in future all employee surveys.

Further, this equity assessment will be utilized by the Cordoba Group, the consultant recently engaged by the Office of REDI, to perform a Master Plan for Valley Water. The assessment will help inform the development of the Master Plan by identifying areas in which the organization needs to create or modify policies and procedures that will create greater fairness and equity in our business operations practices.

**ATTACHMENTS:**

Attachment 1: PowerPoint

**UNCLASSIFIED MANAGER:**

Marta Lugo, 408-630-2234

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# Valley Water

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## Valley Water Equity Assessment

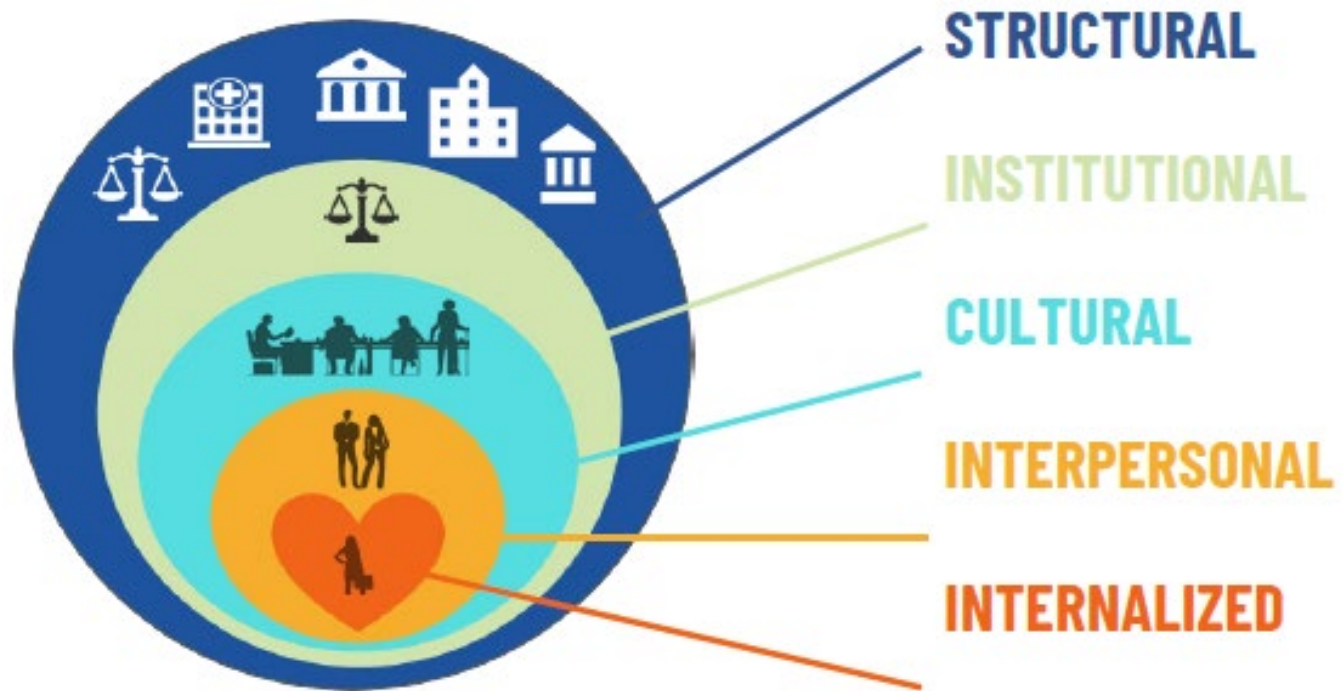
Presented by: Warren Whitlock, Office of REDI

# Background

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- February 2021 Valley Water (VW) engaged The Justice Collective (TJC) to conduct Valley Water's first organizational equity assessment
- Intended outcomes of this assessment are to ensure Valley Water has clarity and specificity about equity challenges and opportunities to inform:
  - communications
  - strategy development
  - employee engagement
  - training
  - capacity building

# APPROACH



An effective approach to organizational transformation recognizes that our understanding of present challenges & opportunities must be understood in relationship to inequities at a number of levels as they interrelate and perpetuate one another.

# Methodology

- All staff survey, 60% response rate (451 responses of a total of approx 750 staff at the time)
- 13 in-depth staff interviews
- 2 focus groups: VW selected participants for one and second comprised of staff volunteers.
- Review of some organizational documents





# Organizational Strengths to advance DEI

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- **93%** of staff say racial equity work is important to the work and priorities of leadership at Valley Water.
- **91%** say racial equity work is important to the work and priorities of VW
- **88%** say VW is a great place to work.
- **83%** are comfortable when they have to engage in work related to diversity, equity, and inclusion at VW.

# Assessment Results: Hiring, Recruitment & HR

6

Experienced problematic or challenging issues related to...

<b>12%</b>	Race + Racism Constantly/All the Time	Age + Ageism Constantly/All the Time	<b>18%</b>
<b>5%</b>	Sexual Orientation Constantly/ All the Time	Ability/ Disability Constantly/All the Time	<b>4%</b>
<b>19%</b>	Gender Constantly/ All the Time	Class Constantly/ All the Time	<b>11%</b>

valleywater.org

# Top 10 Recommendations:

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1. Establish Business Area REDI Liaisons.
2. Implement DEI frameworks and analysis across all focus areas to operationalize DEI interventions.
3. Increase transparency about process and procedures
4. Develop a Valley Water Values Statement to ensure equity and fairness
5. Improve hiring process and mitigate for bias by training all hiring managers and panelists
6. Resource and implement required gender spectrum and bias training program, beyond existing sexual harassment training.
7. Acknowledge current challenges related to gender, workplace safety
8. Name and establish core competencies to understand of expectations for interpersonal behavior related to DEI.
9. Advance environmental justice efforts
10. Consider allocating budget for a dedicated Tribal Liaison to build authentic relationships with Tribes.

# Equity Assessment Next Steps

1. REDI has begun some assessment report recommendations
2. October 4<sup>th</sup> hired REDI Program Administrator to serve as Tribal Liaison
3. Formed an internal Environmental Justice Work Group
4. Share equity report results with all Valley Water staff
5. Advance collaboration between REDI, HR and other Valley Water offices to work to increase employee engagement/satisfaction



# Valley Water

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# QUESTIONS



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# Santa Clara Valley Water District

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**File No.:** 21-1191

**Agenda Date:** 10/28/2021  
**Item No.:** 4.3.

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## COMMITTEE AGENDA MEMORANDUM

### Diversity & Inclusion Ad Hoc Committee

**SUBJECT:**

Receive Update on Human Resources Activities.

**RECOMMENDATION:**

- A. Receive an update on proposed expansion of recruitment, retention, internship and scholarships for disadvantaged students; and
- B. Provide feedback and recommendations, as necessary.

**SUMMARY:**

At the July 2021 Diversity and Inclusion Board Ad Hoc Committee, staff presented a proposal that helps with the expansion of recruitment, retention, internship, and scholarships for disadvantaged college students. The Board Committee gave direction for staff to return with additional information on options with Evergreen and San Jose City College.

Staff will provide the additional information gathered from Evergreen and San Jose City Colleges to incorporate into the program proposal and will receive further direction from the committee on next steps.

**ATTACHMENTS:**

Attachment 1: PowerPoint

**UNCLASSIFIED MANAGER:**

Ingrid Bella, 408-630-3171

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# HELPING LOCAL STUDENTS GRADUATE

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LAUREL HANCHETT, RECRUITING  
PRESENTED TO THE D&I AD HOC COMMITTEE

# Recap & Update: Helping Local Students Graduate

## Proposal:

1. Add 10 additional spots to the Summer Internship Program for students from disadvantaged communities. Cost = **\$150,000**
- 2. Establish a Career-Ready \$1,000 Scholarship program for 50 disadvantaged students per year. Cost= **\$50,000**

## Partnerships:

1. SJSU Cares
2. SSS Aspire(SJSU)
3. World Innovation Network (West Valley And Mission)
4. EOPS/CARE(Gavilan)
5. NEW: Silicon Valley Career Pathways(West Valley, SJCC, Foothill, De Anza, Evergreen)
6. New: Evergreen Business & Workforce Dean Dickerson

## Local Colleges:

- San Jose State University
- Evergreen Valley
- San Jose City
- Gavilan
- West Valley
- De Anza
- Mission
- Foothill

# Update: Silicon Valley Career Pathways

West Valley, San Jose City, Foothill, De Anza and Evergreen

## Program

- SVCP is a steering committee that creates regional collaboration between education (9 Community Colleges) and industry to provide current workforce opportunities.
- <https://www.svcareerpathways.org/>

## What SVCP students need:

- Internship
- Job opportunity

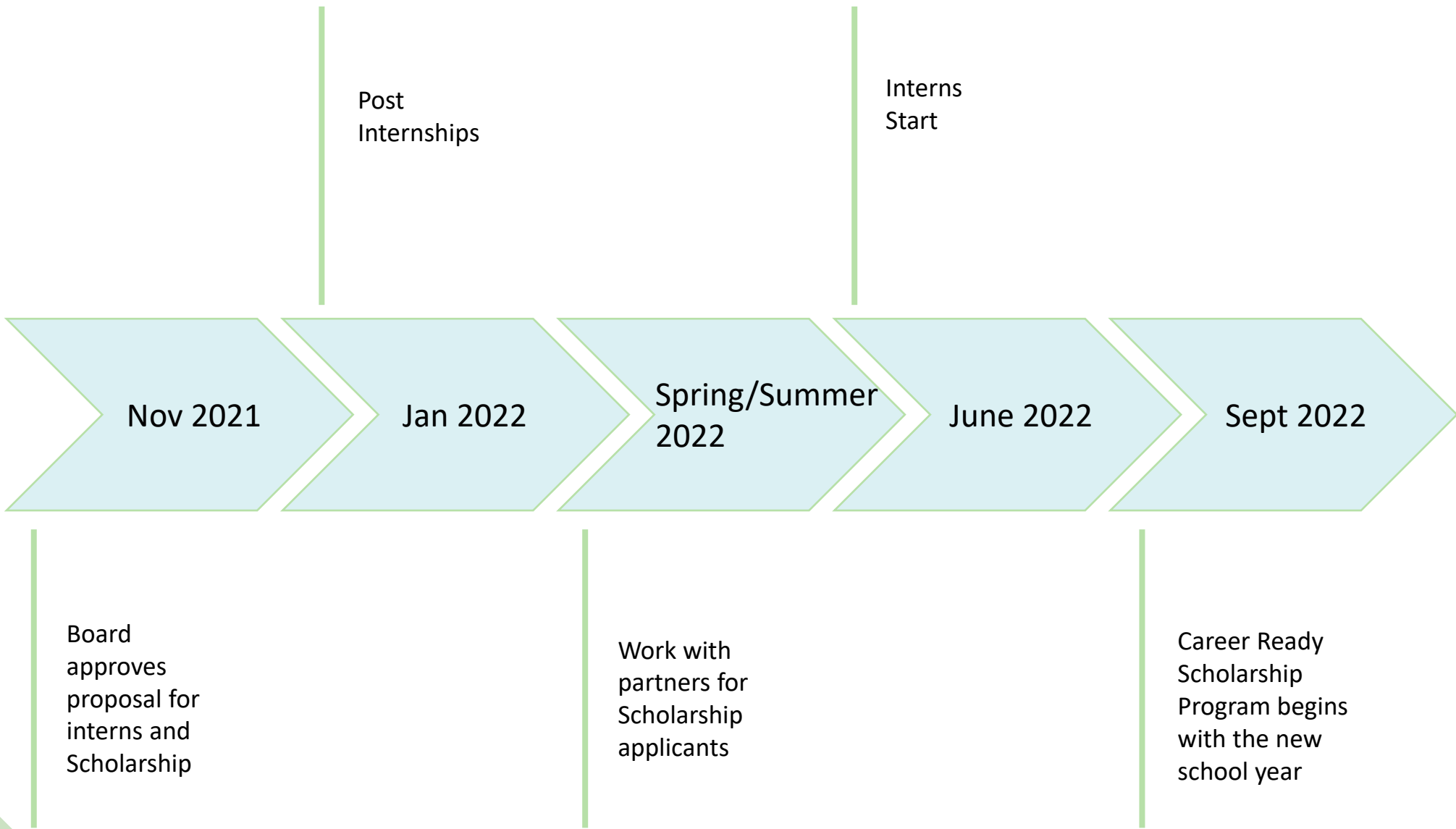
# Update: Evergreen Valley College

## Contact

Maniphone Dickerson, Division Dean, Business and Workforce Development

## Evergreen students need:

- Internship for Water Treatment Certificate students
- Mentors in industry



Post Internships

Interns Start

Nov 2021

Jan 2022

Spring/Summer 2022

June 2022

Sept 2022

Board approves proposal for interns and Scholarship

Work with partners for Scholarship applicants

Career Ready Scholarship Program begins with the new school year

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# Santa Clara Valley Water District

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**File No.:** 21-1186

**Agenda Date:** 10/28/2021

**Item No.:** 4.4.

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## COMMITTEE AGENDA MEMORANDUM

### Diversity & Inclusion Ad Hoc Committee

**SUBJECT:**

Review Diversity and Inclusion Ad Hoc Committee 2021 Work Plan and 2022 Work Plan and Meeting Schedule.

**RECOMMENDATION:**

- A. Review the 2021 Diversity and Inclusion Ad Hoc Committee Work Plan and confirm any items to be carried over to the 2022 Work Plan; and
- B. Review the 2022 Diversity and Inclusion Ad Hoc Committee Work Plan and make adjustments as necessary.
- C. Confirm the 2022 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 agenda items and the Committee's Annual Accomplishments Report.

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.

The 2021 Committee Work Plan (Attachment 1) is presented for the Committee's review to determine whether any topics presented or not present should be carried over for discussion at future meetings during the calendar year 2022.

The 2022 Committee Work Plan (Attachment 2) is presented for the Committee's review and provides an opportunity for the Committee to request additional items for discussion during future meetings in 2022.

Committee meetings are currently proposed to occur quarterly the fourth Thursday of the month or at

the call of the Committee Chair. Confirmation of the meeting schedule is necessary to allow staff time to prepare items and coordinate meeting logistics. Proposed meeting dates for 2022 are: January 27, April 28, July 28, and October 27.

**ATTACHMENTS:**

Attachment 1: 2021 D&I Ad Hoc Committee Work Plan

Attachment 2: 2022 D&I Ad Hoc Committee Work Plan

**UNCLASSIFIED MANAGER:**

Michele King, 408-2630-2711



**2021 DIVERSITY & INCLUSION AD HOC COMMITTEE WORKPLAN**

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>REDI Office</b>													
1	Update on Activities of the Office of Racial Equity, Diversity & Inclusion	X			X			X			X		
2	<a href="#">2020-2024 D&amp;I Master Plan (Carried over from 2019 Work Plan)</a>												
3	Discuss Ends Policy Structure and Framework (Requested: 8/72/20) (Presented to BPPC, approved by Valley Water BOD Feb 2021) <b>Does not need to come back to Committee</b>												
4	Climate Change w/r environmental justice to address equity issues within Valley Water's jurisdiction (1/28/21)												
5	Update on the Employee Equity Assessment from the Office of Racial Equity, Diversity, and Inclusion (REDI) (7/22/21)										X		
<b>Human Resources</b>													
1	Maintaining Appropriate Staff Levels and Expertise.	X											
2	Long-Term Staffing Master Plan	X						X					
3	Update on Emerging Leaders Program (Carried over from 2019 Work												
4	Hiring & Promotion Report (Requested: 7/22/21)	X											
5	Expansion of Educational Programs/HS Intern Program (Requested:				X			X			X		
6	Update on Pay Equity Analysis (Requested: 7/22/21)				X						X		
7	Update on Strategic Staffing Plan							X					
<b>Standing Items:</b>													
1	Election of Committee Officers (Annually)	X											
2	2019 and 2020 D&I Ad Hoc Committee Accomplishment Report (Annually)	X											
3	Approval of Minutes	X			X			X			X		
4	Review Committee Work Plan - Confirm items for next meeting	X			X			X			X		

Revised: 10/21/21

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**DRAFT 2022 DIVERSITY & INCLUSION AD HOC COMMITTEE WORKPLAN**

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>REDI Office</b>													
1	Update on Activities of the Office of Racial Equity, Diversity & Inclusion	X			X			X			X		
2	2020-2024 D&I Master Plan (Carried over from 2019 Work Plan)												
<b>Human Resources</b>													
1	Hiring & Promotion Report	X											
<b>Standing Items:</b>													
1	Election of Committee Officers (Annually)	X											
2	2019 and 2020 D&I Ad Hoc Committee Accomplishment Report	X											
3	Approval of Minutes (previous meeting)	X			X			X			X		
4	Review Committee Work Plan - Confirm items for next meeting	X			X			X			X		

**Proposed 2022 Meeting Dates:**

- Thursday, January 27, 2022
- Thursday, April 28, 2022
- Thursday, July 28, 2022
- Thursday, October 27, 2022

Revised: 10/21/21

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