

**DIVERSITY & INCLUSION AD HOC COMMITTEE MEETING**

**AMENDED**

# MINUTES

**THURSDAY, OCTOBER 28, 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 2:00 p.m., on October 28, 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: R. Barajas, I. Bella, M. Belmonte, C. Busick, T. Chinte, N. Dominguez, M. Ganjoo, R. Gibson, L. Hanchett, M. Harvey, B. Hopper, C. Kwok-Smith, C. Letts, M. Lugo, L. Nguyen, B. Sanchez, E. Serrano, S. Seto, B. Welch, W. Whitlock, S. Williams, and T. Yoke.

**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 July 22, 2021.**

Recommendation: Approve the minutes.

The Committee considered the attached minutes of the July 22, 2021 Diversity and Inclusion Ad Hoc Committee 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 (REDI) 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 Ms. Linda Nguyen, Senior Management Analyst.

Directors Hsueh and Varela expressed appreciation for staff's efforts in coordinating discussions and activities promoting environmental justice.

Director Hsueh asked for and received clarification of the development of a multi-year strategic D&I Master Plan, which will replace the 2020-2024 D&I Master Plan in the Committee's current Work Plan.

Director Estremera also expressed his intention to discuss with the Board of Directors possibilities of sharing Valley Water's Annual Disparate Impact Analysis Report with the public.

The Committee requested the REDI office assign staff to work with Directors Hsueh and Estremera to develop a report of the Board's historical key decisions to equitably allocate resources throughout the community to advance environmental justice.

**4.2. Review 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.

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.

The Committee noted the information, without formal action.

**4.3. 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

B. Provide feedback 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.

The Committee requested staff pursue partnership opportunities with Santa Clara University.

*It was moved by Director Hsueh, seconded by Director Varela, and carried by roll call vote to support and forward staff's recommendation to add 10 additional spots to the Summer Internship Program for students from disadvantaged communities (Cost = \$150,000) and establish a Career-Ready \$1,000 Scholarship Program for 50 disadvantaged students per year (Cost = \$50,000) to the Board for consideration during a November 2022 Board meeting for potential inclusion in the Fiscal Year ~~2022~~ 2023 budget.*

4.4. 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.

It was moved by Director Varela, seconded by Director Hsueh, and carried by roll call vote to make the following adjustments to the Committee's 2022 Work Plan:

- *Include a report of the Board's historical key decisions to equitably allocate resources throughout the community to advance environmental justice, and schedule for **January** 2022.*
- *Include individual reports on the Association of California Water Association (ACWA) and Water Education for Latino Leaders' (WELL) equity efforts to incorporate diversity and inclusion into their organizations, and schedule for **January** 2022.*
- *Include a report of Valley Water's Employee Resource Groups' activities to promote equity and environmental justice in the community, and schedule for **January** 2022.*
- Regarding the Office of REDI, Item 4, Climate Change with regard to environmental justice to address equity issues within Valley Water's Jurisdiction, remove reference to Climate Change from the title, include the report of Board Historical Key decisions, and carry over to the Committee's 2022 Work Plan.

- Regarding Human Resources Items 1, 2, and 7, combine items to create a new item, which includes maintaining appropriate staff levels and expertise, and long-term, strategic staffing master plan, and schedule for July 2022.
- *Carry remaining Human Resources items over to the 2022 **CIP** Work Plan to be scheduled for discussion, as appropriate.*

**5. INFORMATION ITEMS.**

None.

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

The Committee request and recommendations were not read into the record.

**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).

**~~Chairperson Estremora 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: