



MEMORANDUM

FC 14 (01-02-07)

TO: Board of Directors

FROM: Diversity and Inclusion
Ad Hoc Committee

SUBJECT: Diversity and Inclusion Ad Hoc Committee
Meeting Summary for April 23, 2018.

DATE: May 8, 2018

This memorandum summarizes the Diversity and Inclusion Ad Hoc Committee (Committee) meeting held on April 23, 2018.

At this initiation meeting, the Committee established its scope and structure.

The Committee elected Director Estremera as Chair and Director Hsueh as Vice-Chair.

The Committee stressed its “ad hoc” status as defined by the Board so the meetings will be focused on completing the scope in a timely manner.

Summarized below is 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 staff or Board member(s). The scope will be provided to the Board for approval on May 22nd:

Committee's Scope and Work Plan:

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 program that possibly could include economic/social considerations.

If you have any suggestion for the Committee, please submit them to Mr. Anil Comelo, Interim Chief Operating Officer of Administration at acomelo@valleywater.org, 1-408-630-2470 or Ms. Salam Baqleh, Supervising Program Administrator at sbaqleh@valleywater.org, 1-408-630-2773.

Nai Hsueh
Diversity and Inclusion Ad Hoc Committee Vice Chair