



MEMORANDUM

FC 14 (01-02-07)

TO: Board of Directors

FROM: Diversity and Inclusion Ad Hoc Committee Meeting

SUBJECT: Diversity and Inclusion Ad Hoc Committee Meeting Summary for December 18, 2019

DATE: January 14, 2020

This memorandum summarizes agenda items discussed during the Diversity and Inclusion Ad Hoc Committee Meeting held on December 18, 2019.

ACTION ITEMS:

4.1. Diversity and Inclusion Update.

The Committee received an update on Diversity and Inclusion Programs regarding building pipelines, recruitment, employee retention, and succession planning. The Committee made the following requests of staff:

- Prepare an analysis of Human Resources staffing needs to support expanding the intern and apprentice programs;
- Investigate and report on supplemental funding opportunities to support the intern and apprentice programs;
- Prepare a prioritized list of programs/initiatives regarding outreach and recruitment of veterans; and
- Revise the Diversity and Inclusion Program Update to include information on hiring and promotions.

4.2. Recommended Ends Policy Language.

The Committee received an update on proposed changes to Business Management Goals and Objectives. Proposed additions are in bold text below:

- Business Management Goal, 5.1, Advance Diversity and Inclusion ***and maintain appropriate staffing levels and expertise.***
- Business Management Objectives, ***5.1.4, Establish a workforce to meet current needs, and plan for future needs.***

The Committee continued discussion on this item to a future meeting to provide staff an opportunity to define goals and steps to achieve staffing needs.

4.3. Diversity and Inclusion Ad Hoc Committee Work Plan.

The Committee reviewed its Work Plan, and decided to move to a monthly meeting schedule beginning February 2020.

Board member comments and suggestions can be forwarded to Natalie Dominguez, Assistant Deputy Clerk II, at [\(408\) 630-2659](tel:4086302659) or by email to ndominguez@valleywater.org.

Thank you.

Tony Estremera
Director, District 6
Chairperson, Diversity & Inclusion Ad Hoc Committee

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