

Office of Administrative and IT Services Update



Handout 8.2-C
05/12/20

PROCUREMENT, CONSULTING, & CONTRACTS

STAFFING:

- Staff has recruitments open for the Unit Manager and other critical positions to build the Construction and Project Support Team, under the Purchasing & Contracting Unit.
- Staff continues to design, test and proceed towards implementing the new INFOR ERP system.

Vendor Continuity of Critical Supplies and Equipment

Procurement continues to work with staff across all business units in identifying mitigating supply chain risk for critical spare parts and equipment used in our operations. Staff continue to track over 80 suppliers: identifying delays or any potential delays from their supplier's base. Documenting the supplier's continuity plans they have in place to ensure continued service for up to 12-month period.

Fiscal Year End: Staff is on track to close out the fiscal year end procurements while supporting emergency procurements related to the Covid-19 emergency

INFORMATION TECHNOLOGY (IT)

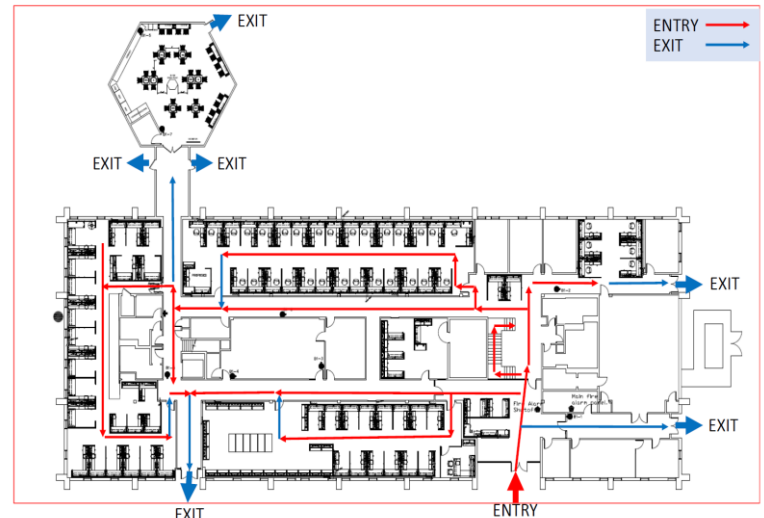
- Over 600 Laptops now in service
- Approximately 2/3 of staff has a Smartphone either through the Stipend Program or through our Smartphone Inventory
- Internet connection increased 4-fold
- No more getting kicked off, VPN capacity now exceeds number of staff
- COVID19 Employee Reporting Tool rolled out for all staff
- Employee Bulletin Board Repurposed to promote Resource Sharing across teams
- DocuSign Deployed to over 100 users, 3 training sessions complete
- 1701 Information Technology Tickets have been addressed since March
- 2251 Zoom Meetings have been held; with 20,850 Participants; totaling 928,134 minutes since March

FACILITIES MANAGEMENT

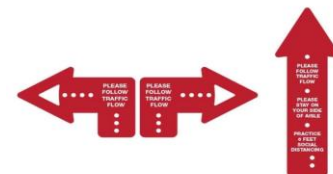
Facilities COVID Social Distancing Efforts

The Facilities department is continuing to focus on implementing tools that will help promote social distancing in and around our buildings. In addition to enhanced janitorial cleaning, maintaining facilities maintenance and repairs. Such as, roof replacements at Rinconada Water Treatment Plant, Crest and BHA facilities. We are working on directional signs and barriers that promote social distancing that do not block or inhibit emergency egress, corridors, aisles, or safe paths of travel. Where there are no barriers, but the appropriate distance exists, we will be placing visual reminders to maintain social distance. Possible

solutions are having a single point of entry to each building and dedicated paths of travel for each floor similar the example below.



ADMIN OFFICE 1st FLR



ENVIRONMENTAL, HEALTH & SAFETY (EH&S)

Public Health Order Contractor Safety Requirements Verification

Environmental, Health & Safety (EH&S) worked with Watersheds Design and Construction Division, Water Utility Capital Division, the General Services Division for Construction Contracts, and Legal Counsel to ensure that the latest Santa Clara County Public Health Orders for small and large construction projects were properly noticed and followed by Valley Water contractors for current construction projects. EH&S also reviewed submitted contractor site-specific Health and Safety Plans and site-specific posting requirements for compliance with the latest Public Health Order.

Included was an informal inspection and assessment of the Llagas Creek Capital Project taking place within Morgan Hill and San Martin. The scope of the inspection was to verify the adequacy of Coronavirus social distancing measures and to assess any potential concerns relating to worksite health and safety practices. All projects reviewed verified compliance with the latest Order.

EMERGENCY SERVICES & SECURITY (ESSU)

The Emergency Operations Center (EOC) continues to monitor the COVID-19 Pandemic, Santa Clara County Public Health Officer orders/guidance, State and CDC guidelines. EOC priorities remain in support of the safety and well-being of Valley Water staff and implementing district-wide operational goals. Reentry planning progresses in regards to facilities preparation, social distancing and staffing schedule considerations. Staff returning to work at Valley Water facilities will be accompanied with new expectations and guidelines. Continuity efforts continue to support business unit operations by monitoring absenteeism, supply chain impacts, and other potential disruptions. Workaround strategies are being supported with personnel reassignments, alternate supply providers, and reprioritization of work goals during the public health emergency. Telework will continue to be an emphasis for staff due to positive impacts on limiting the spread of Coronavirus while contributing to Valley Water goals. Security operations have adapted to support new Valley Water facilities and occupancy environments. The EOC is maintaining sustained operations at this point in time, with Operational Period 11 beginning Monday (5/11/202) for its scheduled week-long timeframe.

BUSINESS SUPPORT

Valley Water Working Toward a 6-month Supply of Personal Protective Equipment

In response to the ongoing existing emergency, Valley Water's Winfield Warehouse and Emergency Operations Center Logistics' Supply/Resource team (Team) have obtained a diverse supply of Personal Protective Equipment (PPE). The PPE consists of various types of masks, washable face coverings, various sized hand sanitizers, and various sized gloves. Additionally, the team has procured and obtained disinfectant wipes and cleaning spray sanitizers.

As Valley Water proceeds forward in its response to this existing emergency, the Team is taking proactive measures to the possible second wave of the COVID-19 pandemic. Currently, the Team is working to obtain an on hand 6-month inventory of PPE, at a minimum. This response will position Valley Water well in our response to the on-going existing emergency and the possible second wave of the COVID-19 pandemic.

OFFICE OF TALENT AND INCLUSION

Recruitment and Talent Development and Benefits and Talent Development are collaborating to virtually onboard eleven (11) new hires on May 18, 2020, which is one of the largest groups of new hires we have had. These new hires are part of the efforts by hiring managers and recruitment to bring the vacancy rate down from 11% to 8%.

Transitioning to virtual interviews and delays in background screenings due to the COVID-19 crisis have not obstructed our ability to manage our recruitment efforts.

Staff coordinated the recruitment of an Executive Director for the San Francisquito Creek Joint Powers Authority on behalf of Director Kremen who is a member of the JPA Board. There were over 90 applications screened and interviews with 5 candidates are scheduled over two Fridays this month.

The Talent Development team offered one-hour virtual Individual & Team Micro-learning training series via zoom through the month of April and into May. Ten (10) sessions were offered with a total of 223 attendees. Topics included Balancing Life and Work while Working from Home, Managing Virtual Remote Teams, Importance of Goals, and Leadership topics to name a few.

Talent Development also created a one stop shop resource webpage for supervisors/managers that includes zoom replays on Managing Remote Workers as well as Onboarding, Professional Development, Labor Relations, Mentoring and many more helpful resources:
<http://www.aqua.gov/resources-supervisors-managers>

LOOKING AHEAD

Continue to support Emergency response to Covid 19	Complete assessments to return to operations post Covid 19	Revise existing Travel Program and agency procurement card program	Maintain InForAll Project Timeline	Assess Teleworking Policies and revise existing Teleworking Program	Update IT's Disaster Capital Projects and complete key recruitments for Project Delivery Unit Manager and Cybersecurity	Complete Maintenance and Facilities Construction projects scheduled for Summer through Fall
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