



**BOARD OF DIRECTORS
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 - 11th Street, Oakland, CA 94607


Office of the Secretary: (510) 287-0440

Notice of Time Change

**LEGISLATIVE/HUMAN RESOURCES
COMMITTEE MEETING
Tuesday, October 10, 2023
10:00 a.m.
Boardroom
375 11th Street
Oakland, CA 94607**

Notice is hereby given that the Tuesday, October 10, 2023 Legislative/Human Resources Committee meeting of the Board of Directors has been rescheduled from 10:15 a.m. to 10:00 a.m. The meeting will be held in the Administration Building Boardroom at 375 11th Street, Oakland, California.

Dated: October 5, 2023


Rischa S. Cole
Secretary of the District

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**BOARD OF DIRECTORS
EAST BAY MUNICIPAL UTILITY DISTRICT**

375 - 11th Street, Oakland, CA 94607

Office of the Secretary: (510) 287-0440

AGENDA

Legislative/Human Resources Committee

Tuesday, October 10, 2023

10:00 a.m.

Boardroom

375 11th Street

Oakland, CA 94607

***** Please see appendix for public participation instructions*****

Committee Members: Directors Lesa R. McIntosh {Chair}, John A. Coleman, and William B. Patterson

ROLL CALL:

PUBLIC COMMENT: The Board of Directors is limited by State law to providing a brief response, asking questions for clarification or referring a matter to staff when responding to items that are not listed on the agenda.

DETERMINATION AND DISCUSSION:

1. Employee Bicycle Loan Program (Charan)
2. Diversity, Equity, and Inclusion Strategic Plan Update (Moten)

ADJOURNMENT:

Disability Notice

If you require a disability-related modification or accommodation to participate in an EBMUD public meeting please call the Office of the Secretary (510) 287-0404. We will make reasonable arrangements to ensure accessibility. Some special equipment arrangements may require 48 hours advance notice.

Document Availability

Materials related to an item on this agenda that have been submitted to the EBMUD Board of Directors within 72 hours prior to this meeting are available for public inspection in EBMUD's Office of the Secretary at 375 11th Street, Oakland, California, during normal business hours, and can be viewed on our website at www.ebmud.com.



APPENDIX

Legislative/Human Resource Committee Meeting Tuesday, October 10, 2023 – 10:00 a.m.

*EBMUD Board committee meetings will be conducted in person and via Zoom.
These meetings are recorded and live-streamed.*

Online* Online

<https://ebmud.zoom.us/j/98022213415?pwd=Q0JkaXptbSt3eW5XRElvRUNIZHRpUT09>

Webinar ID: 980 2221 3415

Passcode: 352334

By Phone

Telephone: 1 669 900 6833

Webinar ID: 980 2221 3415

Passcode: 352334

International numbers available: <https://ebmud.zoom.us/u/kdplKckQaS>

*To familiarize yourself with Zoom, please visit <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Providing public comment - *The EBMUD Board of Directors is limited by State law to providing a brief response, asking questions for clarification, or referring a matter to staff when responding to items that are not listed on the agenda.*

- Each speaker is allotted 3 minutes to speak; the Committee Chair has the discretion to amend this time based on the number of speakers
- The Secretary will track time and inform each speaker when the allotted time has concluded
- Comments on **non-agenda items** will be heard at the beginning of the meeting
- Comments on **agenda items** will be heard when the item is up for consideration
- The Secretary will call each speaker in the order received

In person

- Fill out and submit a blue speaker card which is available in the meeting room

Via Zoom

- Use the raise hand feature in Zoom to indicate you wish to make a public comment
<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-in-a-webinar>
 - If you participate by phone, press *9 to raise your hand
- When prompted by the Secretary, please state your name, affiliation if applicable, and topic

Submitting written comments or materials

- Email written comments or other materials for the Board of Directors to SecOffice@ebmud.com
- Please indicate the meeting date and agenda item number or non-agenda item topic in the subject of the email. Contact information is optional.
- **Please email by 4 p.m. the day prior to the scheduled regular meeting;** written comments and other materials submitted to the Board of Directors will be filed in the record.

To observe the Legislative/Human Resources Committee Meeting,
please visit: <https://www.ebmud.com/about-us/board-directors/board-meetings/>

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: October 5, 2023

MEMO TO: Board of Directors

THROUGH: Clifford C. Chan, General Manager *CCC*

FROM: Cindy R. Charan, Director of Human Resources *CRC*

SUBJECT: Employee Bicycle Loan Program

SUMMARY

As the COVID-19 pandemic comes to an end, many employees are now using alternative ways to commute to and from work that are more affordable and cost-effective. In a recent survey conducted by the District's Sustainability Committee, more than 40 percent of survey respondents either have used a bicycle to commute or would consider biking to work. To assist employees with purchasing a bicycle, including bicycle components/ accessories, the District has developed an Employee Bicycle Loan Program that will be presented at the October 10, 2023 Legislative/Human Resources Committee meeting.

DISCUSSION

Bicycle commuting is popular with the District's employees return to a hybrid work schedule because of its financial, environmental, and health benefits. The cost of purchasing and maintaining a bicycle is far lower than the costs of operating and maintaining a car. Cycling also contributes to cleaner and healthier air, reducing outdoor pollution and harmful and deadly emissions. Furthermore, it is a great way to incorporate physical activity or exercise into a day which could have a greater benefit and positive impact on the employee's well-being.

The District is planning to offer an interest-free loan program for employees wanting to purchase a bicycle and bicycle components/accessories. This program will be similar to the District's existing Ergonomic Home Office Equipment Loan Program, Computer Loan Program, and Employee Emergency Preparedness Assistance Loan Program with a minimum loan amount of \$500 and a maximum of \$2,500. Employees participating in the Employee Bicycle Loan Program will repay the loan through a payroll deduction of \$50 per pay period, and the entire loan would be repaid within a maximum of 50 pay periods.

Eligible employees will have the option to participate in the Employee Bicycle Loan Program, Ergonomic Home Office Equipment Loan Program, Computer Loan Program, and Employee Emergency Preparedness Assistance Loan Program, but not more than one program at the same time.

If approved, this program will be launched in January 2024. Eligible employees include:

- All regular, limited-term, temporary construction, intermittent or job share employees in job classes represented by the Unions, in the Management group, and in the Confidential group who have passed probation.
- Employees that have a minimum performance rating of satisfactory (meets expectations) on their most recent performance evaluation.
- Employees that have not been subject to any major disciplinary action in the 12 months immediately preceding the loan request.

Employees NOT eligible to participate in the program are those without civil service status in temporary positions of six months or less duration, part-time employees working less than 20 hours per week, and participants in intern programs.

FISCAL IMPACT

The financial impact of the loan program will be insignificant compared to the interest the District would have earned on the money. In addition, allowing employees the opportunity to purchase a bicycle as an alternative commute to work will allow them to save a significant amount in fuel and operating costs than driving a car to work. It also supports the District's Alternative Commute Program.

NEXT STEPS


Staff will bring the information to the Unions for review by October 19, 2023. The Board will consider approving this loan program at its October 24, 2023 meeting.

CCC:CRC:rdw

EAST BAY MUNICIPAL UTILITY DISTRICT

DATE: October 5, 2023

MEMO TO: Board of Directors

THROUGH: Clifford C. Chan, General Manager 

FROM: Derry L. Moten, Special Assistant to the General Manager 

SUBJECT: Diversity, Equity, and Inclusion Strategic Plan Update

SUMMARY

This memorandum provides an update on the implementation of the Diversity, Equity, and Inclusion Strategic Plan (DEISP) with an emphasis on Pillar 3 – Inclusive Culture. Progress on action items and activities under this Pillar will be presented at the October 10, 2023 Legislative/Human Resources Committee meeting.

DISCUSSION

The District's DEISP implementation is led by the Office of Diversity, Equity, and Culture (ODEC) and three staff-driven work groups, each comprising of staff, supervisors, and managers: the Diversity Committee, the Equity Core Team, and the Values Advocates (Attachment). In addition to these groups, various departments and work teams have made substantive contributions to DEI work throughout the District.

An inclusive culture is achieved when every employee is intentional in creating and maintaining a work environment where everyone has a sense of belonging, purpose, value, and voice; and is engaged in the successful fulfilment of the District's mission.

Employee Recognition

A culture of inclusion and belonging begins with employee recognition. An important element of this recognition is the District's Employee Recognition and Appreciation Program (ERAP). During Fiscal Year 2023 (FY 2023), in accordance with the ERAP guidelines, all District departments hosted employee appreciation local celebrations. Another element of the ERAP is the Peer Recognition Program. This program allows any District employee to recognize excellence and values-based behaviors and performance of their peers. During FY 2023, District employees utilized the program at a record level, distributing over 5,600 peer recognition e-cards honoring their peers in the following categories: Living the Values, Going Above and Beyond, Mentorship, Service to Others, Stewardship, and Teamwork.

Inclusive Leadership

The District's Managers and Supervisors Training (MAST) Program has been updated and includes a new framework of required and elective courses with an emphasis on cultivating emotional intelligence, cultural competence, inclusive leadership, communication, and performance management skills at the supervisory and management levels. All courses reinforce the District's values, inclusion practices, and high performance. The District also released a series of leadership and staff trainings on the topics of understanding DEI fundamentals and allyship. Key new courses in the MAST program include:

eLearning for all staff:

- **Foundations for Diversity, Equity, and Inclusion** – An eLearning program providing a foundational overview of the key personal considerations related to diversity, equity, and inclusion. Key concepts include: allyship, privilege, micro aggressions, and psychological safety.
- **How to Be an Ally eLearning Series (2 Part)**
 - **Allyship Foundations** - The course is designed to educate learners on the concept of allyship, its importance in the workplace, and how to promote and foster inclusivity within the organization.
 - **Allyship In Action** - The Allyship in Action course delves deeper into the practical aspects of being an ally by building upon the foundational knowledge covered in the Allyship Foundations course with an emphasis on how to recognize allyship behaviors and choose how to practice them in different situations and creating a plan to practice allyship behaviors within the organization.

Live Instructor Led and Virtual

- **Creating an Inclusive Environment** – This course emphasizes the practices necessary for leaders to create a sense of belonging for their teams and addresses issues of unconscious bias and negative stereotyping.
- **High Impact Feedback and Listening** – In this course, leaders learn how to effectively deliver both positive and developmental feedback, with an emphasis on cultivating inclusion and psychological safety for the team.

In August and September 2023, staff hosted two Inclusive Leadership Forums on the topic of Psychological Safety in the Workplace. The sessions were led by a clinician provided by the District's Employee Assistance Program (EAP) provider Claremont EAP. Over 30 District leaders attended the two-part program which emphasized the importance of and the factors that drive psychological safety in the workplace. To further the dialogue, staff are creating follow-up materials which can be job aides for District leaders.

In addition to the MAST Program and Inclusive Leadership Forums, staff created an inclusive leadership toolkit, which guides managers and supervisors through a process for understanding and activating the District's inclusive culture model, which emphasizes the leader's responsibility for developing an inclusive culture through leadership practices and modeling of values.

Diversity Committee and Affinity Groups

In partnership with the Human Resources (HR) Department and Workforce Development staff, the District's Diversity Committee assists with outreach efforts by representing the District at outreach events and community gatherings. The Diversity Committee is comprised of leaders from each of the District's six affinity groups: Asian Pacific Employee Association, Black Employee Network, Disability Advocacy Rights Team, Fuerza Latina, Raining Pride, and the newly chartered Women's Employee Resource Opportunity and Collaboration Community. In addition, the Diversity Committee includes leadership representatives from all departments and from employee driven clubs, committees, and organizations including: the Art Committee, Sustainability Committee, Toastmasters, and the Utility District Employee Association. During FY 2023, over 900 District employees participated in events or activities sponsored by the District's affinity groups and the represented groups on the Diversity Committee.

Gender Expression and Identity

The DEISP includes actions for cultivating an atmosphere for safe gender identity and expression. As an element of that initiative, a committee is engaged in discussion on the planning and initiation of universal restrooms for current and future District facilities. The review also includes the status of adding or expanding female restrooms at District facilities. During October, the District is activating a feature in Microsoft Office which will allow employees to include their preferred pronouns as part of their digital identity. The District is also researching additional ways to extend this element to other and future software implementations, including the Human Resource Information System (HRIS) update. Staff have also sent out the 2023 Demographic Survey with the inclusion of "other" as a gender option for employees. Although this information will not be reflected in HRIS due to its limitations, this provides employees with a platform to express their preferred gender.

Other Active Projects for Pillar 3

The following projects are currently in process, planning, or early stages of implementation.

- Onsite Child Care Options – Staff are conducting a feasibility study with a childcare provider to evaluate onsite options and requirements.
- The Employee Feedback Program – Staff issued a request for proposals (RFP) for the feedback program vendor and are in the contract negotiation process. The feedback program will engage the District's Values Advocates.
- Leadership Competency Modeling – Staff issued an RFP and selected a vendor to support the District in the development of the District's leadership competency model. The finalized model will support hiring and recruitment, performance planning and management, and learning and development of District leaders.

NEXT STEPS

Staff will continue implementation of the DEISP and provide updates to the Committee on action items and outcomes. Staff will partner with the HR Department on the development and implementation of the HR Strategic Plan.

CCC:DLM:yd

Attachment: DEISP Implementation Work Groups

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DEISP Implementation Work Groups

The District's Diversity, Equity, and Inclusion efforts include contributions of employees from every level and department of the District. Below is a list of the members of the three staff-driven work groups who are major contributors to the implementation of the Diversity, Equity, and Inclusion Strategic Plan.

Diversity Committee Members

- Charmin Baaqee, Assistant Engineer
- Dawn Benson, Executive Assistant II
- Courtney Carlson, Human Resources Analyst I
- Cindy Charan, Director of Human Resources
- Rischa Cole, Secretary of the District
- Dorothy Collier, Executive Assistant II
- Max Fefer, Associate Civil Engineer
- Barry Gardin, Internal Auditor Supervisor
- Talia Gonzalez, Human Resources Technician
- Scott Hill, Manager of Watershed and Recreation
- Vincent James, Manager of Recruitment and Classification
- Chandra Johannesson, Manager of Environmental Compliance
- Delorean Johnson, Water Distribution Crew Foreman
- Latrice King, Customer Services Manager
- Sue Leiga, Information Services Supervisor
- Jose Lopez, Assistant Engineer
- Michiko Mares, Engineering Manager
- Alberto Mendo, Ranger Supervisor
- Derry Moten, Special Assistant to the General Manager
- Christian Narvaez, Associate Mechanical Engineer
- Danny Pham, Senior Software Engineer
- Derek Pham, Associate Civil Engineer
- Jennella Sambour-Wallace, Manager of Diversity and Inclusion
- Mario Soares, Construction/Maintenance Superintendent
- Katherine Tate, Senior Human Resources Analyst
- Alice Towey, Environmental Affairs Officer
- Jaisha White, Senior Human Resources Analyst

Equity Core Team Members

- David Briggs, Director of Operations and Maintenance
- Courtney Carlson, Human Resources Analyst I
- Clifford Chan, General Manager
- Cindy Charan, Director of Human Resources
- ~~George Cleveland, Information Systems Specialist III~~
- Rischa Cole, Secretary of the District
- Sam Feldman-Crough, Manager of Budget
- Jack Flynn, Customer Services Manager

- Sanna Garcia, Associate Civil Engineer
- Barry Gardin, Internal Auditor Supervisor
- Daniel Gill, Maintenance Superintendent
- Talia Gonzalez, Human Resources Technician
- Nathan Hood, Principal Management Analyst
- Juanita Ison, Customer Services Supervisor
- Vincent James, Manager of Recruitment and Classification
- Beverly Johnson, Contract Equity Administrator
- Janetta Johnson, Assistant to the General Manager
- Andrew Lee, Director of Customer and Community Services
- Orlando Leon, Chief Information Officer
- Jose Lopez, Assistant Engineer
- Derek McDonald, General Counsel
- Derry Moten, Special Assistant to the General Manager
- Amit Mutsuddy, Director of Wastewater
- Laura Salangsang, Senior Human Resources Analyst
- Jennella Sambour-Wallace, Manager of Diversity and Inclusion
- Sophia Skoda, Director of Finance
- Katherine Tate, Senior Human Resources Analyst
- Serge Terentieff, Engineering Manager
- Chad Thigpen, Senior Human Resources Analyst
- Michael Tognolini, Director of Water and Natural Resources
- Alice Towey, Environmental Affairs Officer
- Kathy Viatella, Special Assistant to the General Manager
- Chien Wang, Associate Civil Engineer
- Florence Wedington, Senior Civil Engineer
- Jaisha White, Senior Human Resources Analyst
- Gistand Williams Jr., Construction/Maintenance Superintendent
- Olujimi Yoloye, Director of Engineering and Construction
- Kelly Zito, Special Assistant to the General Manager

Values Advocates Members

- Traci Anchors, Water Distribution Plumber III
- Han Barrett-Liu, Ranger Supervisor
- Dawn Benson, Executive Assistant II
- Kerry Blackwell, Water System Inspector I
- Nathalie Bogatirsky, Information Services Supervisor
- Tiffany Chan, Human Resources Analyst I
- David Correa, Material Storage Foreman
- Dillon Cowan, Superintendent of Pardee
- Nicole Douglas, Senior Customer Services Representative
- Diane Eggering, Accounting Technician
- Nicholas Farrell, Assistant Construction and Maintenance Superintendent
- Adrian Gonzalez, Automotive Mechanic B

- Phoebe Grow, Principal Management Analyst
- Tori Hirata Feetham, Information Systems Specialist III
- Matthew Hoeft, Senior Civil Engineer
- Rick Hu, Principal Management Analyst
- Juanita Ison, Customer Services Supervisor
- Delorean Johnson, Water Distribution Crew Foreman
- Elliott Johnson, Building Tenant Services Supervisor
- Tracie King, Dispatch Center Representative
- Tina Kwan, Senior Administrative Clerk
- Eric Larsen, Water Reclamation Operator
- Vivian Ling, Senior Software Engineer
- Gilbert Loreda, Water Distribution Crew Foreman
- Max Low, Customer Services Manager
- Tony Martin, Truck Driver II
- Mortay Mendoza, Management Analyst II
- Bruce Moog, Grounds Maintenance Specialist II
- Derry L. Moten, Special Assistant to the General Manager
- Devina Ojascastro, Executive Assistant II
- Joseph Pangelinan, Electrical Technician
- Sonia Perez, Administrative Assistant
- James Porter, Heavy Equipment Operator
- Syed Rahman, Network Analyst II
- Adrian Robinson, Meter Reader/Mechanic
- Christian Shumate, Assistant Construction and Maintenance Superintendent
- Gabriel Silva, Carpenter
- Sophia Skoda, Director of Finance
- Joey Smith, Water Conservation Technician
- Geoffrey Snyder, Electrical Technician
- Angelee Strawder, Supervising Wastewater Control Representative
- Navneet Virk, Senior Software Engineer
- Kellie Volek, Senior Administrative Clerk
- Kari Walters, Senior Administrative Clerk
- Gary Walters II, Engineering Designer II
- Lori Work Kazimi, Senior Civil Engineer
- Victor Zarich, Automotive Mechanic B

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