

The Metropolitan Water District of Southern California

Agenda

The mission of the Metropolitan Water District of Southern California is to provide its service area with adequate and reliable supplies of high-quality water to meet present and future needs in an environmentally and economically responsible way.

EO&P Committee

B. Pressman, Chair
T. Phan, Vice Chair
G. Bryant
M. Camacho
G. Cordero
C. Douglas
D. Erdman
S. Faessel
L. Fong-Sakai
F. Jung
J. Lewitt
J. McMillan
M. Ramos
N. Sutley

Ethics, Organization, and Personnel Committee - Final - Revised 1

Meeting with Board of Directors *

January 13, 2025

10:30 a.m.

**Monday, January 13, 2025
Meeting Schedule**

**09:00 a.m. EOT
10:30 a.m. EOP
01:30 p.m. Break
02:00 p.m. OWS**

Agendas, live streaming, meeting schedules, and other board materials are available here:

<https://mwdh2o.legistar.com/Calendar.aspx>. Written public comments received by 5:00 p.m. the business days before the meeting is scheduled will be posted under the Submitted Items and Responses tab available here:

<https://mwdh2o.legistar.com/Legislation.aspx>.

If you have technical difficulties with the live streaming page, a listen-only phone line is available at 1-877-853-5257; enter meeting ID: 891 1613 4145.

Members of the public may present their comments to the Board on matters within their jurisdiction as listed on the agenda via teleconference. To participate via teleconference 1-833-548-0276 and enter meeting ID: 815 2066 4276 or to join by computer [click here](#).

There will be No In-Person Participation Permitted. Participation is by teleconference only. See the teleconference information below.

* The Metropolitan Water District's meeting of this Committee is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board who are not assigned to this Committee may participate as members of the Board, whether or not a quorum of the Board is present. In order to preserve the function of the committee as advisory to the Board, members of the Board who are not assigned to this Committee will not vote on matters before this Committee.

- 1. Opportunity for members of the public to address the committee on matters within the committee's jurisdiction (As required by Gov. Code Section 54954.3(a))**

**** CONSENT CALENDAR ITEMS -- ACTION ****

2. CONSENT CALENDAR OTHER ITEMS - ACTION

- A. Approval of the Minutes of the Special Ethics, Organization, and Personnel Committee for November 19, 2024 (Copies have been submitted to each Director, any additions, corrections, or omissions) [21-4103](#)

Attachments: [01132025 EOP 2A \(11192024\) Minutes](#)

3. CONSENT CALENDAR ITEMS - ACTION

NONE

**** END OF CONSENT CALENDAR ITEMS ****

4. OTHER BOARD ITEMS - ACTION

NONE

5. BOARD INFORMATION ITEMS

NONE

6. COMMITTEE ITEMS

- a. Equal Employment Opportunity Statistical Report [21-4170](#)

Attachments: [01132025 EOP 6a Presentation](#)

- b. Non Discrimination Plan Results for fiscal year 2024 [21-4171](#)

Attachments: [01132025 EOP 6b Presentation Revised](#)

- c. Update on the Ad Hoc Committee for the Department Heads Evaluation Process, Next Steps for 2024-2025 [21-4183](#)

Attachments: [01132025 EOP 6c Presentation](#)

- d. 2024 Ethics Survey Results [21-4140](#)

Attachments: [01132025 EOP 6d Presentation](#)

- e. Update on labor negotiations. [Conference with Labor Negotiators; to be heard in closed session pursuant to Gov. Code 54957.6. Metropolitan representatives: Katano Kasaine, Assistant General Manager, Chief Financial Officer, Mark Brower, Human Resources Group Manager, and Gifty J. Beets, Human Resources Section Manager of Labor Relations. Employee Organization(s): The Employees Association of The Metropolitan Water District of Southern California/AFSCME Local 1902; the Management and Professional Employees Associations MAPA/AFSCME Chapter 1001; the Supervisors Association; and the Association of Confidential Employees.]] [21-4157](#)

Attachments: [01132025 EOP 6e Non-Interest Disclosure Notice](#)

7. MANAGEMENT ANNOUNCEMENTS AND HIGHLIGHTS

- a. Ethics Officer's report on monthly activities [21-4104](#)

Attachments: [01142025 EOP 7a Ethics Offices Activities](#)

- b. Equal Employment Opportunity activities [21-4105](#)
 Human Resources activities
 Safety, Security, and Protection activities

Attachments: [01132025 EOP 7b Equal Employment Opportunity Activities](#)
[01132025 EOP 7b Human Resources Activities](#)
[01142025 EOP 7b Office of Safety, Security, and Protection Activities](#)

8. FOLLOW-UP ITEMS

NONE

9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

NOTE: This committee reviews items and makes a recommendation for final action to the full Board of Directors. Final action will be taken by the Board of Directors. Committee agendas may be obtained on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>. This committee will not take any final action that is binding on the Board, even when a quorum of the Board is present.

Writings relating to open session agenda items distributed to Directors less than 72 hours prior to a regular meeting are available for public inspection at Metropolitan's Headquarters Building and on Metropolitan's Web site <https://mwdh2o.legistar.com/Calendar.aspx>.

Requests for a disability-related modification or accommodation, including auxiliary aids or services, in order to attend or participate in a meeting should be made to the Board Executive Secretary in advance of the meeting to ensure availability of the requested service or accommodation.

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MINUTES

SPECIAL ETHICS, ORGANIZATION AND PERSONNEL COMMITTEE

November 19, 2024

Chair Pressman called the teleconference meeting to order at 8:32 a.m.

Members present: Directors Bryant, Camacho, Douglas (entered after roll call), Erdman, Faessel (AB2449 “Just Cause”), Fong-Sakai, Jung (entered after roll call, teleconference posted location), Lewitt, McMillan, Pressman, and Ramos (entered after roll call, teleconference posted location).

Members absent: Directors Cordero, Phan, and Sutley.

Other Board Members present: Directors Ackerman (AB2449 “Just Cause”), Alvarez, Armstrong, Dennstedt, Dick, Goldberg, Gray (teleconference posted location), Kurtz, McCoy, Miller, Morris, Ortega, Seckel (AB2449 “Just Cause”), and Smith.

Director Douglas entered the meeting.

Director Faessel entered the meeting.

Director Ackerman indicated he is participating under AB 2449 “Just Cause” for a medical procedure that prevents her from attending in person.

Director Ackerman appeared by audio and on camera.

Director Faessel indicated he is participating under AB 2449 “Just Cause” for a legislative business that prevents him from attending in person.

Director Faessel appeared by audio and on camera.

Director Seckel indicated he is participating under AB 2449 “Just Cause” due to a contagious illness that prevents him from attending in person.

Director Seckel appeared by audio and on camera.

Committee Staff present: Brower, Kasaine, H. Rodriguez, Salinas, H. Torres, Wheeler, and Wisdom.

1. OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE COMMITTEE ON MATTERS WITHIN THE COMMITTEE’S JURISDICTION

Name	Affiliation	Item
1. Ellen Mackey	PR Resource Specialist	6a

CONSENT CALENDAR ITEMS — ACTION

2. CONSENT CALENDAR OTHER ITEMS – ACTION

- A. Approval of the Minutes of the Ethics, Organization, and Personnel Committee for October 8, 2023 (copies submitted to each Director, any additions, corrections, or omissions)

3. CONSENT CALENDAR ITEMS – ACTION

None

Director Jung and Ramos entered the meeting.

Director Camacho made a motion, seconded by Director Bryant to approve the consent calendar items 2A.

The vote was:

- Ayes: Directors Bryant, Camacho, Douglas, Erdman, Faessel, Fong-Sakai, Jung, Lewitt, McMillan, Pressman, and Ramos.
- Noes: None
- Abstentions: None
- Absent: Directors Cordero, Phan, and Sutley.

The motion for item 2A passed by a vote of 11 ayes, 0 noes, and 3 absent.

END OF CONSENT CALENDAR ITEMS

4. OTHER BOARD ITEMS – ACTION

None

5. BOARD INFORMATION ITEMS

None

Chair Pressman announced a reordering of the agenda hearing item 6b last.

6. COMMITTEE ITEMS

- a. Subject: Summary of 2024 Workplace Assessment
Presented by: Mark Brower, Human Resources Group Manager
Aaron Brown, Quantum Workplace

Mr. Brower introduced the item and gave a brief background on workplace assessment conducted via Quantum Workforce during 8/27/2024-9/18/2024, he announced the creation of a SharePoint site specifically made to display results to all MWD employees. The site will be sent out via Memo and linked to IntraMet. The survey will be conducted yearly. Overall results were presented by Aaron Brown from Quantum Workplace, summarizing results in over all categories followed by questions and comments from board members.

The following Directors made comments or asked questions:

1. Douglas
2. Bryant
3. Faessel
4. Seckel
5. Ortega
6. Smith
7. Dick
8. McMillan
9. Dennstedt
10. Erdman

Staff responded to the Directors questions and comments.

7. MANAGEMENT ANNOUNCEMENTS AND HIGHLIGHTS

- a. Subject: Ethics Officer's Report on monthly activities
Presented by: Abel Salinas, Ethics Officer

Mr. Salinas gave a status update on pending ethics office investigations and contracts, ethics office has not initiated new investigations or entered in a any new contracts since last EOP meeting. One open investigation opened in September alleging misuse of authority, expected to complete withing the 6-month timeline. 6 complaints were received in October and are currently under review. He informed the committee that the Ethics Office launched the Ethics Survey for all employees. Announced and congratulated Hilda Rodriguez on completing 20 years of service at MWD.

- b. Subject: Equal Employment Opportunity
Human Resources activities
Safety, Security, and Protection activities

Chair Pressman announced reports are posted online.

6. COMMITTEE ITEMS (CONTINUE)

- b. Subject: Update on labor negotiations. [Conference with Labor Negotiators; to be heard in closed session pursuant to Gov. Code 54957.6. Metropolitan representatives: Katano Kasaine, Assistant General Manager, Chief Financial Officer, Mark Brower, Human Resources Group Manager, and Gifty J. Beets, Human Resources Section Manager of Labor Relations. Employee Organization(s): The Employees Association of The Metropolitan Water District of Southern California/AFSCME Local 1902; the Management and Professional Employees Associations MAPA/AFSCME Chapter1001; the Supervisors Association; and the Association of Confidential Employees.)]

Presented by: Gifty Beets, Employee Relations Section Manager

In closed session, the committee heard the item. No action was taken.

8. FOLLOW-UP ITEMS

Director Douglas would like a more thorough breakdown of the employee survey, highlighting different responses involving Management, Board members, and managers.

9. FUTURE AGENDA ITEMS

None

10. ADJOURNMENT

Meeting adjourned at 10:30 a.m.

Barry Pressman
Chair



Ethics, Organization, and Personnel Committee

EEO Statistical Report

Item 6a
January 13, 2025



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

Item # 6a
EEO Statistical
Report

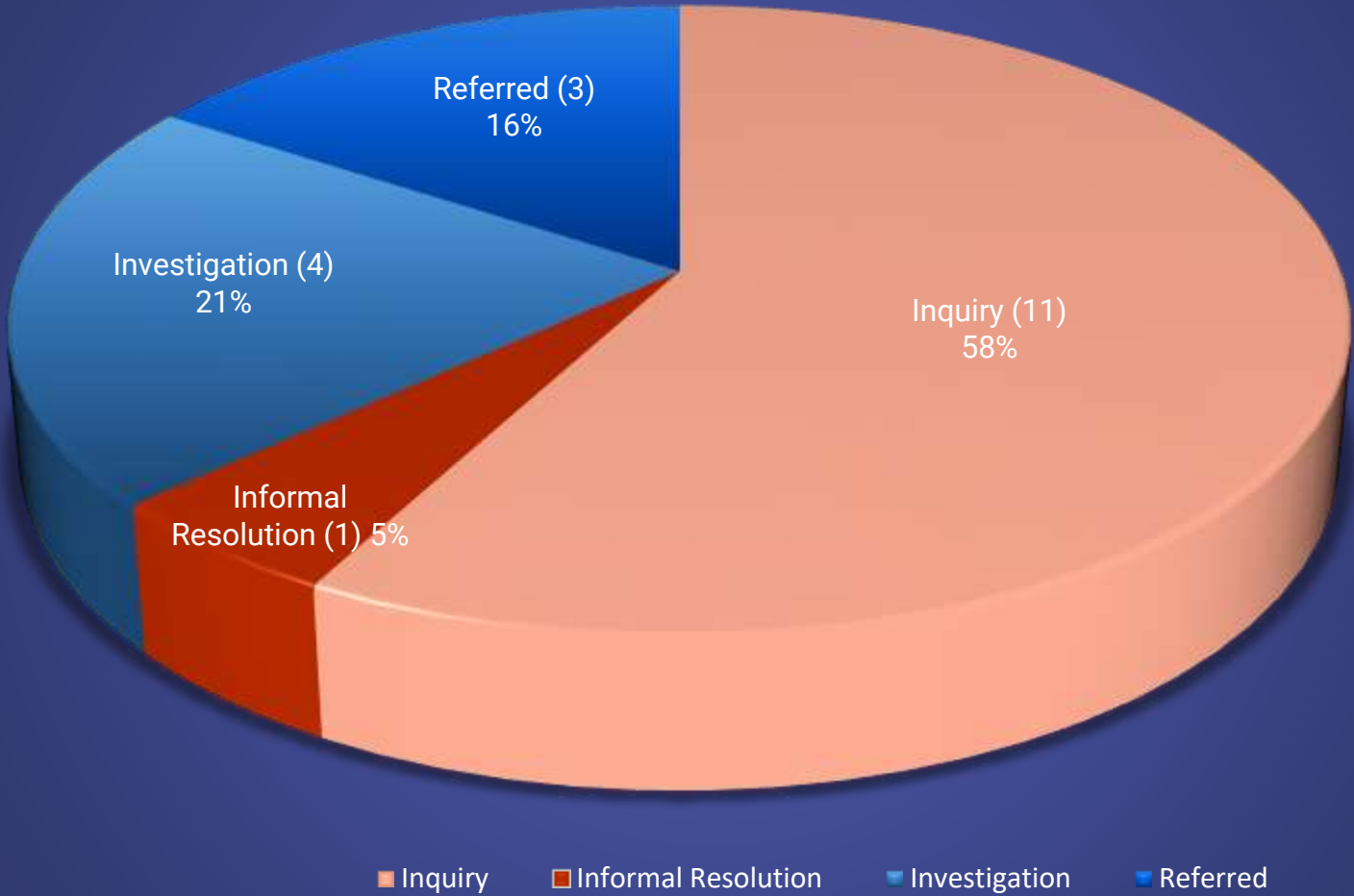
Subject

Inform Board of quarter and 2024 year overview of EEO statistics regarding complaints.

Purpose

Informational update.

Total Complaints Received



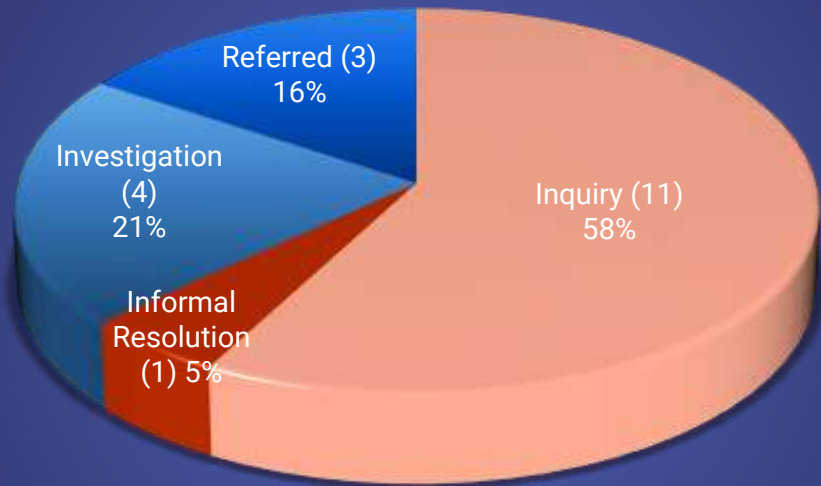
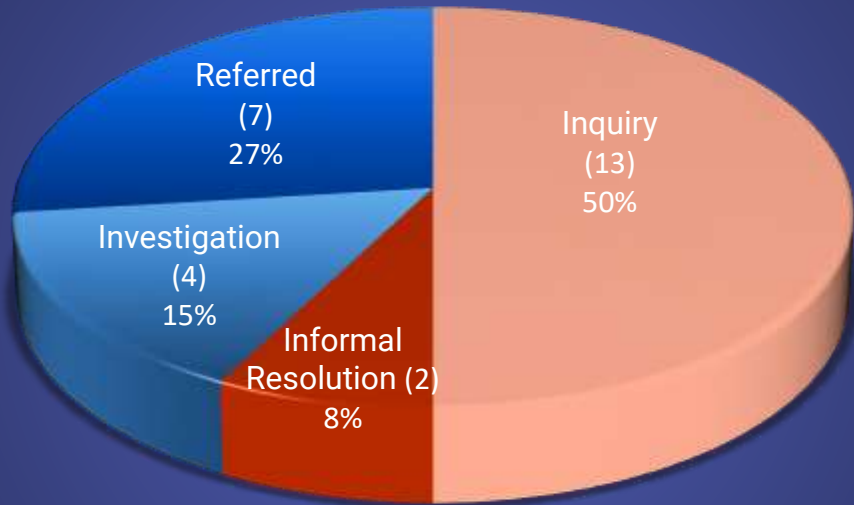
October -
December
2024

Total = 19

Complaints Comparison by Quarter

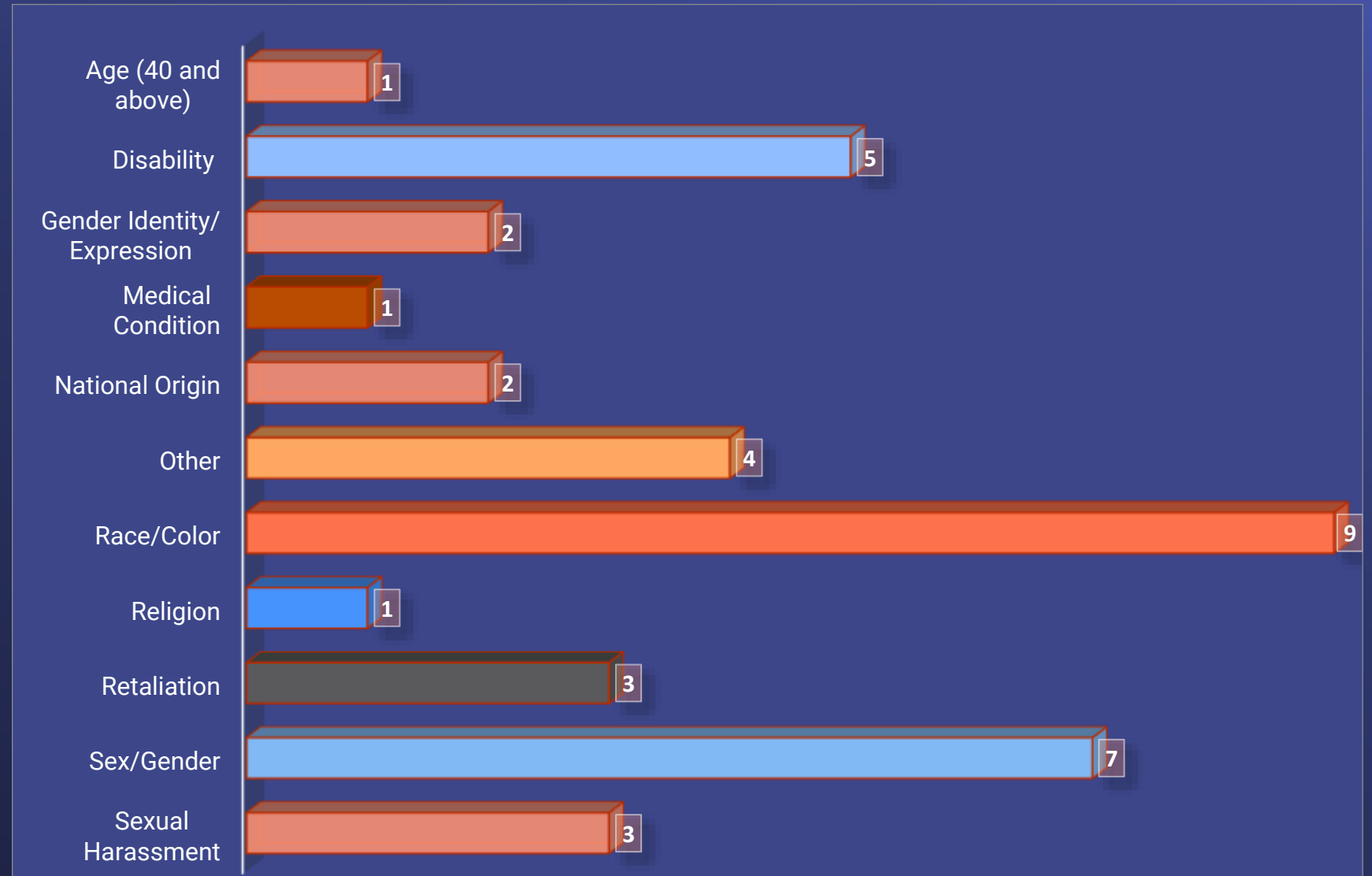
July – Sept. 2024 Total= 26

Oct. – Dec. 2024 Total= 19



October –
December
2024

Quarterly Basis of Complaints

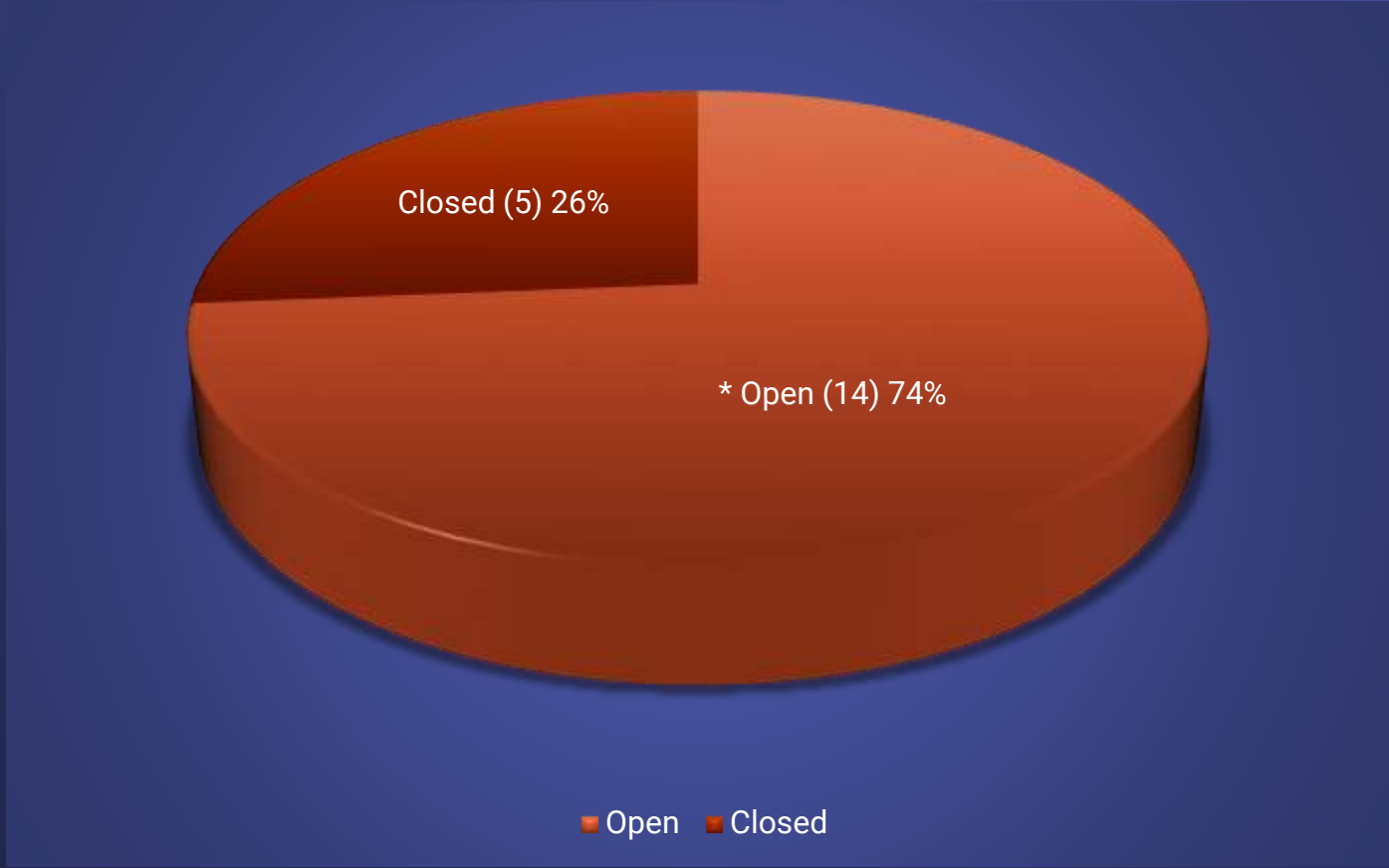


Total = 38

October –
December 2024

Complaints Open and Closed

October –
December
2024

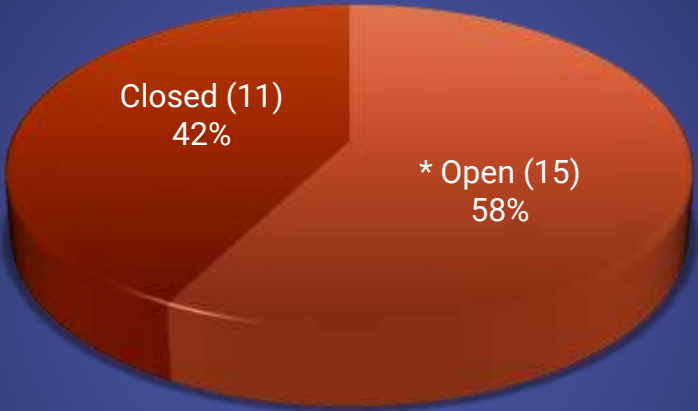


Case Closure
Rate: 217
business days

* 10 Complaints under assessment; 4 Complaints under Investigation/Informal Resolution

Complaints Comparison & Closure Rate by Quarter

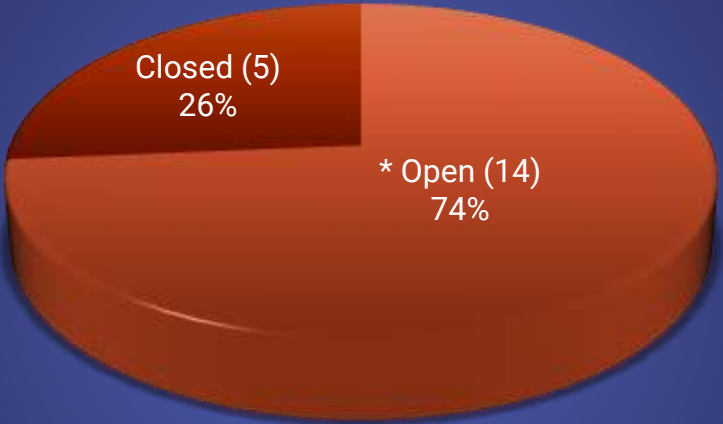
October –
December
2024



Open Closed

Case Closure Rate:
103 business days

July – Sept. 2024



Open Closed

Case Closure Rate:
217 business days

Oct. – Dec. 2024

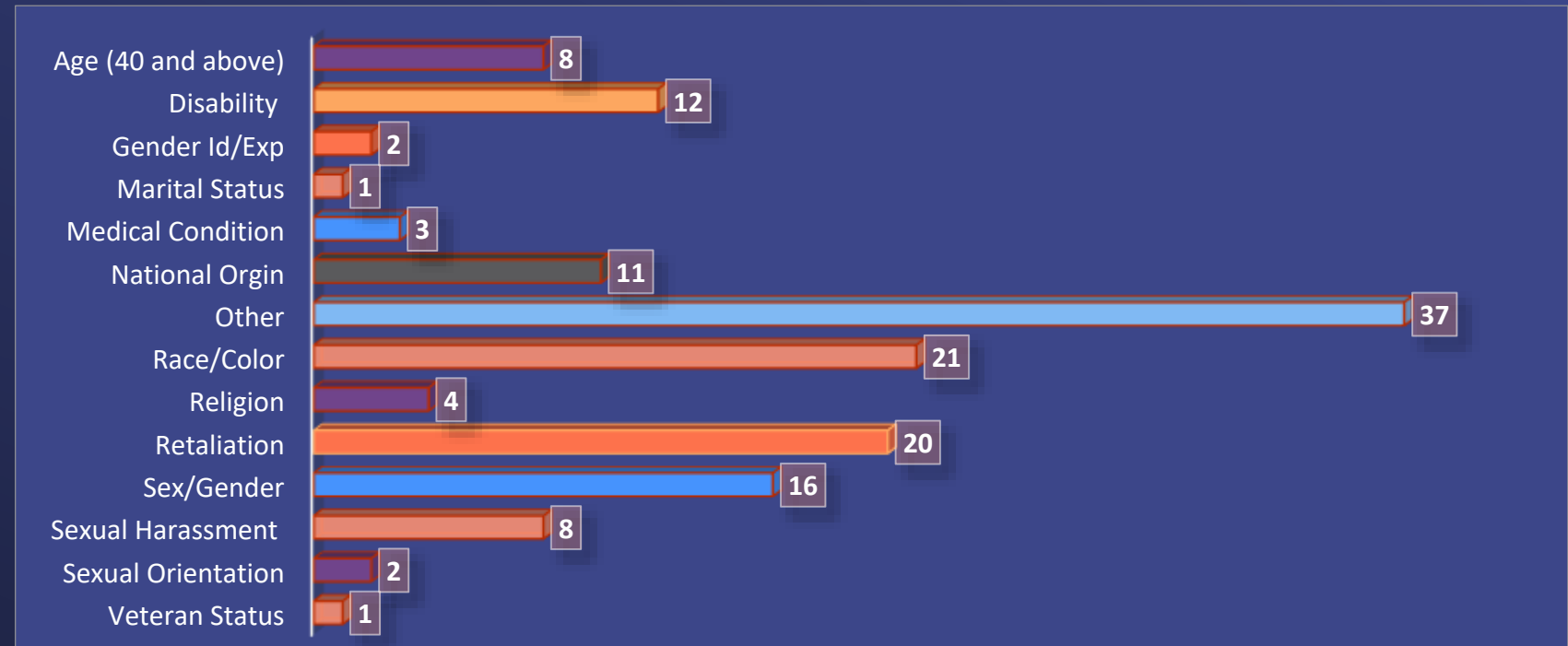
Year End Case Statistics

Total Complaints Received: 103

Average Case Closure Rate: 46 business days

Total Complaints Closed: 108

January 1, 2024 –
December 18, 2024



October –
December 2024

Questions?





Ethics, Organization, and Personnel Committee

Non-Discrimination Program (NDP) Update

Item 6b

January 13, 2025

Item # 6b
Non-Discrimination
Program (NDP)
Update

Subject

Inform Board of FY24 Non-discrimination
Program results

Purpose

Informational update

Discussion Items

- Non-Discrimination Program
- Legal Requirements
- Utilization & Underutilization
- EEO Categories
- NDP Results
- Concurrence Process
- Partnership

Non-Discrimination Program

NDP

Non-Discrimination Program

- A non-discrimination program is a set of specific and result-oriented procedures to which a contractor or subcontractor commits itself for the purpose of insuring equal opportunity for all applicants.

Legal Requirements

- Non-Discrimination Program is a California state requirement per Met's state contractor status. California Code of Regulations, Title 2, § 11103
- Affirmative Action Programs required for Veterans and Individuals with Disabilities

California Code of
Regulations, Title 2, § 11103

Section 503 of the
Rehabilitation Act of 1973

Vietnam Era Veterans'
Rehabilitation Act of 1974

Non-discrimination Program	Jobs Filled	% of Veterans Hired 5.2% hiring benchmark established by the OFCCP	IWD 7% aspirational goal established by the OFCCP
NDP 1 Winchester	14	20%	3.8%
NDP 2 Deserts	36	0%	6.5%
NDP 3 La Verne	71	4%	5%
NDP 4 Riverside	24	16.7%	3.8%
NDP 5 Granada Hills	6	0%	1.4%
NDP 6 Yorba Linda	13	0%	5.3%
NDP 7 Los Angeles/Sacramento/Washington	221	0%	7.3%

California Code of Regulations, Title 2, § 11103

Section 503 of the Rehabilitation Act of 1973

Vietnam Era Veterans' Rehabilitation Act of 1974



Utilization/Underutilization

- Utilization Analysis – an analysis of the workforce demographics in comparison to the available demographics represented in the relevant labor pool (census, feeder jobs).
- Underutilization – when women and minorities are not being employed at a rate to be expected given their availability in the relevant labor pool.

EEO-4 Report



EEO-4 Data Collection

- EEO 1 Officials & Administrators (mgmt.) **335**
- EEO 2 Professionals (analysts) **670**
- EEO 3 Technicians (engineering techs) **236**
- EEO 4 Protective Services (security) **7**
- EEO 5 Paraprofessionals (law clerks) **125**
- EEO 6 Admin Support (mailroom assistants) **9**
- EEO 7 Skilled Craft (pump specialists) **479**
- EEO 8 Service Maintenance (truck drivers) **46**

Locations
NDP's

Non-Discrimination Program	Employees	Worksite	Location
NDP 1 Winchester	106	Diamond Valley Lake (38) Robert Skinner Filtration Plant (68)	Winchester, CA
NDP 2 Deserts	169	Eagle Mountain Pumping Plant (15) Gene Camp (106) Hinds Pumping Plant (9) Intake Pumping Plant (9) Iron Mountain Pumping Plant (25)	Desert Center Parker Dam Desert Center Parker Dam Earp
NDP 3 La Verne	398	F E Weymouth Filtration Plant (394)	La Verne
NDP 4 Riverside	130	Henry J Mills Filtration Plant (56) Lake Mathews Reservoir (70)	Riverside
NDP 5 Granada Hills	70	Joseph Jensen Filtration Plant	Granada Hills
NDP 6 Yorba Linda	75	Robert Diemer Filtration Plant	Yorba Linda
NDP 7 Los Angeles/Sacramento/Washington	959	Eagle Rock Control Structure (17) Soto Street Facility (38) Union Station Headquarters (860) Pub Affairs & Conservation/San Diego (1) Sacramento (24) Washington, DC Legislative Office (2)	Los Angeles Los Angeles Los Angeles San Diego Similar work (lobbyist) Sacramento, state, Washington, federal.
Total	1,907		

Underutilization Results

NDP's

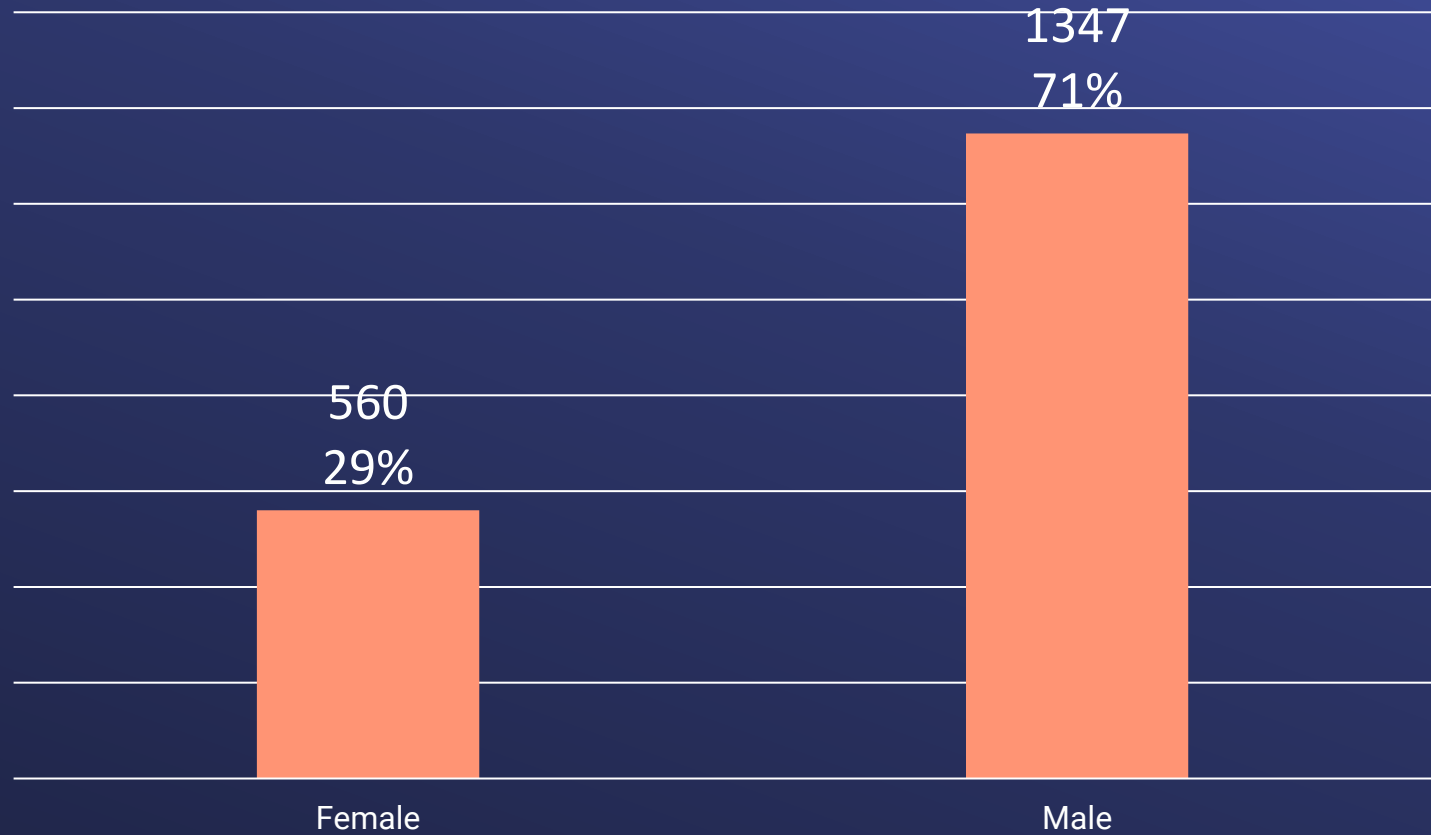
Non-Discrimination Program	Female	Minority
Winchester	Officials & Administrators	Officials & Administrators Technicians
Deserts	Paraprofessionals	n/a
La Verne	Technicians	n/a
Riverside	n/a	n/a
Granada Hills	n/a	n/a
Yorba Linda	Officials & Administrators	Officials & Administrators Protective Services
Los Angeles/Sacramento/Washington	Professionals Administrative Support	Professionals Technicians Skilled Craft Workers

Demographics

Gender

Total # of employees = 1,907

Metropolitan Workforce

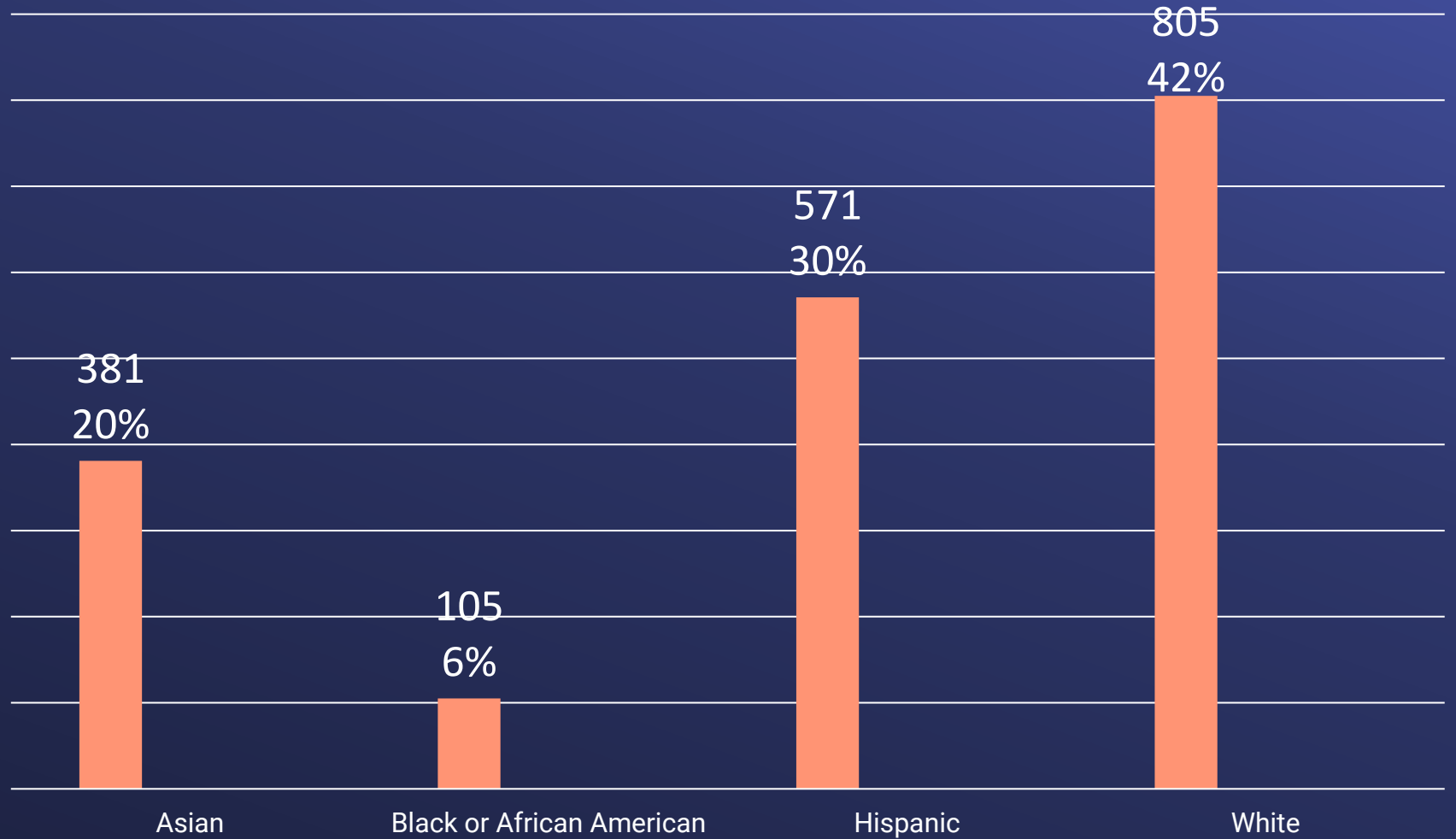


Demographics

Race/Ethnicity

Total # of employees = 1,907

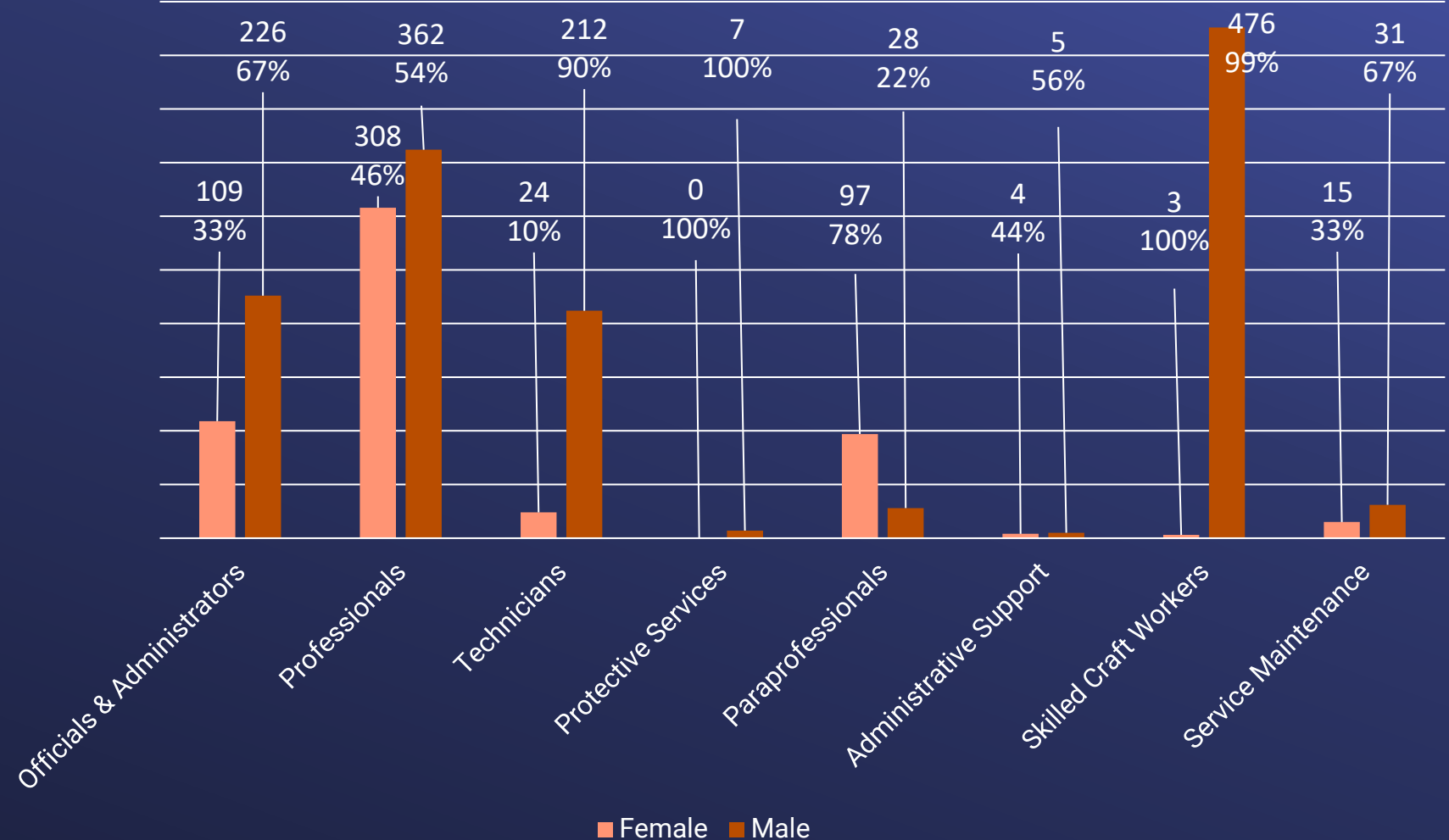
Metropolitan Workforce



Demographics
Gender

Total # of employees = 1,907

Metropolitan Workforce by EEO Category



Demographics

Race/Ethnicity

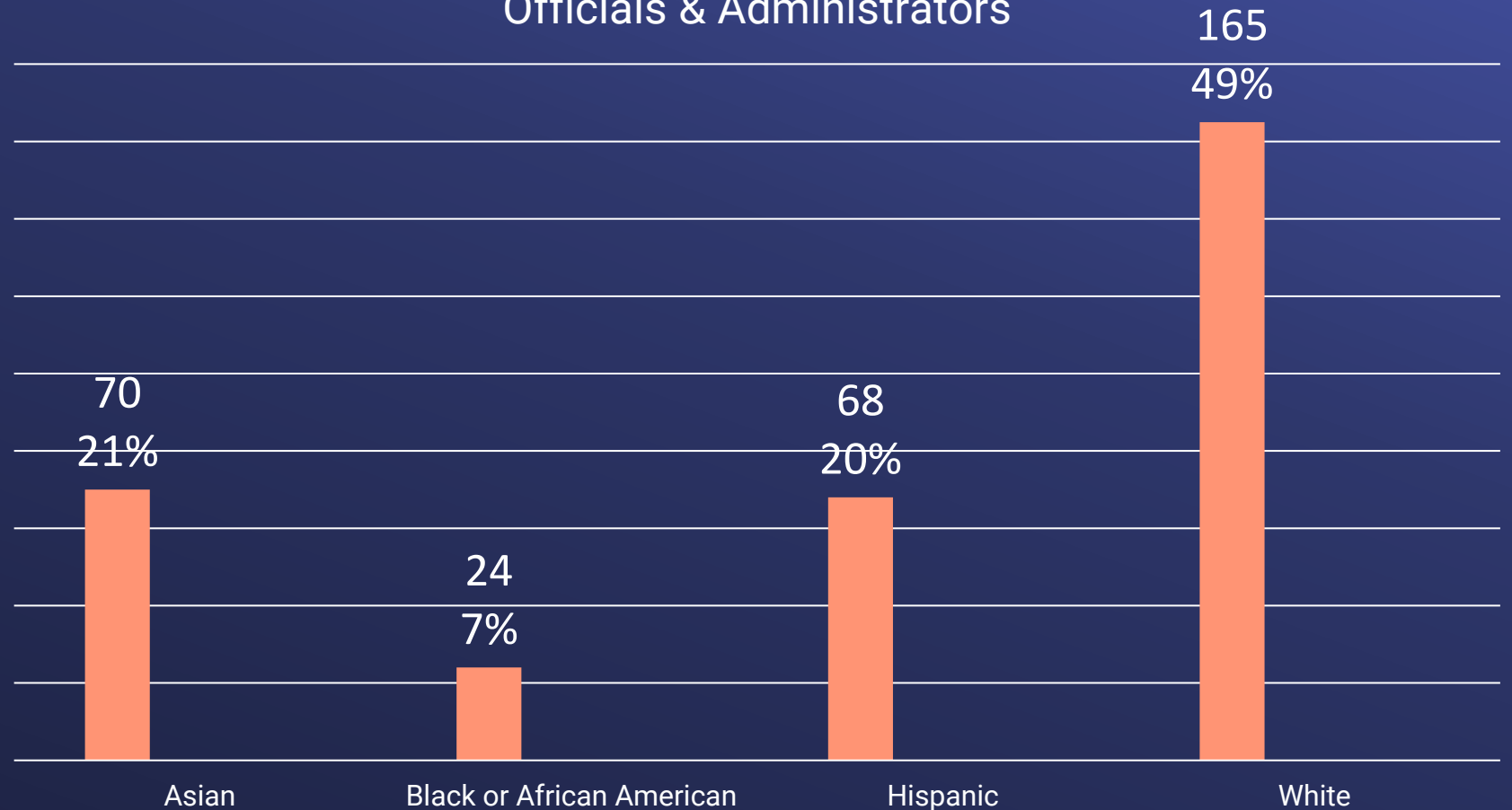
Total # of employees = 1,907

335 employees in EEO Category

Ex. Manager positions

Metropolitan Workforce by EEO Category

Officials & Administrators



Demographics

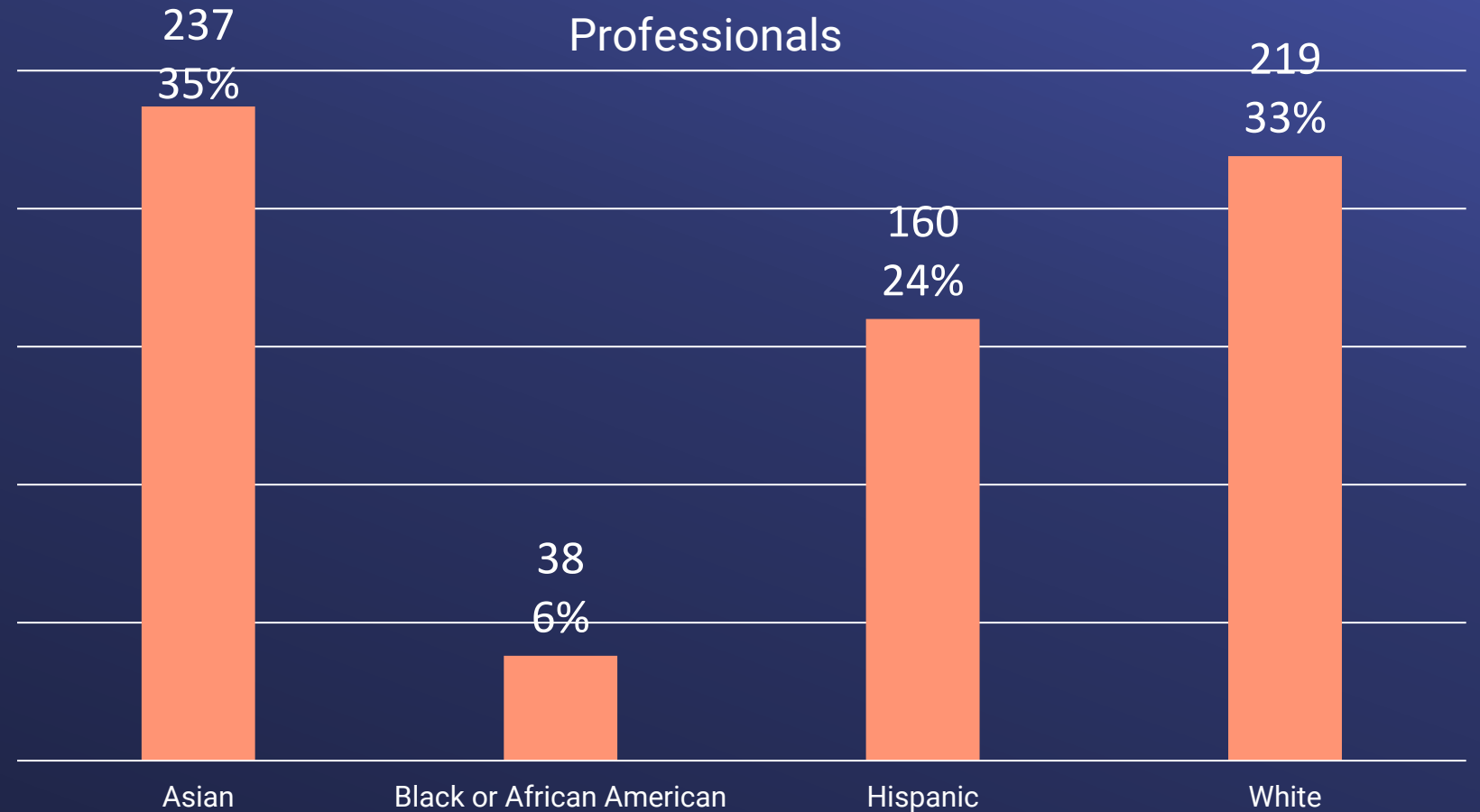
Race/Ethnicity

Total # of employees = 1,907

670 employees in EEO
Category

Ex. Analyst positions

Metropolitan Workforce by EEO Category

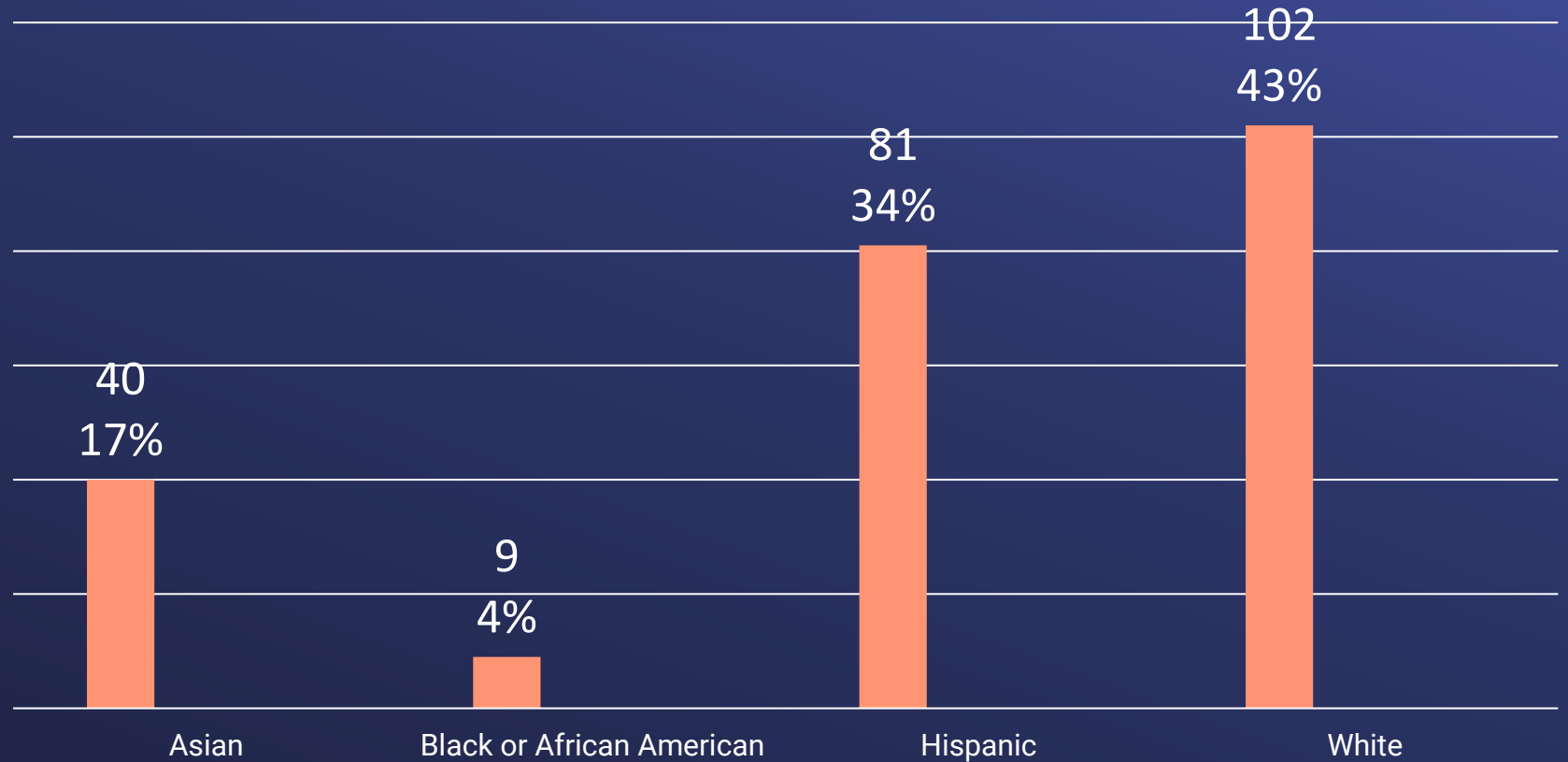


Demographics

Race/Ethnicity

Metropolitan Workforce by EEO Category

Technicians



Total # of employees = 1,907

236 employees in EEO Category

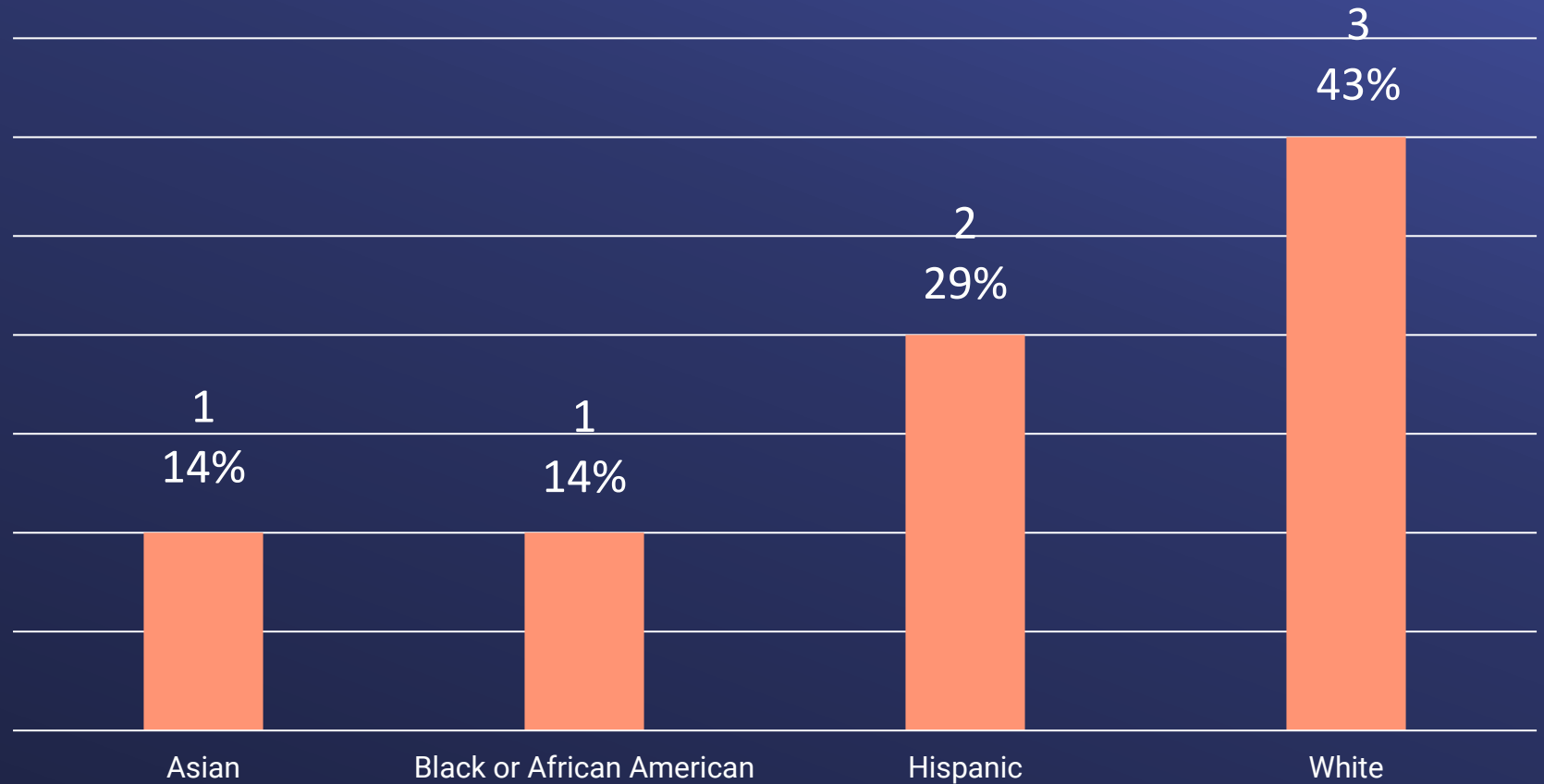
Ex. Engineering Technicians

Demographics

Race/Ethnicity

Metropolitan Workforce by EEO Category

Protective Services



Total # of employees = 1,907

7 employees in EEO Category

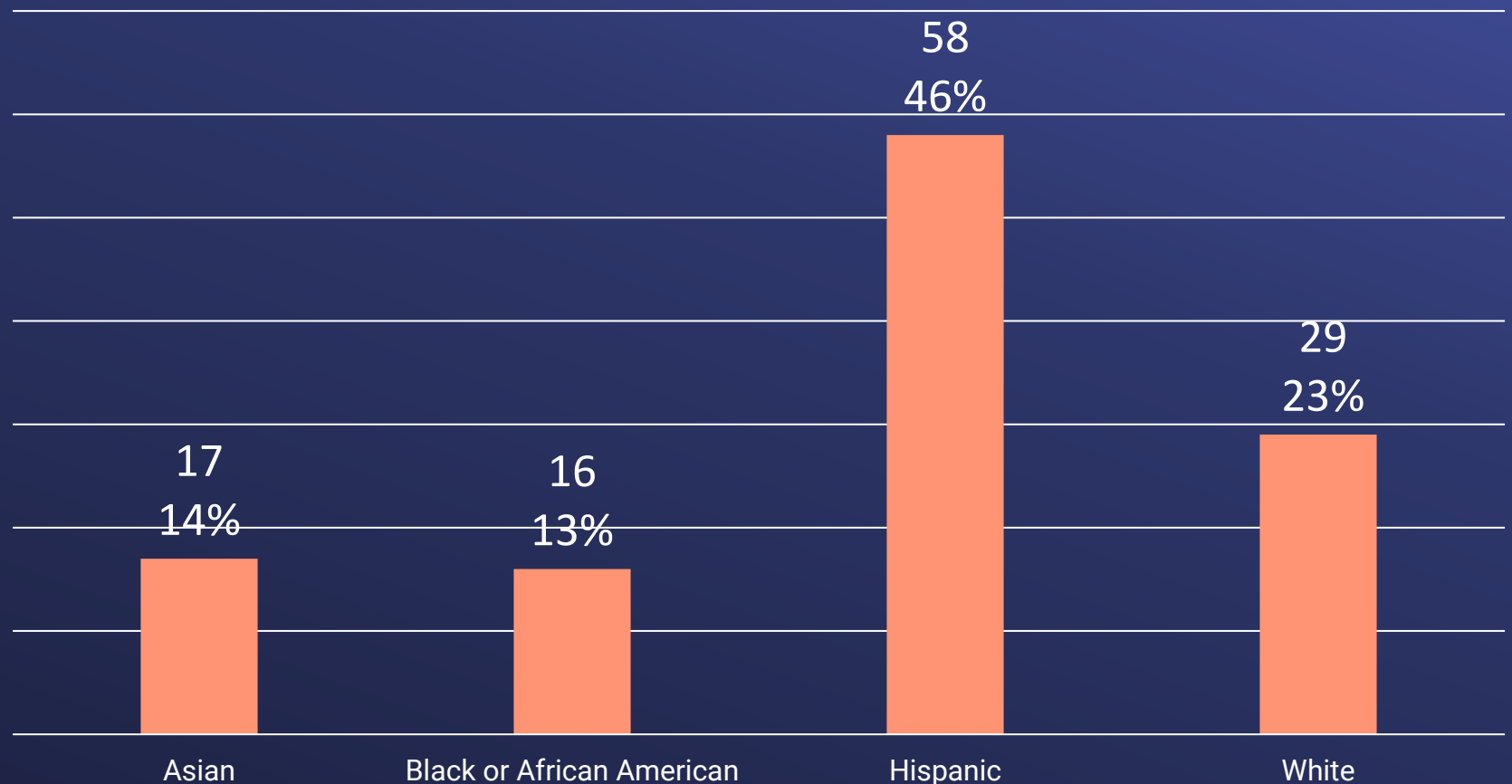
Ex. Security

Demographics

Race/Ethnicity

Metropolitan Workforce by EEO Category

Paraprofessionals



Total # of employees = 1,907

125 employees in EEO
Category

Ex. Law Clerks

Demographics

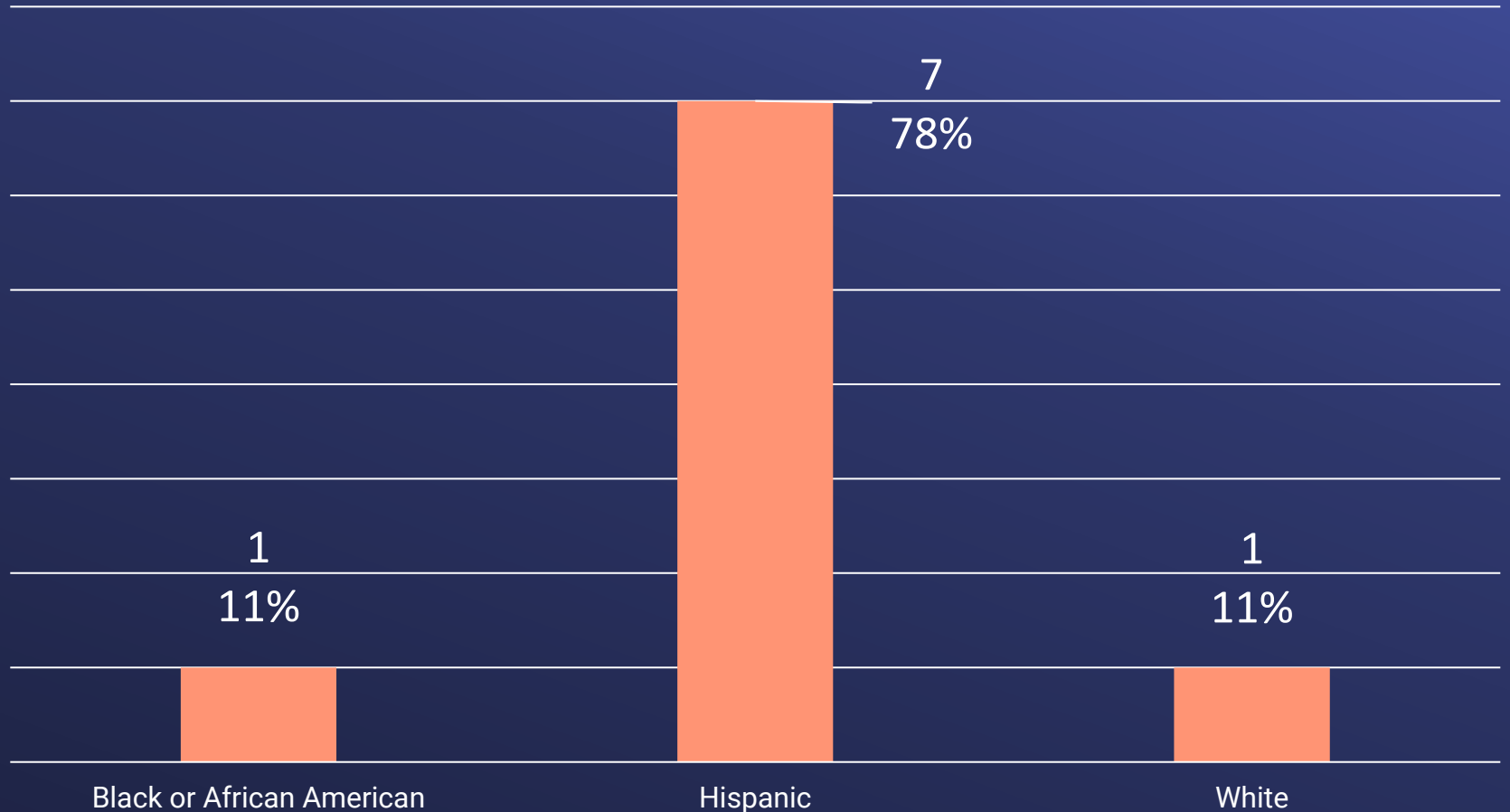
Race/Ethnicity

Total # of employees = 1,907

9 employees in EEO Category

Ex. Mailroom Assistants

Metropolitan Workforce by EEO Category Administrative Support



Demographics

Race/Ethnicity

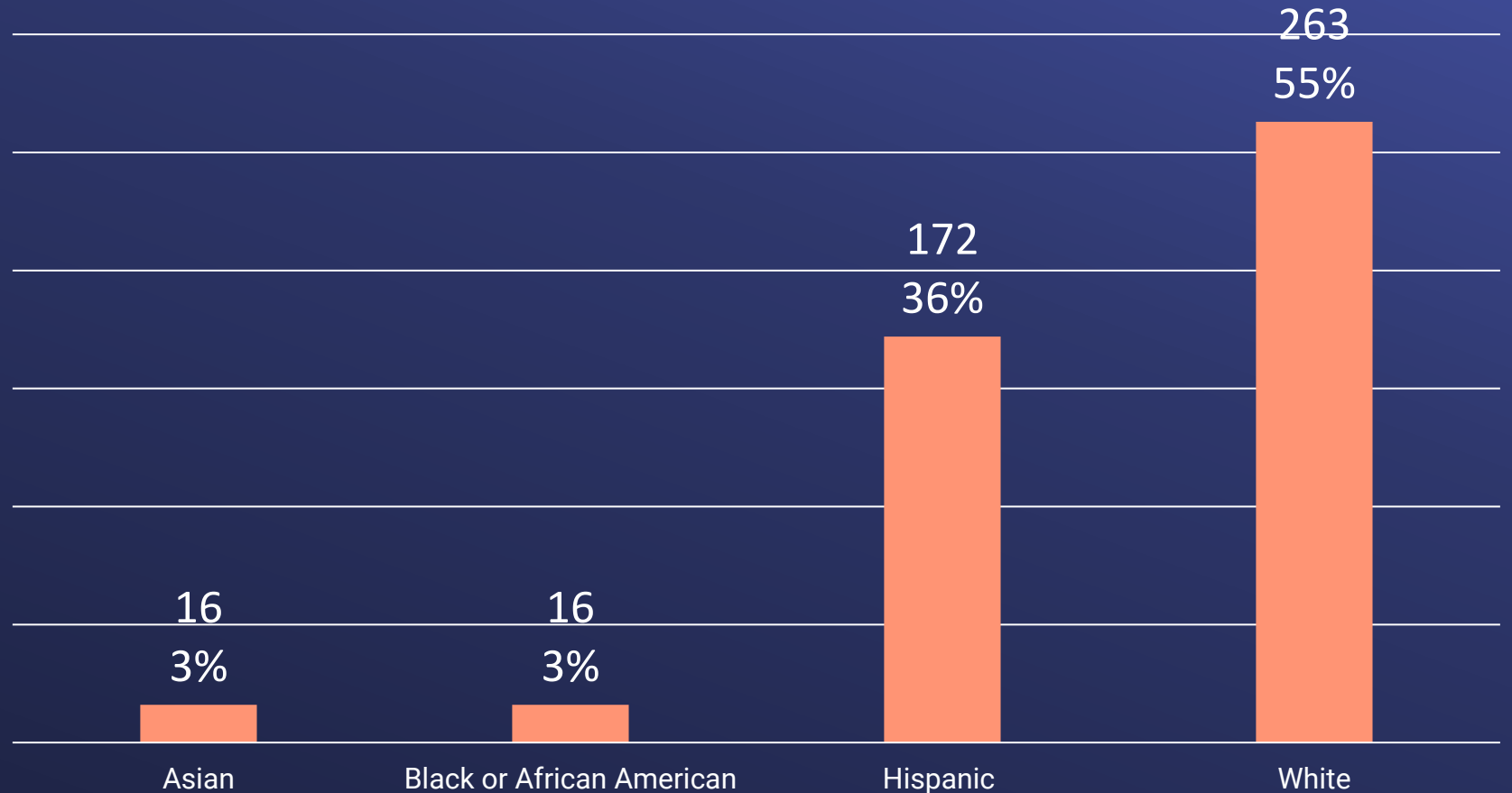
Total # of employees = 1,907

479 employees in EEO Category

Ex. Pump Specialists

Metropolitan Workforce by EEO Category

Skilled Craft Workers



Demographics

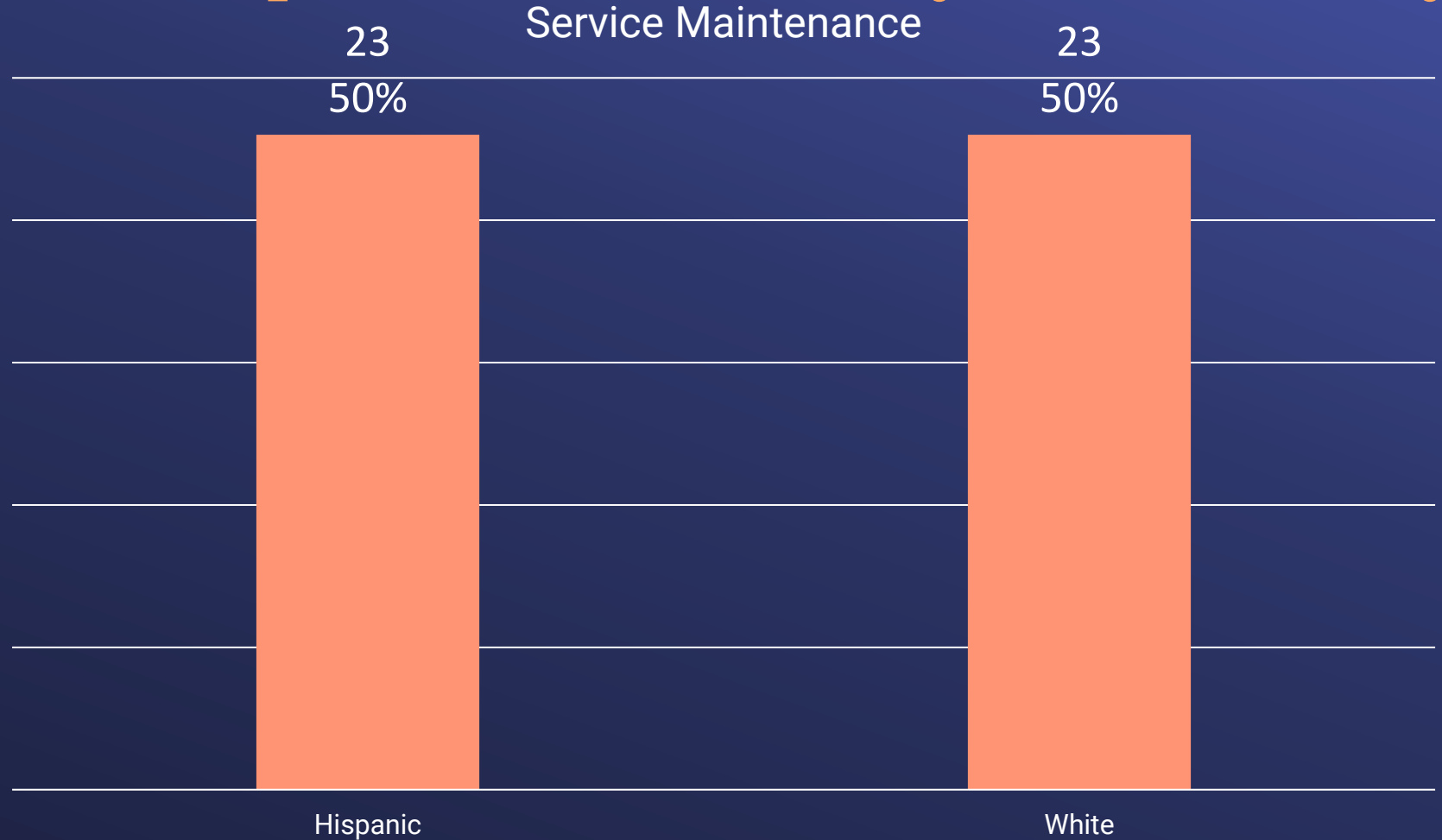
Race/Ethnicity

Total # of employees = 1,907

46 employees in EEO Category

Ex. Truck Drivers

Metropolitan Workforce by EEO Category



EEO Concurrence

Defined

- Concurring in the hiring and promotion process means the EEO Office has reviewed employment documents and practices to ensure equity and fairness in the recruitment process.

EEO Concurrence

Process

- EEO will attend Hiring Strategy Meeting for underutilized positions/positions requiring further review
- Conduct outreach as outlined by EEO/DEI
- Interview panel diversity
- Appeal Process

Workforce Development Priorities



Community Engagement

Outreach with local community organizations, Native nations, veterans, and underserved and/or historically excluded communities.



K-12 Career Pathways

Collaborate with schools to inspire and motivate students about careers in water.



Work Readiness

Engage with career development organizations for industry awareness, internship opportunities and career pathway information.



Training

Partner with educational institutions to develop training programs and grant funding initiatives.

Key Takeaways



Compliance

Underutilization \neq violation

Taking any protected characteristic into account in making any employment decision is unlawful.

Partnerships



2025 Scope of Work

Executive Leadership Development Services

Presented by Eleanor Allen to the
Ethics, Organization, and Personnel
Committee

Item 6c

January 13, 2025



Presentation Outline

- Purpose of the Scope of Work and Expected Outcomes
- Summary of the Scope of Work
- Schedule
- Discussion

Purpose of the Scope of Work and Expected Outcomes

- Department Head Collaboration in 2025
 - **Purpose:** Create new ways of working to strengthen operational efficiency and collaboration between the Departments. Develop the enabling environment for the Department Heads to work together as an Executive Team.
 - **Expected Outcomes:** Improve organizational and employee morale.
- Department Head Evaluations for fiscal year 2024/2025
 - **Purpose:** Perform 360-degree (direct reports, colleagues/peers, Board, and self) evaluations of the Department Heads. Included in this year's evaluation by the Board is how the Department Heads perform on the Department Head Collaboration scope of work.
 - **Expected Outcomes:** Comply with Administrative Code requirements for annual performance evaluations and salary adjustments for 2025/2026.

Scope of Work Summary

- Two tasks were developed for fiscal year 2025/26 with the Ad Hoc Committee:

1. Department Head Collaboration – new scope of work

- **Three workshops** with the Department Heads and Catapult For Change
 - **#1 (Feb) – 2025 Kickoff** – [Game Changer Index](#) leadership profile reviews (individual and team), each Department's SWOT analysis, and draft shared Business Plan for 2025/26
 - **#2 (Feb) - Planning for 2025/26** - Finalize Business Plan for 2025/26, Biennium Planning, 2025/26 Scorecard with key metrics, and Roles & Responsibilities matrix (RACI) to deliver the Scorecard metrics
 - **#3 (March) - Completion of Executive Team Deliverables** – recommendations for Executive Team incentives if the Scorecard metric are met, recommendations for any organizational changes, a Operating Agreement for how the Executive Team will work together in 2025/2026, and recommendations for improvements to the 2024/2025 Dept Head Evaluation process (based on the 2023/24 experience)
- **Workshop #4 (April) – Planning for 2025/26** - Executive Team and the Ad Hoc Committee – Executive Team to present the deliverables from the three workshops above to the Board Ad Hoc Committee

2. Department Head Evaluations – similar process to 2024/25

Schedule

Month	January	February	March	April	May	June	July	August
Task 7 - Planning for 2025/26; Dept Head and Board Collaboration								
Game Changer Index (GCI) Assessments								
Workshop 1: 2025 Kickoff								
Workshop 2: Planning for 2025/26								
Workshop 3: Completion of Executive Team Deliverables								
Workshop 4: Outputs from the Q1 workshops (with the Ad Hoc Committee)								
Task 8 - 2024/25 Department Head Evaluation								
Process Revisions - Update format and questions								
<i>Solicit feedback from Department Heads on process improvements</i>								
<i>Recommend changes to Ad Hoc Committee (in Workshop 4 above)</i>								
<i>Formalize updated process</i>								
Phase 1 - Employee Feedback & Self Assessments								
<i>Send out assessment survey</i>								
<i>Clarification interviews</i>								
<i>Prepare high level report for the Board</i>								
Phase 2 – Collect Board Feedback								
<i>Send survey to the Board</i>								
Phase 3 - Finalize Process								
<i>Board presentation (in person)</i>								
<i>Prepare individual reports for each Department Head</i>								
<i>Meet with each Department Head to review written feedback</i>								
<i>Board meets with each Department Head to provide verbal feedback</i>								

Discussion



Thank you!

Eleanor Allen

eallen@catapultforchange.com

303-808-2515





Ethics, Organization, and Personnel Committee

2024 Ethics Survey Results

Item 6d

January 13, 2025

Item 6d

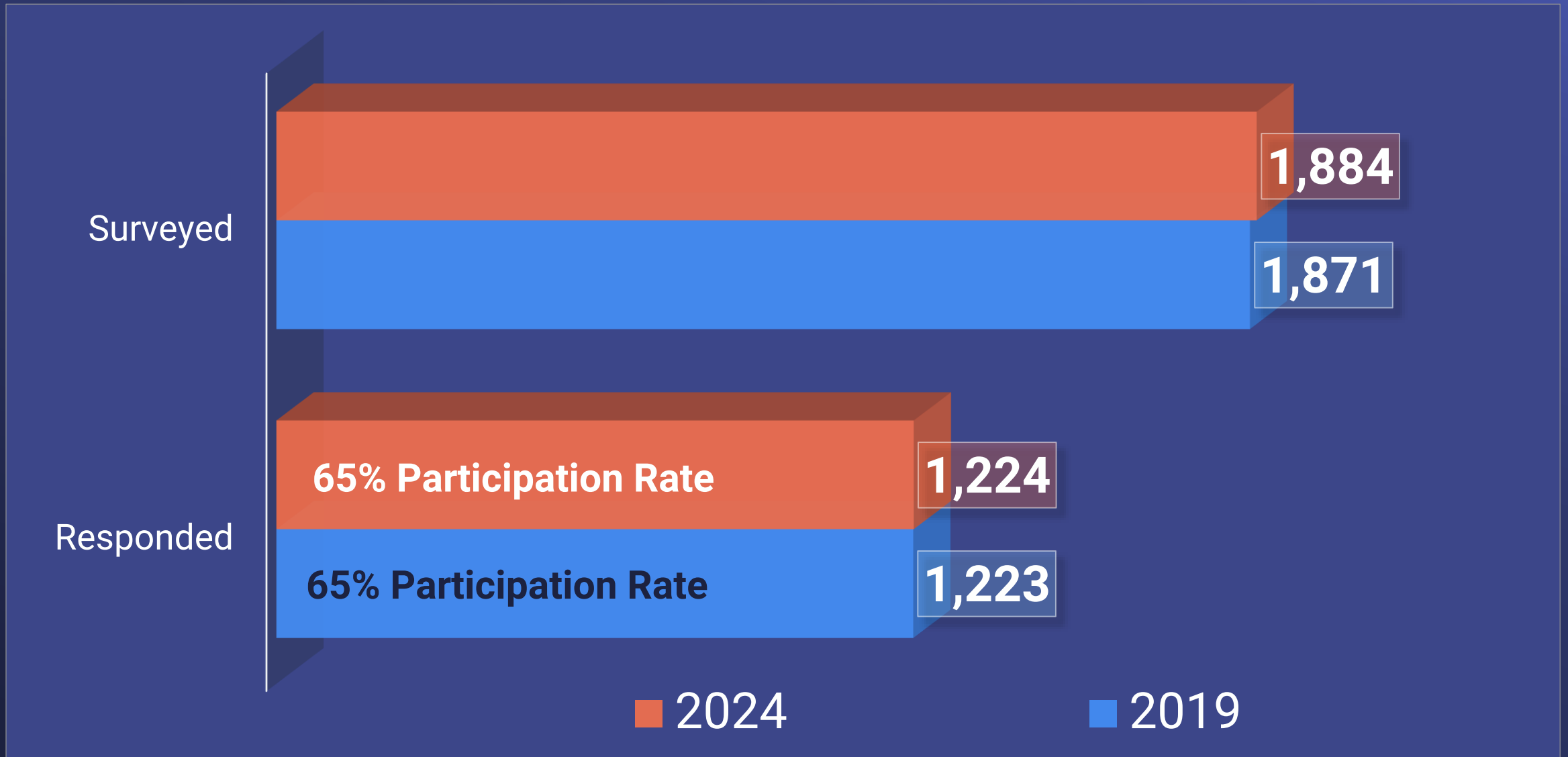
Subject

2024 Ethics Survey Results

Purpose

To report 2024 survey results and compare with 2019 survey results

Participant Overview



Participation Breakdown

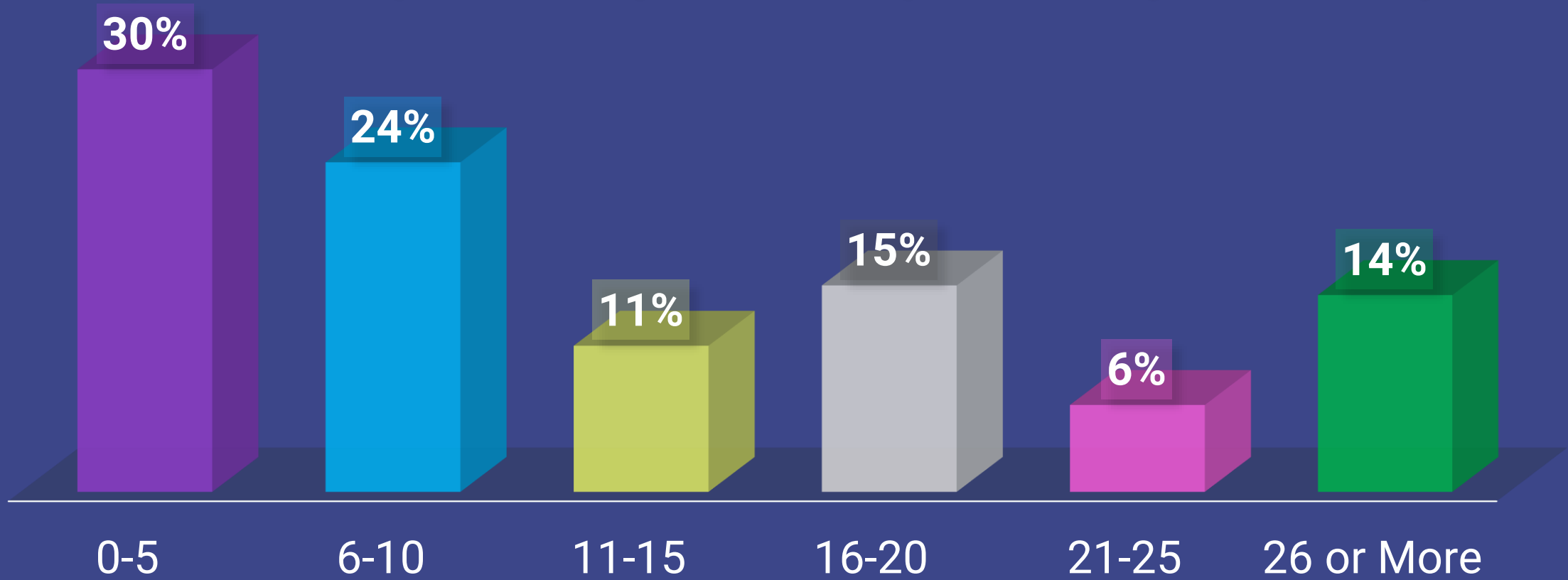
	<u>2024</u>	<u>2019</u>
Field Sites	545 (45%)	593 (49%)
Headquarters	604 (49%)	625 (51%)
Did Not Disclose	75 (6%)	5 (0%)
Management	226 (18%)	253 (21%)
Non-Management	919 (75%)	954 (78%)
Did Not Disclose	79 (7%)	16 (1%)
TOTAL	1,224 (100%)	1,223 (100%)

How long have you worked at Metropolitan?

10 Years or Less
54%

11 – 20 Years
26%

21 Years or More
20%



Most and Least Favorable Responses

Question

Most

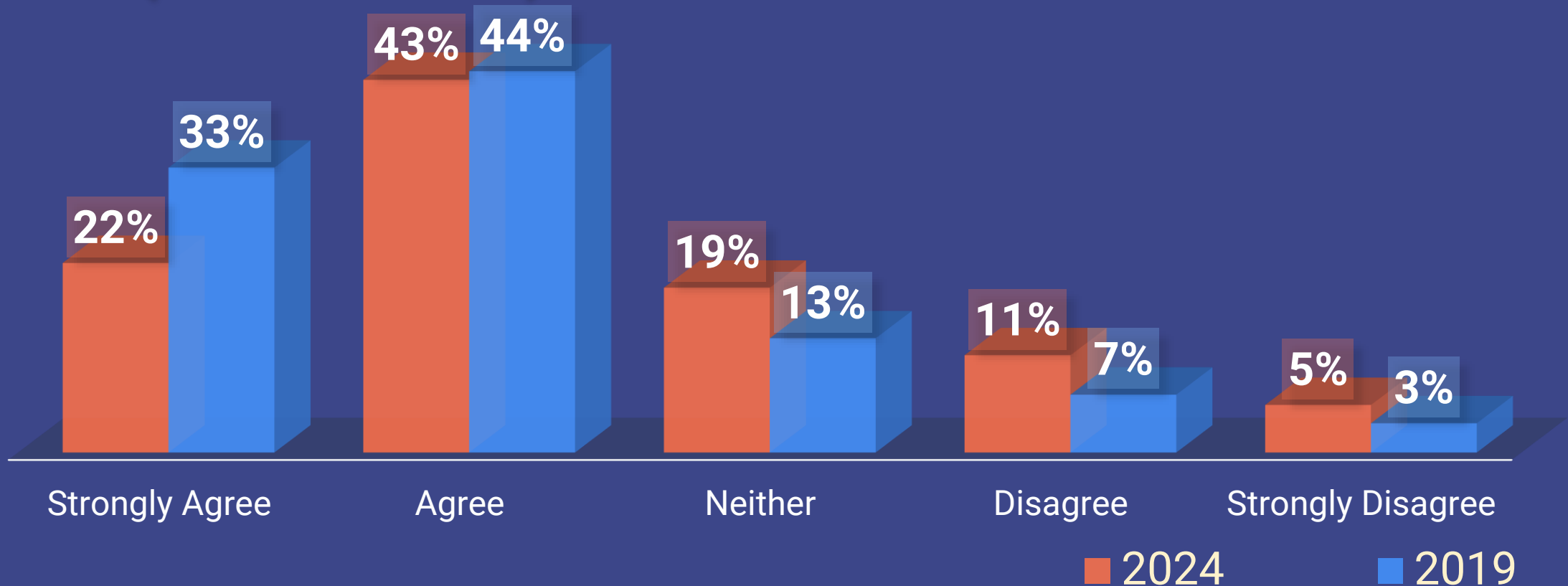
- I understand my ethical responsibilities in my public service job. 95%
- I have received training from the Ethics Office within the last 12 months. 88%
- I know how to contact the Ethics Office. 86%
- I am confident in my understanding of ethics rules and policies. 84%

Least

- At Metropolitan, arbitrary action, personal favoritism and/or political coercion are not tolerated. 26%
- I believe managers who violate ethics policies are held accountable. 31%
- My organization's senior leaders maintain high standards of honesty and integrity. 42%
- I believe non-management employees who violate ethics policies are held accountable. 43%

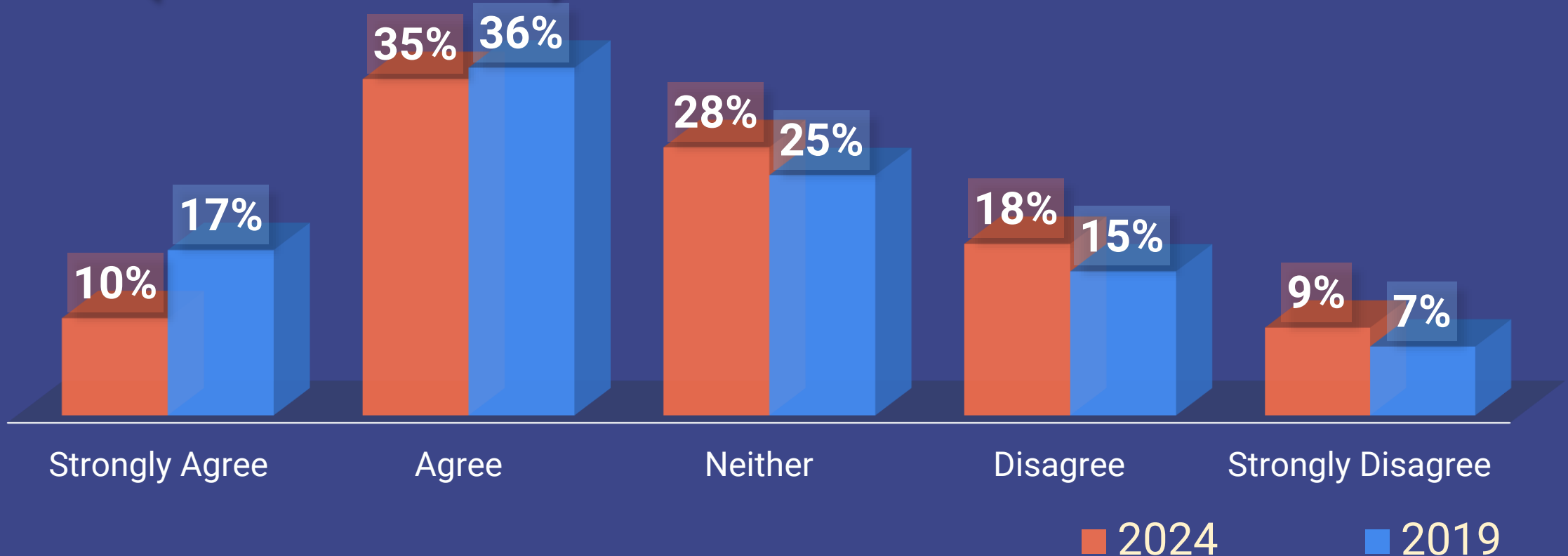
I believe Metropolitan is supportive of employees doing the right thing.

2024: 65%
2019: 77%



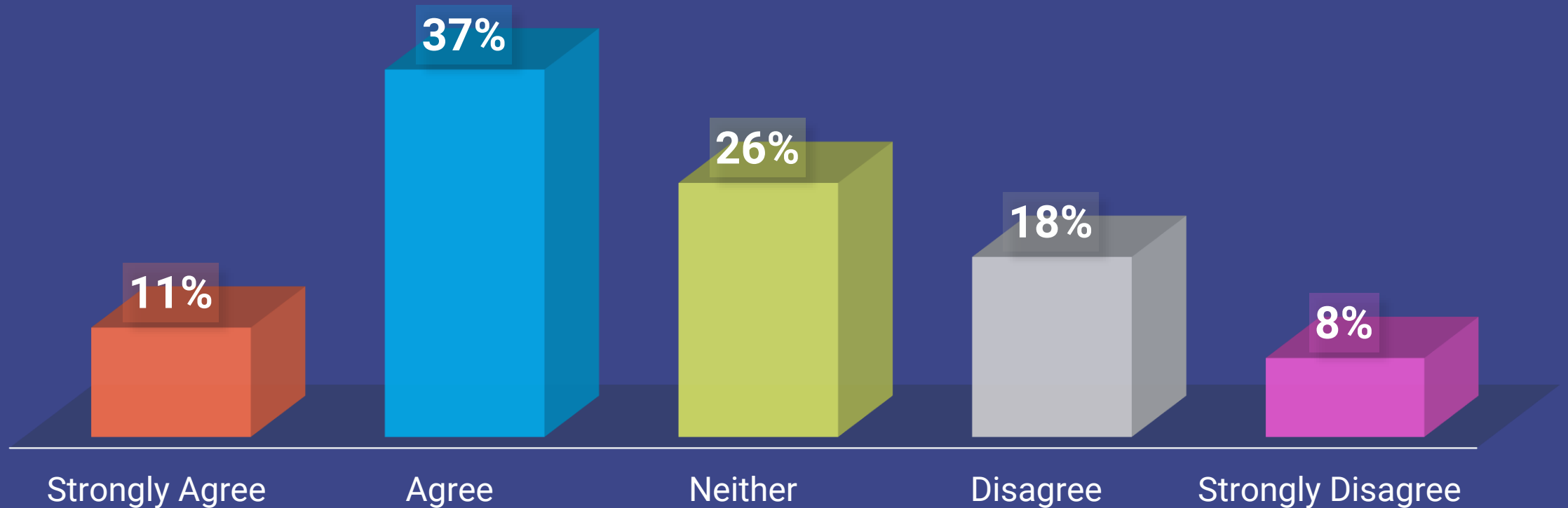
It is safe to speak up at Metropolitan (raise concerns).

2024: 45%
2019: 53%



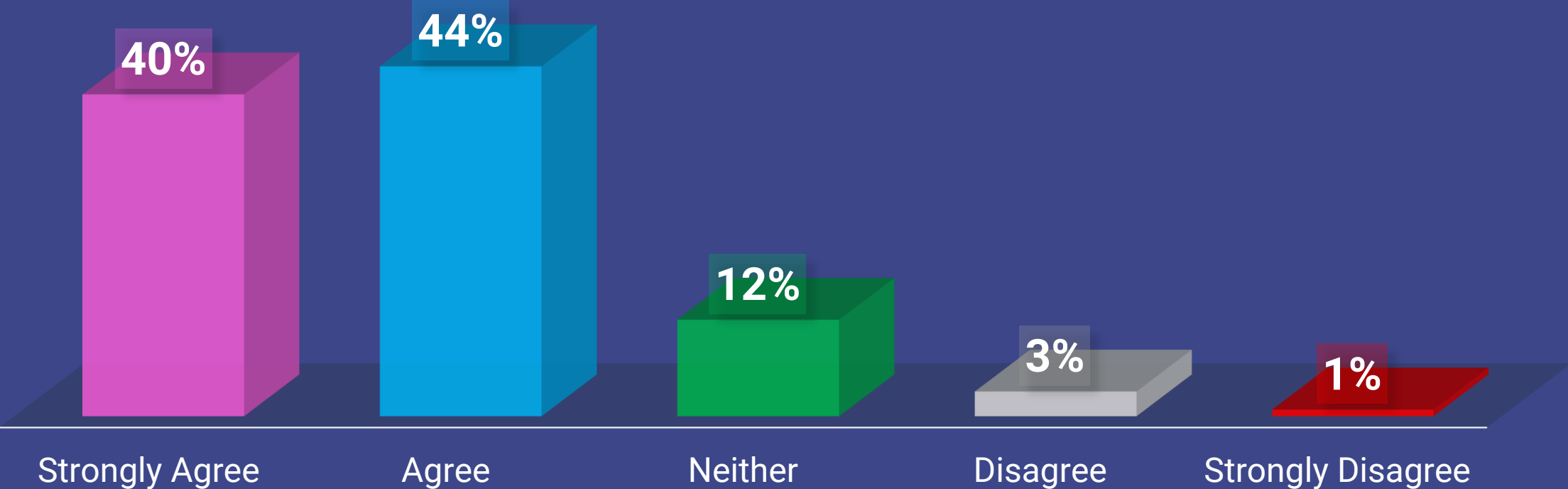
I feel safe to speak up at Metropolitan (raise concerns).

2024: 48%



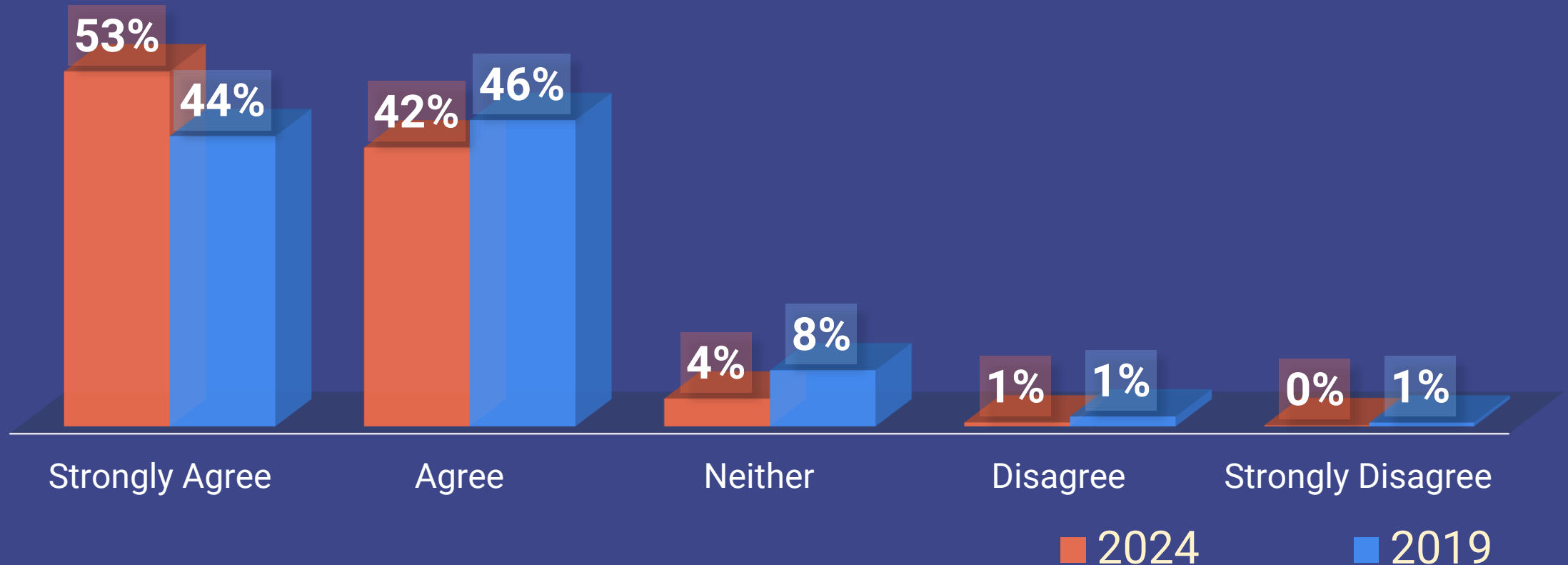
I believe Metropolitan is a government agency.

2024: 84%



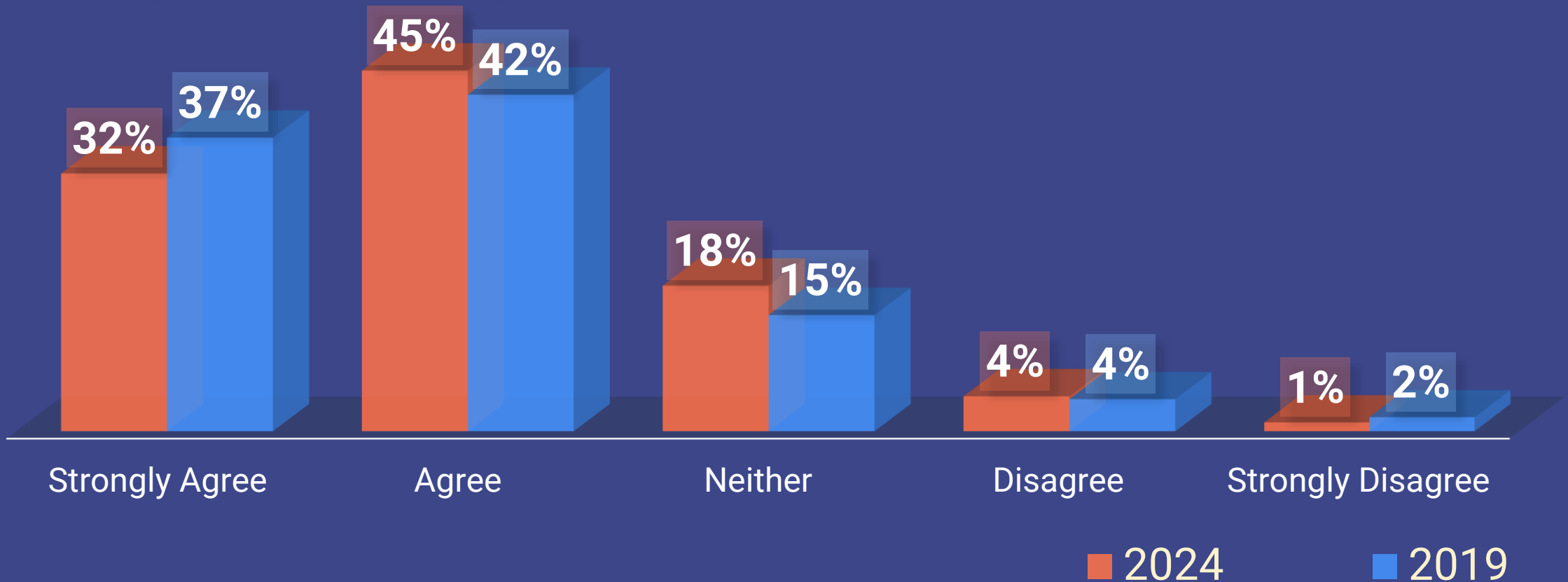
I understand my ethical responsibilities in my public service job.

2024: 95%
2019: 90%



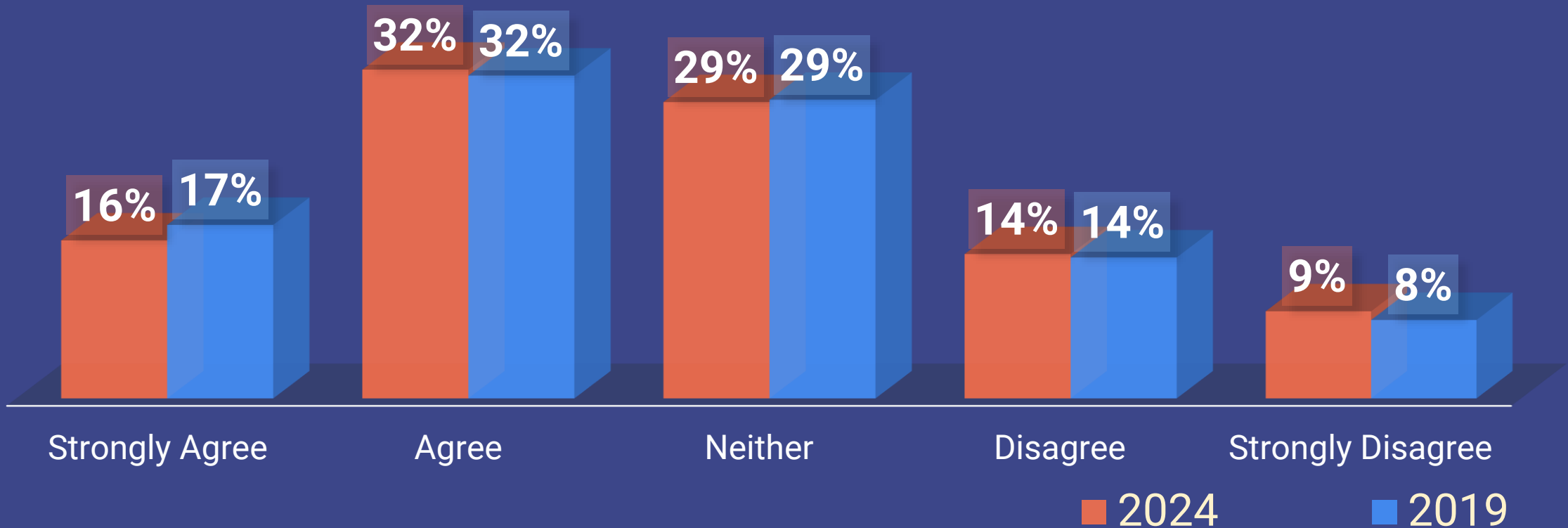
I would report unethical behavior if I saw it.

2024: 77%
2019: 79%



I can disclose a suspected violation of any law, rule, or regulation without fear of reprisal.

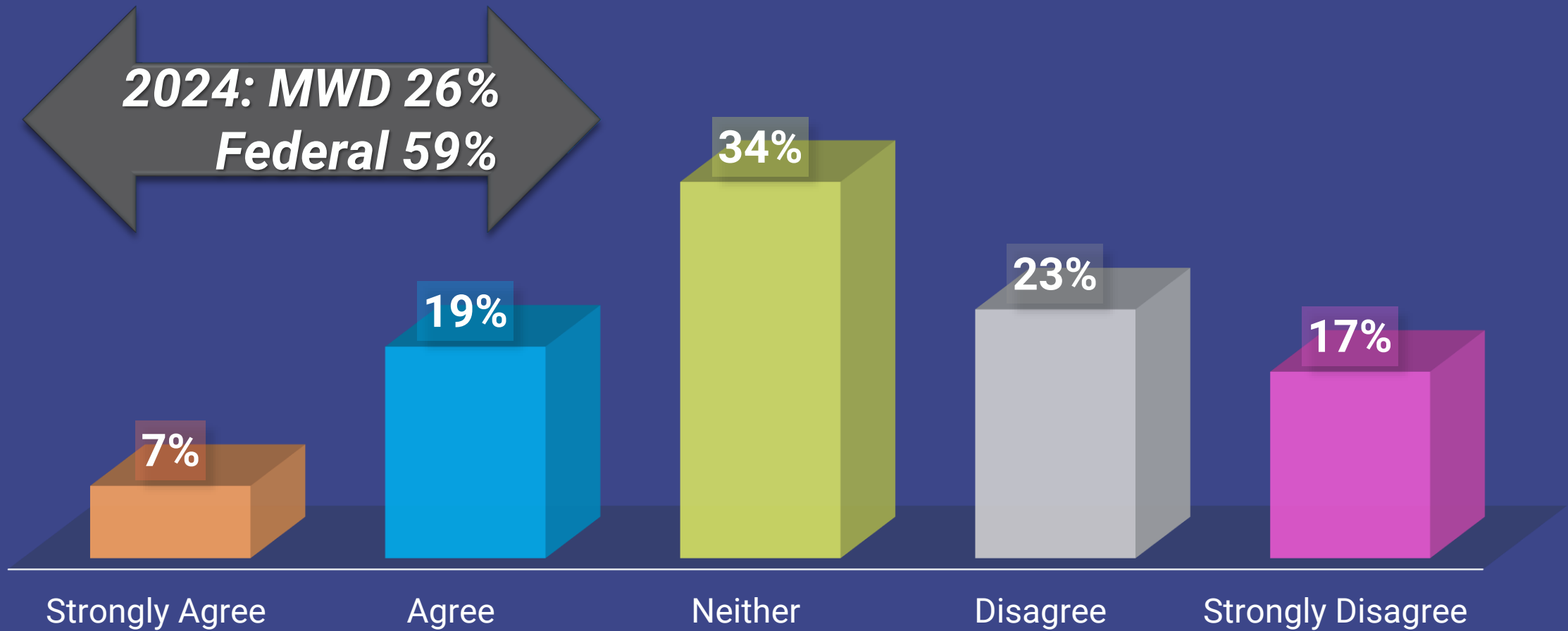
2024: MWD 48% / Federal 74%
2019: MWD 49% / Federal 67%



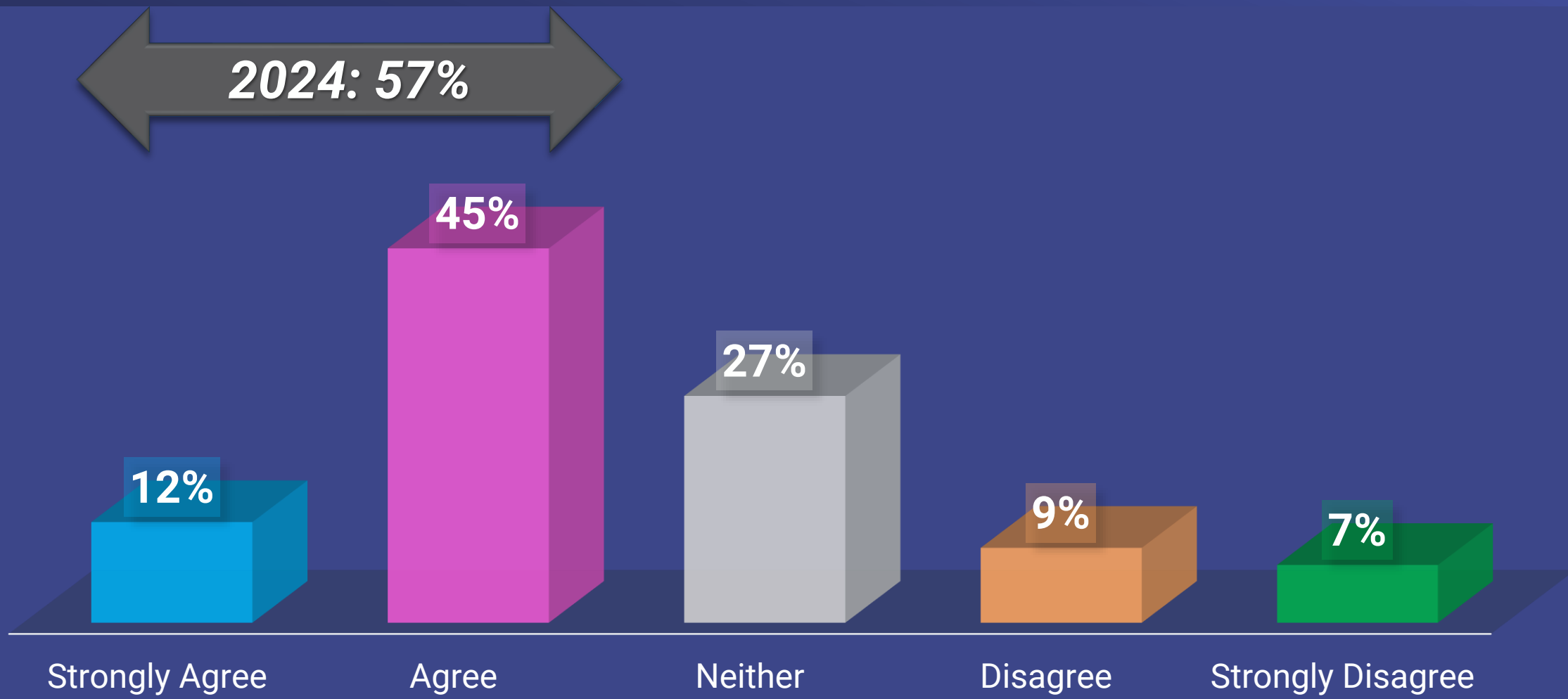
I believe managers and non-management employees who violate ethics policies are held accountable.



At Metropolitan, arbitrary action, personal favoritism and/or political coercion are not tolerated.



I believe Metropolitan is an ethical organization and is committed to complying with the laws, rules, & regulations that govern its operations.



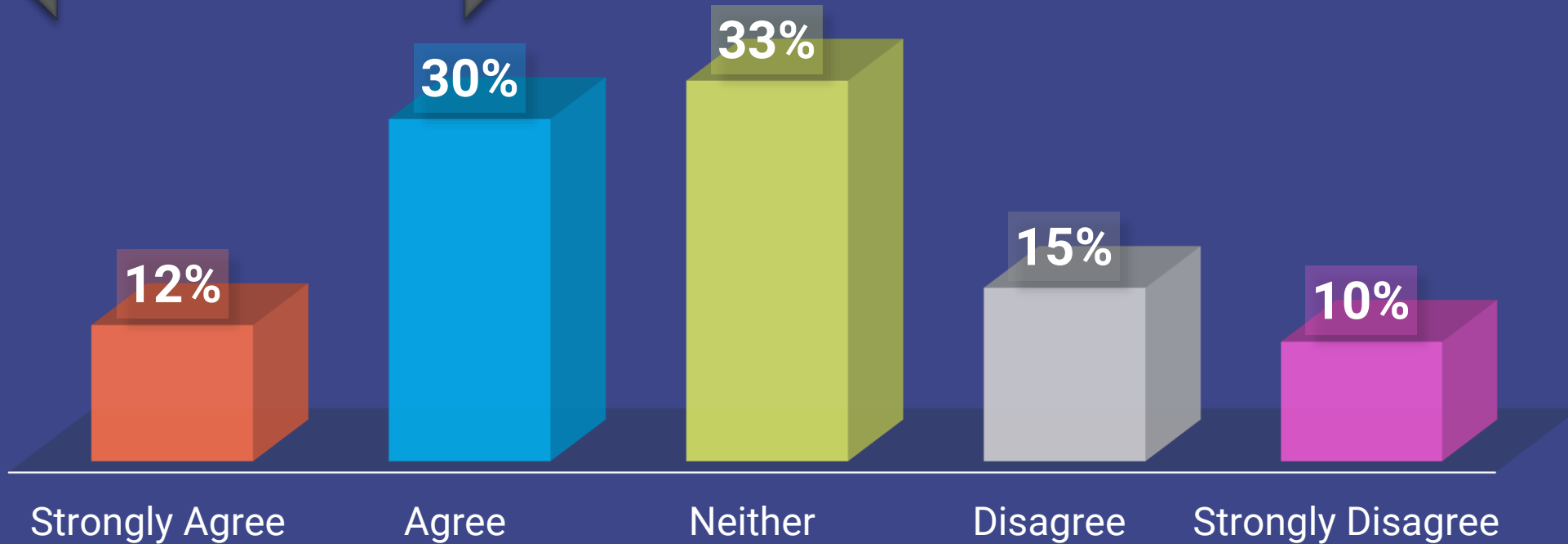
My organization's senior leaders, managers, and coworkers maintain high standards of honesty and integrity.



2024: Sr Leaders 42% / Federal 65%
Managers: 57%
Coworkers: 72%

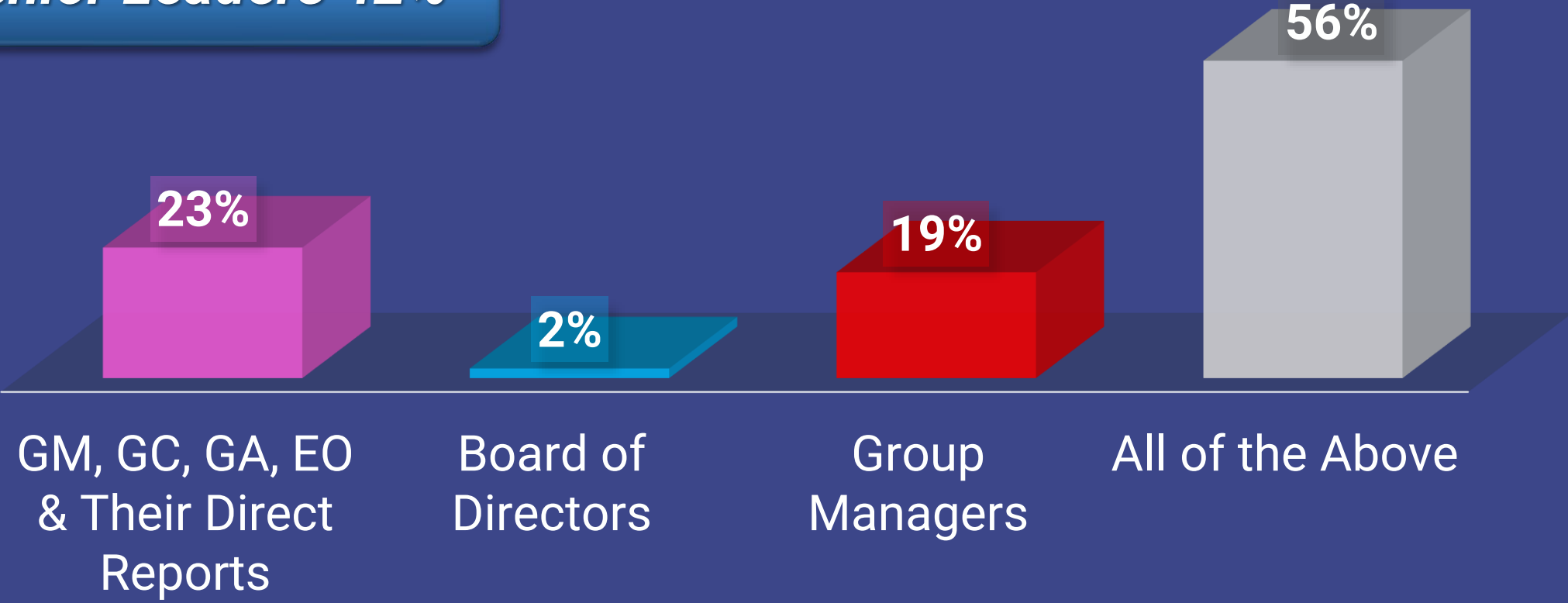
My organization's senior leaders maintain high standards of honesty and integrity.

2024: MWD 42%
Federal 65%



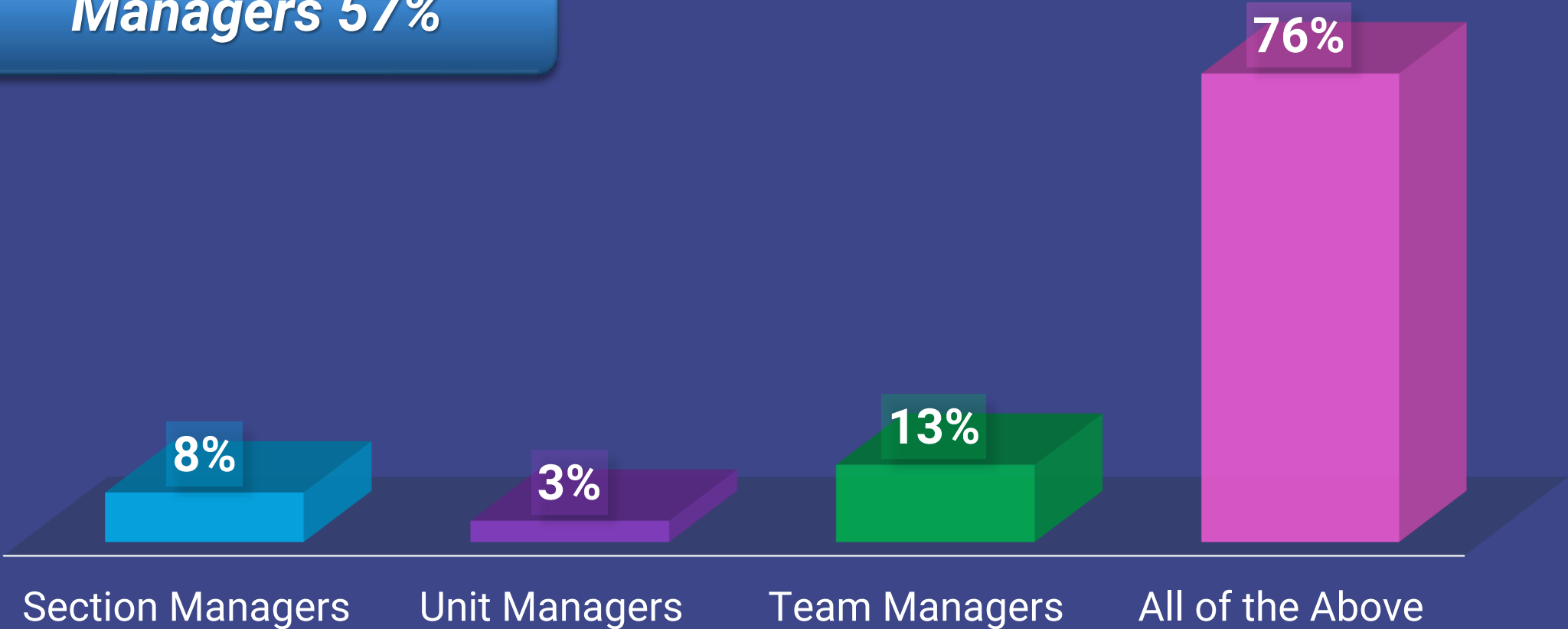
When answering the question about “senior leaders” maintaining high standards of honesty and integrity, who were you primarily thinking of?

Senior Leaders 42%



When answering the question about “managers” maintaining high standards of honesty and integrity, who were you primarily thinking of?

Managers 57%

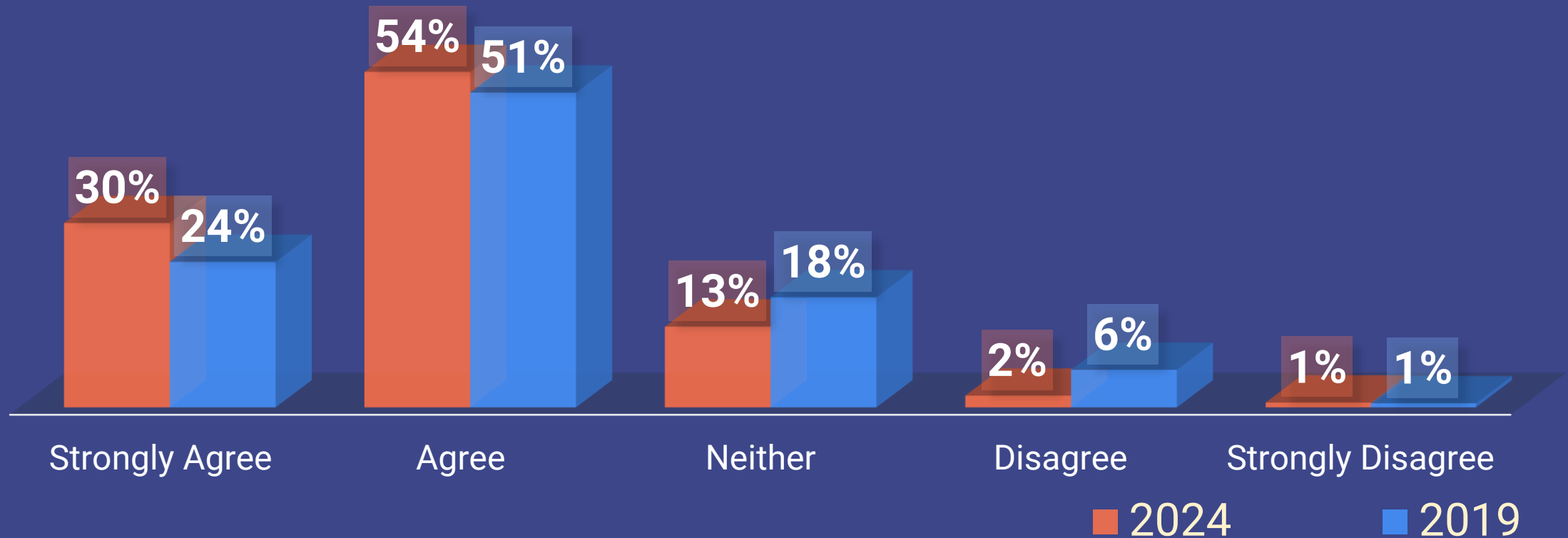


I would most likely raise a concern about an ethics issue to:



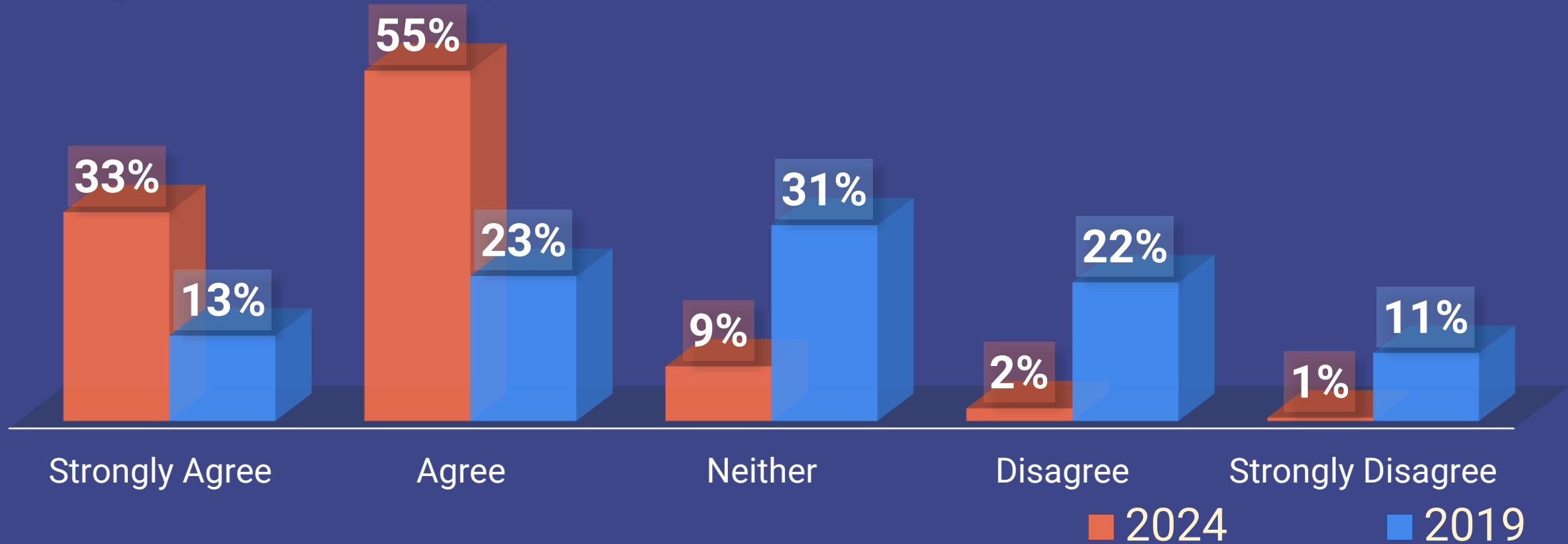
Information on Metropolitan's ethics policies has been shared with me in the last 2 years.

2024: 84%
2019: 75%



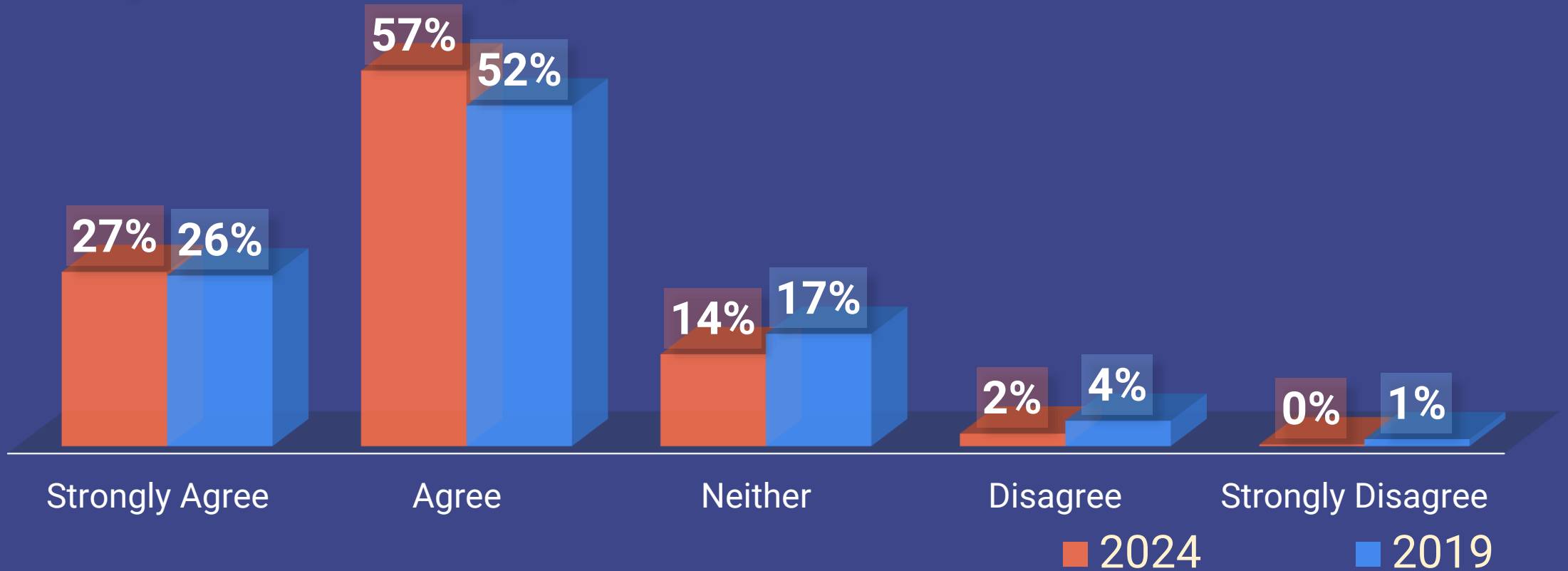
I have received training from the Ethics Office within the last 12 months.

2024: 88%
2019: 36%



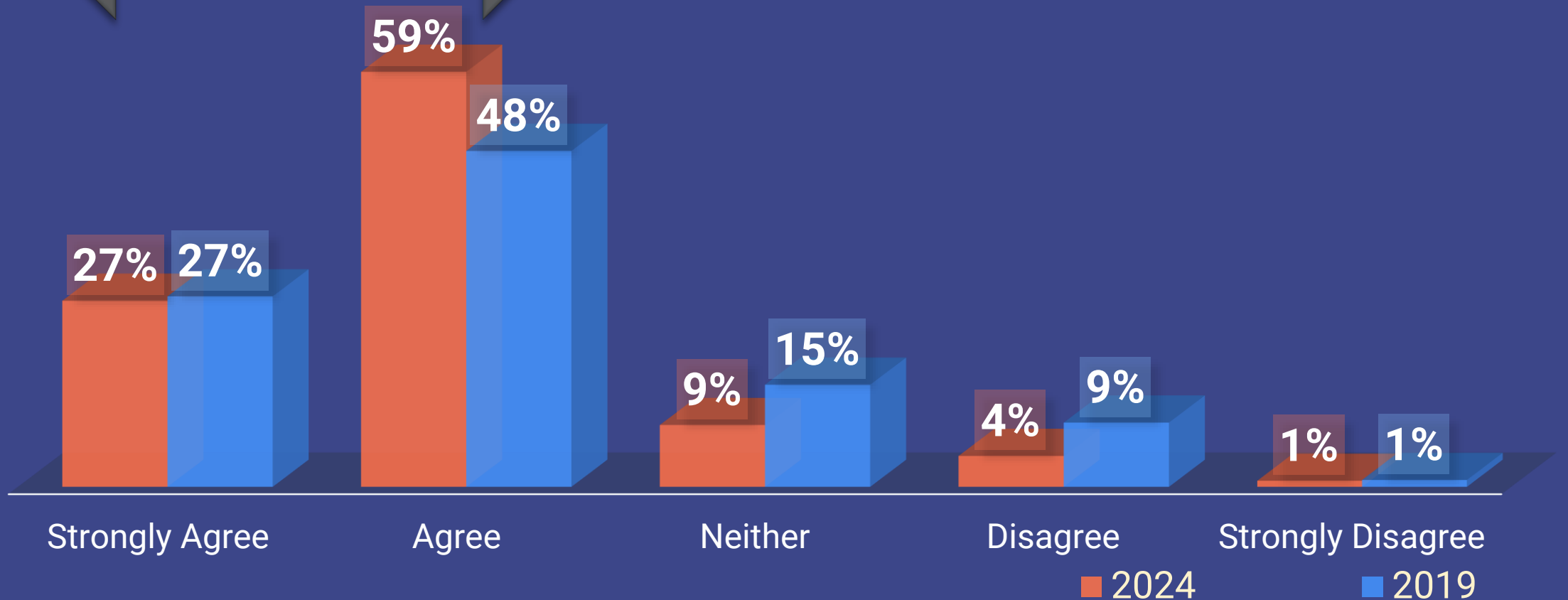
I am confident in my understanding of ethics rules and policies.

2024: 84%
2019: 78%



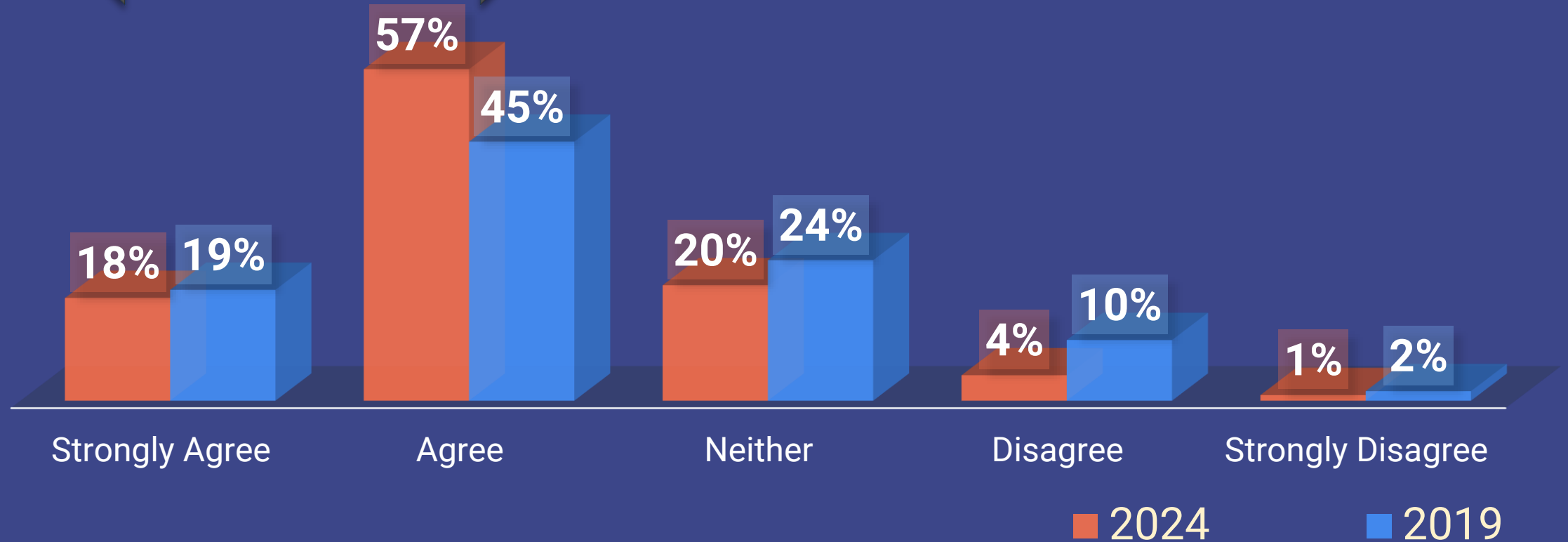
I know HOW to contact the Ethics Office.

2024: 86%
2019: 75%



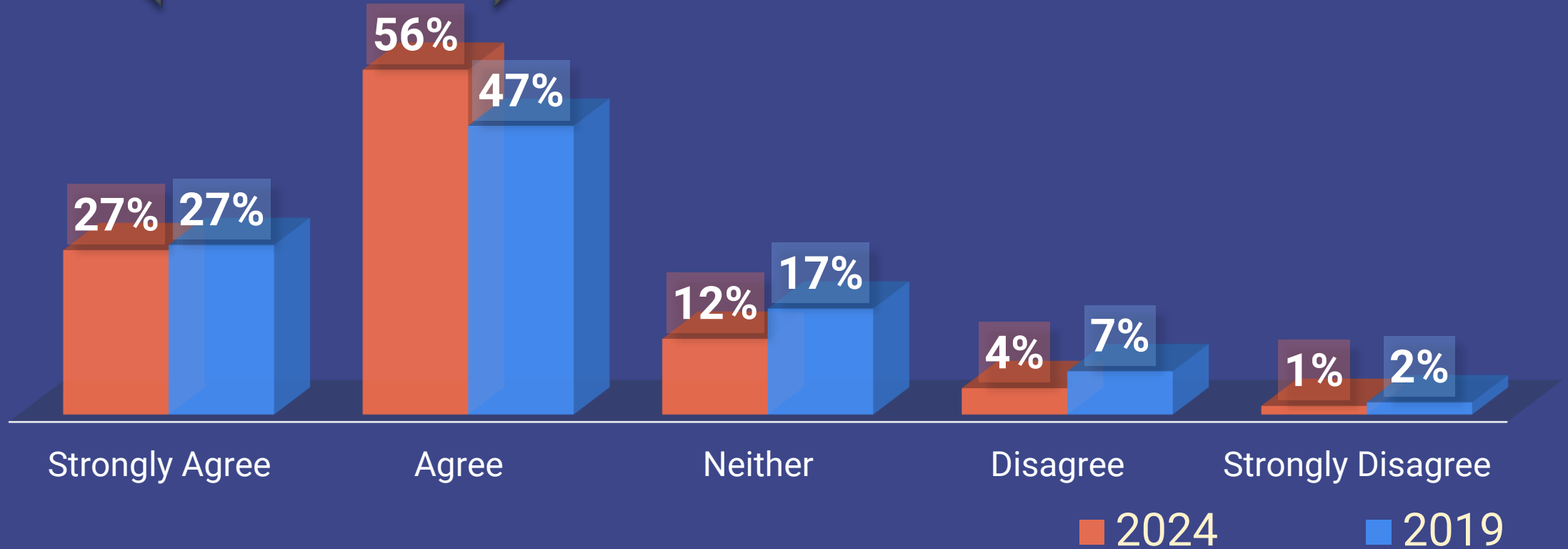
I know WHEN to contact the Ethics Office.

2024: 75%
2019: 64%

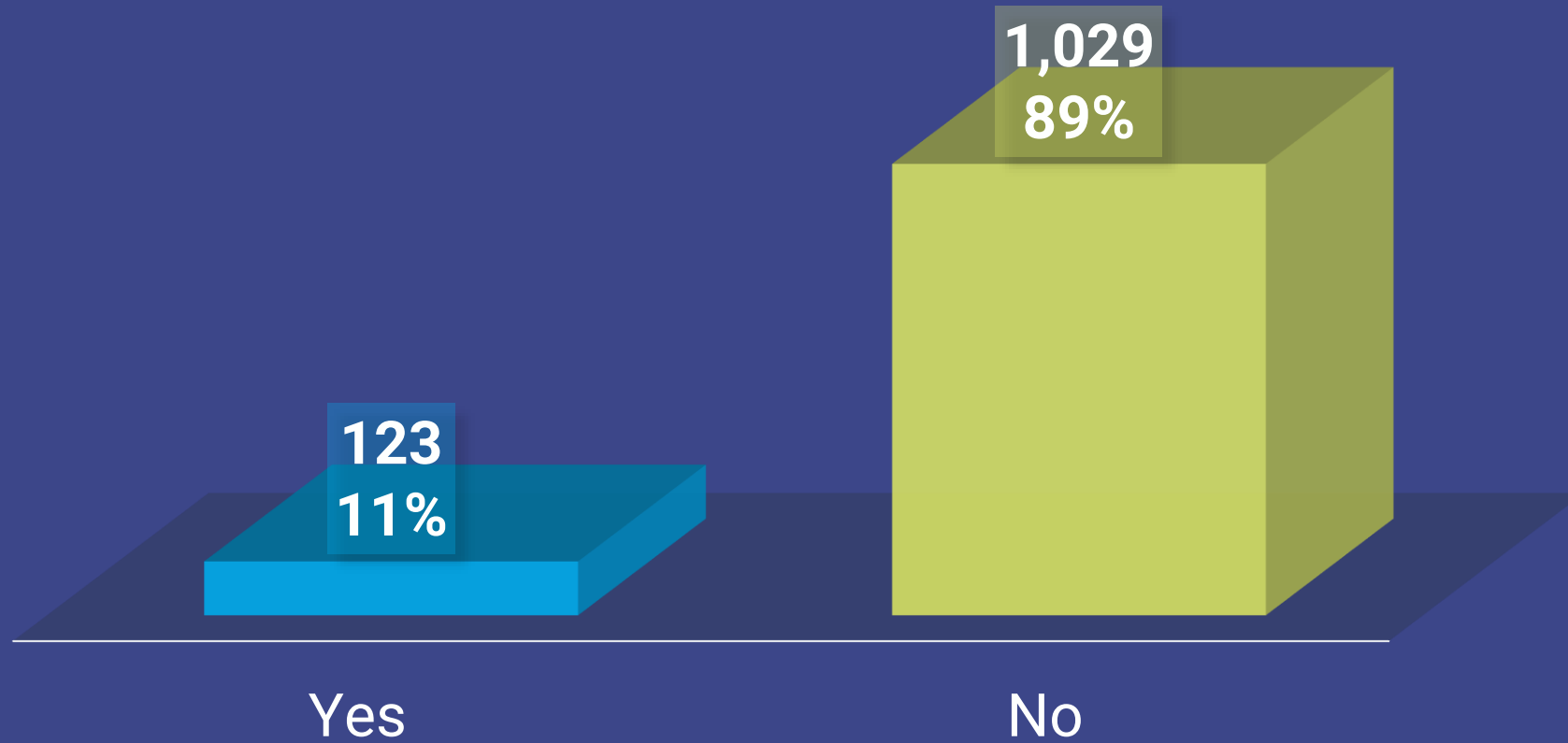


I am aware that I can obtain ethics advice from the Ethics Office.

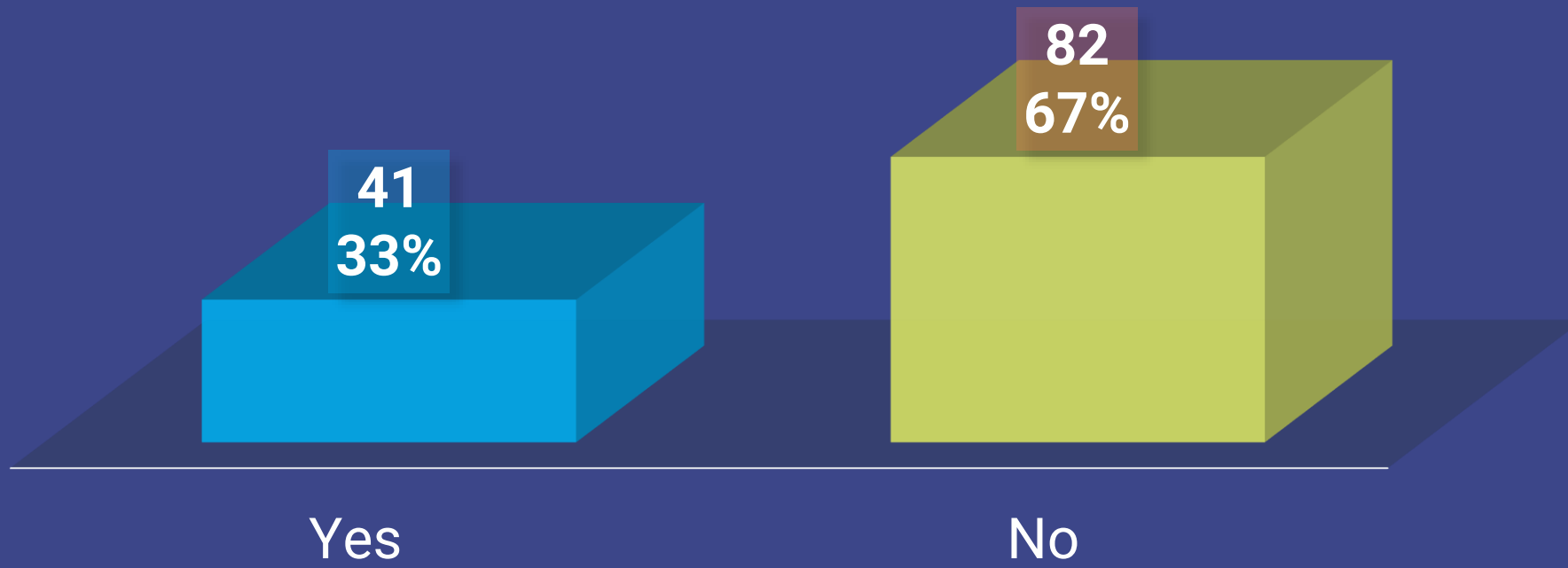
2024: 83%
2019: 74%



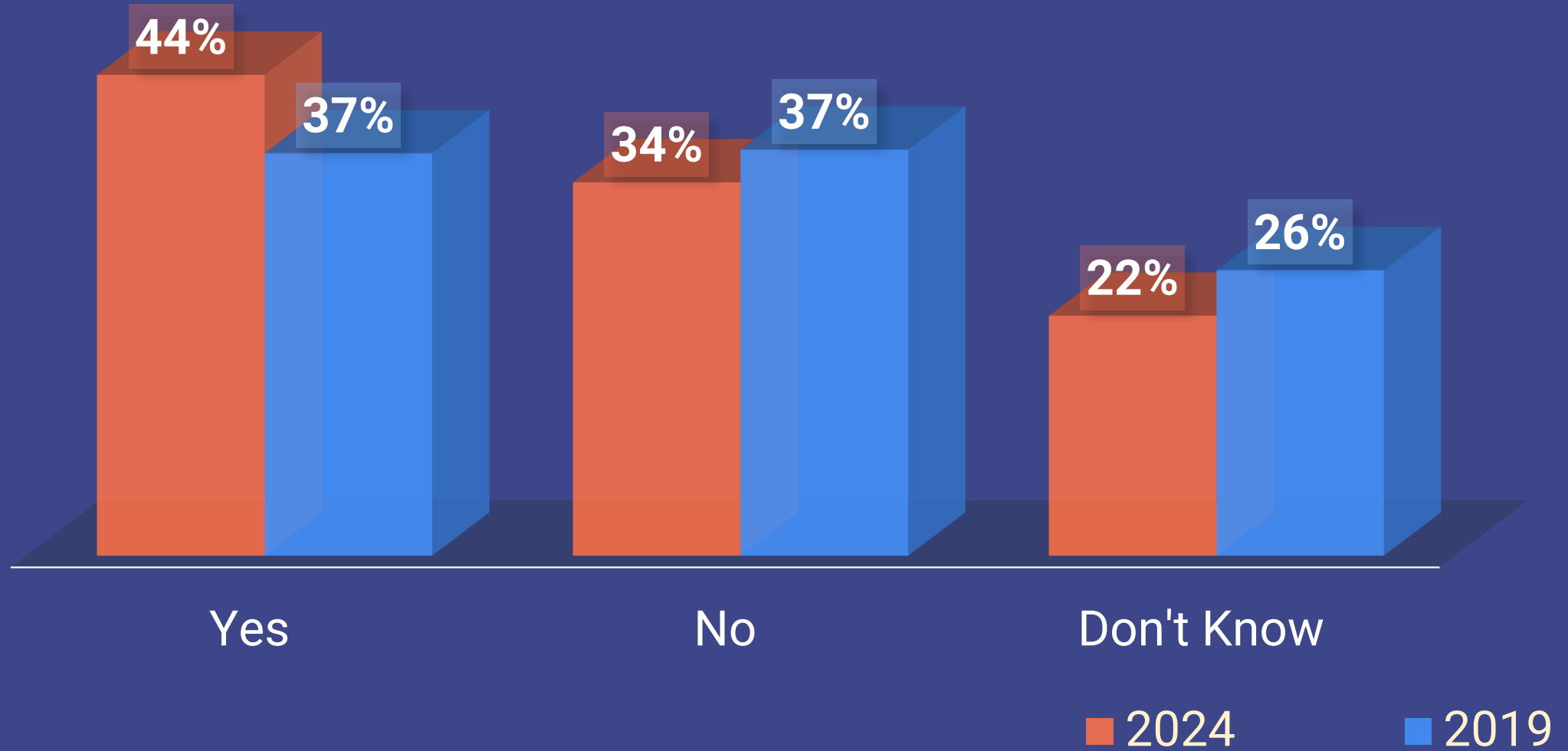
I have reported a potential ethics violation in the last 5 years.



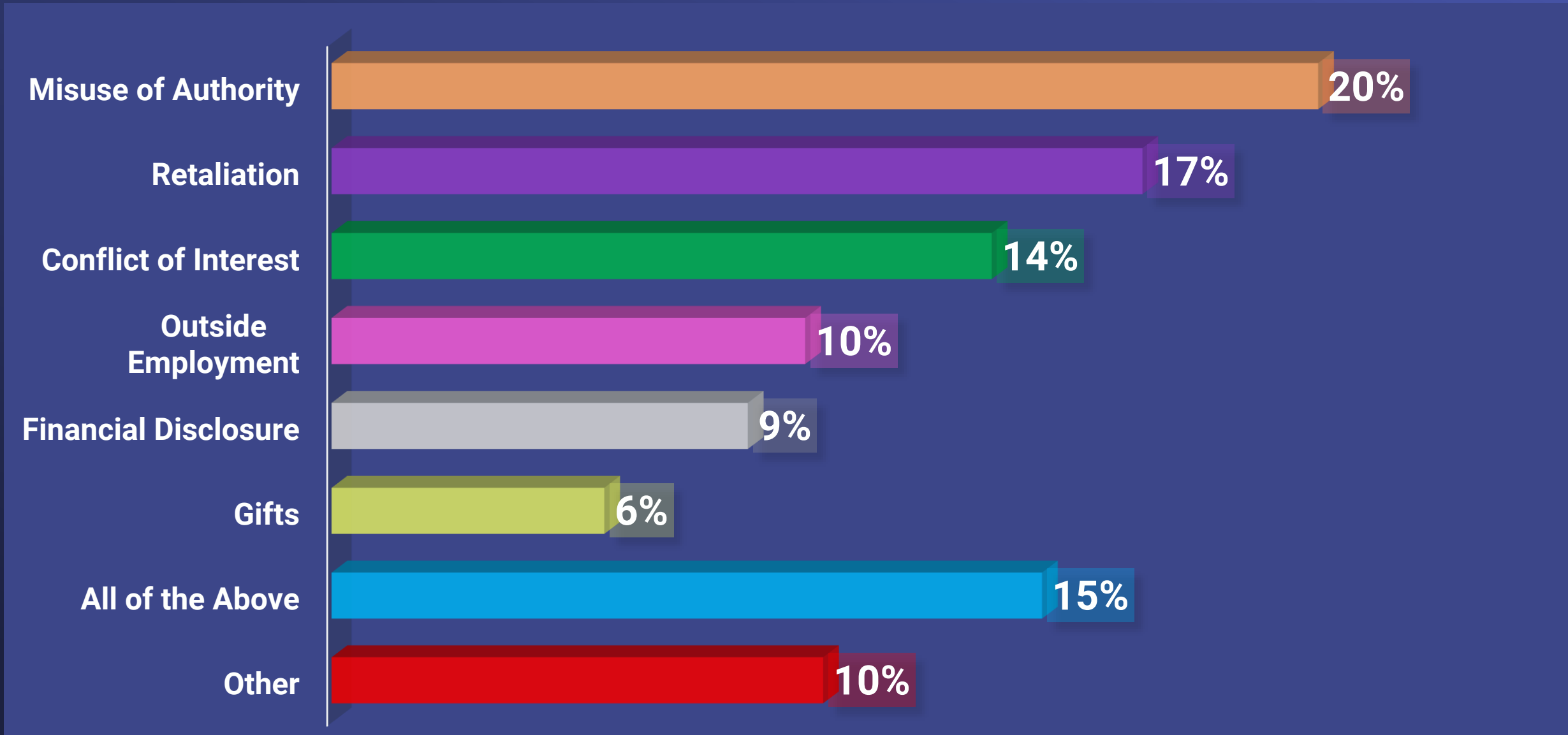
If you answer “yes” to reporting an ethics violation, I was satisfied with the Ethics Office Complaint Reporting process (phone, email, hotline, in person).



Are you a Form 700 (Statement of Economic Interest) Filer?



I would like additional Ethics Training on:



2024 Ethics Survey Posters



Apprenticeship Building



Headquarters Lobby



Skinner Demo Room



Questions?



ETHICS, ORGANIZATION, AND PERSONNEL
COMMITTEE MEETING
January 13, 2025 – 11:00 a.m.
MWD Headquarters Building/Teleconference Meeting

NON-INTEREST DISCLOSURE NOTICE
BOARD ITEM 6.e.

COMMITTEE ITEM Item 6.e. – Update on Labor Negotiations [Conference with Labor Negotiators; to be heard in closed session pursuant to Gov. Code Section 54957.6. Metropolitan representatives: Katano Kasaine, Assistant General Manager, Chief Financial Officer, Mark Brower, Human Resources Group Manager, and Gifty J. Beets, Human Resources Section Manager of Labor Relations. Employee Organization(s): The Employees Association of The Metropolitan Water District of Southern California/AFSCME Local 1902; the Management and Professional Employees Associations MAPA/AFSCME Chapter 1001; the Supervisors Association; and the Association of Confidential Employees.]

This Non-Interest Disclosure Notice is being provided under the California Government Code: Pursuant to Government Code Section 1091.5(a)(9), a District officer or employee does not have a financial interest in a District contract if these conditions are satisfied: (i) his or her interest is that of a person receiving a salary, per diem or reimbursement for expenses from a government entity; (ii) the contract does not directly involve the department of the government entity that employs him or her; and (iii) the interest is disclosed to his or her body or board at the time the contract is considered and is noted in its official record. In accordance with this statute, the following District officers or employees have been, or may be, involved in the bargaining unit negotiations on behalf of management: Marcia Scully, Katano Kasaine, Shane Chapman, Deven Upadhyay, Gifty Beets, Mark Brower, Henry Torres, Tony Zepeda, Adam Benson, and Isamar Munoz Marroquin.

Isamar Munoz Marroquin is a member of the Association of Confidential Employees (“ACE”), which has a salary provision in its Memorandum of Understanding that allows ACE to select an annual salary adjustment from any one of the Memoranda of Understanding for the other bargaining units. Each of the remaining individuals is unrepresented. Under Administrative Code Section 6500(d), unless the Board directs otherwise, the pay rate range for each unrepresented individual except Adel Hagekhalil and Marcia Scully, will be adjusted annually to correspond with the annual across-the-board salary adjustment provided to the District’s management employees under the Memoranda of Understanding; although actual pay rates for these unrepresented individuals will be determined by their management. The other compensation and benefits for which the unrepresented individuals are eligible are set forth in the Administrative Code.

ANNUAL ETHICS CONFERENCE

The Ethics Office attended the 2024 annual COGEL conference in downtown Los Angeles December 8 – 11. The Council on Governmental Ethics Laws (COGEL) is the preeminent organization for governmental ethics professionals. The annual COGEL conference brings together government ethics professionals from around the world to hear from expert panels and share trends and best practices.

Staff attended sessions covering topics including conducting effective ethics trainings, navigating investigation hurdles, succession planning, emerging gift issues, and developing strategies for restoring public trust in government. Plenary speakers included Los Angeles Mayor Karen Bass, California Secretary of State Shirley Weber, and former White House Counsel John Dean.



EDUCATION PROGRAM

Ethics staff presented an Ethics Office overview at new employee orientations hosted by Human Resources and engaged with stakeholders about our office’s proposal to expand the AB 1234 state ethics training requirement to all Form 700 filers.

The office also hired an Ethics Educator who will assume their position in late January, and staff attended the “Skills and Techniques to Unleash the Effective Communicator in You” session at the COGEL conference.

COMPLIANCE PROGRAM

Form 700/Filing Officer Duties – Pursuant to state law and the Administrative Code, Compliance staff assisted directors and employees with their Annual, Assuming Office, and Leaving Office Form 700 filings. Assistance included transitioning into the new state filing system for certain officials, including directors, troubleshooting the electronic filing system, and notifications of deadlines.

AB 1234 compliance – Managed AB 1234 state ethics training compliance for Metropolitan and Metropolitan officials required to take the biennial training. As of Dec 31, 2024, 48 Metropolitan officials have complied with this state ethics training requirement. 21 officials still need to take the training. Staff will continue efforts to seek 100% compliance from Metropolitan officials. As

part of our continued transparency and compliance efforts, Directors' AB 1234 training certificates will now be available on Metropolitan's website.

Staff development – Compliance staff attended Statement of Economic Interest (Form 700) and Filing Officer trainings provided by the Fair Political Practices Commission and four lobbying panel discussions at the COGEL conference including “Transparency Strategies for Local Lobbying Activity” and “Lobbying Disclosure Frameworks in the U.S. and Canada: Impacts and Challenges for Non-profits, Coalitions, and Membership Organizations.”

ADVICE PROGRAM

Advice staff responded to 11 new advice matters for Metropolitan officials related to the following ethics laws and policies: conflicts of interest, financial disclosure, gifts, outside employment, and other ethics-related topics. Advice requested included:

- Whether a Metropolitan contractor's prior work on a project precluded them from obtaining an additional contract on the same project.
- Whether an official could participate in a Metropolitan matter involving an entity in which they recently held stock.
- How an employee should deal with a contractor's unsolicited gift.

Staff also helped identify, and advise on, potential conflicts of interest in upcoming Committee and Board agenda items.

POLICY DEVELOPMENT PROGRAM

In response to concerns arising from recent Ethics Office matters, the Ethics Officer proposed various personnel-related policy and process changes to the Interim General Manager, General Counsel, and General Auditor. The group agreed to continue reviewing the proposals and work together on reforms.

Staff attended multiple sessions on ethics policies and trends at the COGEL conference including “Applying Pre, Post and Concurrent Employment Requirements to Today's Workplaces” and “Pay to Play.”

The Policy Program is currently evaluating potential ethics policies including an outside employment disclosure policy for employees and a communications blackout period during procurements/contract selection processes.

INVESTIGATIONS PROGRAM

Referral of Ethics Finding – The Ethics Office referred a conflict of interest determination to the Fair Political Practices Commission pursuant to the Administrative Code.

New Complaints – The Office received six new complaints involving the following allegations:

- Inappropriate conduct based on a protected class by an employee.
- Discrimination and harassment by a manager.
- Discrimination and harassment by Metropolitan officials.

- Prohibited substance use by an employee.
- Unfair hiring based on a protected class.
- Retaliation by a manager for reporting potential misconduct.
- Misuse of authority for personal gain by a manager.

Open Complaints and Investigations – As of December 31, 2024, the Investigations Program is managing a total of 14 open complaints under review and one open ethics investigation.

Staff Development – Staff attended multiple sessions on government investigation trends at the COGEL conference including: “Settlement Showdown: The Views from Both Sides” and “Enforcement Update 2024: Trends, Challenges, and Developments in Investigations and Enforcements.”

DECEMBER SNAPSHOT

Advice Matters	11
Compliance Assistance	17
Complaints Received	6
Pending Complaints	14
Investigations Opened	0
Pending Investigations	1

COMPLAINTS MAY BE FILED AT:

ANONYMOUS ETHICS HOTLINE
 (800) 461-9330
<http://www.mwdethicshotline.net/>

ETHICS OFFICE
 (213) 217-5832
ethicsoffice@mwdh2o.com



Equal Employment Opportunity Group

- **Equal Employment Opportunity Monthly Activity Report**

Summary

This report provides a summary of Equal Employment Opportunity November 2024 Monthly Activities.

Purpose

Informational

Attachments

None

Detailed Report

EEO Investigations 101 Training

On November 13, 2024 the EEO Office conducted an EEO Investigations 101 Training. This interactive and informative training provided employees with an overview of the EEO Office and its mission and guiding principles, the complaint intake process, investigative guidelines for conducting EEO investigations, and the post-investigative process. The goal of this training series is to ensure that Metropolitan employees know how to file an EEO complaint, have a better understanding of the complaint process and their rights and responsibilities in the workplace, and to help build a positive rapport with the EEO Office. The training was fully booked, and participants commented that they found the training to be helpful and valuable to their respective roles at Metropolitan.

EEO Concurrence Recruitment & Selection Process

On November 12th, EEO conducted a concurrence process training at the All-Manager Briefing. The purpose of this training was to provide hiring managers, in this section, with an understanding of EEO’s role in the recruitment process. EEO explained that an EEO representative would attend the Hiring Strategy meetings for underutilized positions and other positions deemed by the EEO Office to require further monitoring, to assist management with identifying relevant targeted outreach and to discuss other steps in the process that EEO would be involved in. For example, EEO may observe interviews, review testing material, interview questions, selection justifications, and other related processes that are used for making employment-related decisions.

Inspection Trip with NAACP

On December 6–7, 2024, Metropolitan’s EEO Manager participated in an inspection trip with the NAACP, board members, and DEI and other partner departments, to Hoover Dam and the Colorado River Aqueduct. The purpose of this trip was to introduce participants to Metropolitan, our infrastructure, and key priorities. For this particular group, an additional goal was to strengthen the relationship between Metropolitan and the NAACP and to explore opportunities to work together. EEO provided information to the group about EEO’s role in the recruitment process to include EEO’s oversight and the concurrence process. EEO partnered with DEI to provide information on how EEO compliance and DEI work together to improve diversity initiatives, support Affirmative Action, and Non-Discrimination Program requirements in accordance with federal and state law.

Date of Report: January 13, 2025



Human Resources Group

- **Human Resources**

Summary

This report provides a summary of the Human Resources activities for December 2024.

Purpose

Informational

Detailed Report

HR Priorities

Partner with Metropolitan leadership to support learning, development, and adaptive workforce planning initiatives.

The Organizational Development & Training Unit managed the completion of the first phase rollout of mandatory, in-person “Civil Workplace” training, covering about 75 percent of Metropolitan employees (including 260 managers). December sessions were held at HQ, Lake Matthews, Gene Camp, and Sacramento. OD&T also facilitated a session with the Regulatory Team which focused on communication and team processes. In addition, 476 employees were trained on topics ranging from Communication Strategies, Personal Security Awareness, Recruitment Procedures, and ADA/FEMA Compliance. Employees accessed LinkedInLearning (Metropolitan’s e-learning platform) for Negotiation Skills, Enhancing Emotional Intelligence, Leading and Working in Teams, Strategic Project Risk Management, Internal Interviewing, and HR Foundations.

Recruitment Unit filled 11 positions in the month of December. There are 39 recruitments that are in the final stages, which includes hiring recommendations being made. Twenty-five new staffing requisitions were received, resulting in recruitment for 161 positions. Staff continues to work with All-Star Talent in an outreach campaign targeted towards hard-to-fill positions in the Desert, Environmental Planning, and Information Technology. This effort is aimed at making qualified candidates aware of the exciting opportunities available at Metropolitan. In addition, staff continues to make site visits which have included Jensen, Diamond Valley Lake, Lake Mathews, La Verne, and Carson Reuse Facility.

HR Core Business: Provide Excellent Human Resources Services

Objective #1: Administer all HR services with efficiency and a focus on customer service excellence, consistency, and flexibility.

The Business Support Team planned, organized, and coordinated a “Preparing Healthy Meals and Dining Out” wellness webinar. The live webcast, held on December 18, 2024, was hosted by Kaiser Permanente. The webinar invited employees to learn practical tips, identify healthier options, and discover the health benefits of making the healthy choice the easy choice. Employees were invited to create a realistic action plan that will help employees take positive steps toward healthful eating at home and on the go.

Date of Report: 01/07/2025

Board Report Human Resources

HR Metrics	June 2024	December 2024	Prior Month November 2024
Headcount			
Regular Employees	1,810	1,829	1,827
Temporary Employees	52	38	34
Interns	2	1	2
Recurrents	17	15	15
Annuitants	23	21	21

	December 2024	November 2024
Number of Recruitments in Progress (Includes Temps and Intern positions)	161	147
Number of New Staffing Requisitions	25	19
	December 2024	November 2024
Number of Job Audit Requests in Progress	21	21
Number of Completed/Closed Job Audits	0	0
Number of New Job Audit Requests	0	14

Transactions Current Month and Fiscal YTD (includes current month)			
	FY 23/24 Totals	December 2024	FISCAL YTD
External Hires			
Regular Employees	105	5	51
Temporary Employees	61	3	16
Interns	3	0	3
Internal Promotions	80	3	40
Management Requested Promotions	172	8	58
Retirements/Separations (regular employees)	71	3	34
Employee-Requested Transfers	14	2	8

Departures

Last	First Name	Classification	Eff Date	Reason	Group
St John-Warner	Jeannie	Admin Analyst	11/2/2024	Retirement - Service	ENGINEERING SERVICES GROUP

Date of Report: 01/07/2025

Board Report Human Resources

Holm	Jonathan	O&M Tech IV	10/17/2024	Other	INTEGRATED OPS PLAN&SUPPT SRVC
Purkiss	Nathan	Prgm Mgr- CmtyRlts Delta/PV	7/26/2024	Other	EXTERNAL AFFAIRS



Office of Safety, Security, and Protection (OSSP)

• OSSP Monthly Activities for November and December 2024

Summary

This monthly report provides a summary of OSSP activities for November and December 2024 in the following key areas:

- Security and Emergency Management
 - Security and Emergency Response
 - Emergency Management Program Update
- Safety, Regulatory, and Training (SRT)
 - Health and Safety Programs
 - Environmental Programs
 - Apprenticeship Programs
 - Safety and Technical Training Programs

Purpose

Informational

Attachments

Attachment 1: Detailed Report – OSSP Monthly Activities for November and December 2024

Key Activities Report for November and December 2024

Project Highlights

Security and Emergency Management

Security and Emergency Response

Metropolitan Headquarters Security & Seismic Design Team Members host LADWP

Metropolitan hosted a variety of staff from Los Angeles Department of Water and Power (LADWP) including architects, engineers, security staff, and operations managers to view its recently completed Metropolitan Headquarters Building seismic and security capital improvement project. Key Metropolitan staff members from various disciplines who had been involved in the project participated in the following:

- Comprehensive visual PowerPoint presentation on the project's layout and specific design features
- Question and answer session to address technical questions from LADWP counterparts
- Walking tour of Metropolitan Headquarters Building interior and exterior physical security measures

Attendees found the visit highly engaging and invaluable for insights into seismic design considerations, project management, construction challenges, material selection criteria, high-rise building standards, and other critical lessons learned. This visit provided an excellent opportunity for staff from both agencies to network professionally, fostering stronger working relationships between two essential utilities that frequently operate in proximity within the Los Angeles Basin. The partnership between our agencies has already begun producing mutual benefits, including shared training opportunities, joint threat mitigation strategy development, and collaborative risk evaluation efforts.



Metropolitan hosted LADWP delegation to share Metropolitan Headquarters Building security and seismic project upgrade design features

Office of Safety, Security & Protection

Counter-Unmanned Aircraft Systems and Critical Infrastructure

The growing accessibility and advanced capabilities of consumer drones have heightened the risks they pose to critical infrastructure. In response, Metropolitan's Security and Emergency Management Unit has undertaken several initiatives, including a multi-agency workshop, to assess these threats and explore effective mitigation strategies. This ongoing effort will be addressed with the Board in upcoming engagements.

Emergency Management Program Update

On October 17, staff assigned to the Metropolitan Emergency Operations Center (EOC) participated in a functional exercise for the Great California ShakeOut. They practiced how they would manage the response to two magnitude 7+ earthquakes. The exercise included participants from the Calleguas and Foothill Municipal Water Districts, as well as the Long Beach Utilities Department, and radio tests for many of the other member agencies.



EOC staff participating in October 17 ShakeOut Exercise

On October 24, additional EOC staff participated in the second part of the ShakeOut Exercise, which focused on a virtual activation. They responded to a similar scenario as those on October 17 but coordinated and communicated through online applications and radios from various sites throughout the district.



Members of the Emergency Management Program team working out of a mobile command trailer during the October 24 ShakeOut Exercise

Staff participated in a joint Defense Support to Civil Authorities Tabletop Exercise at the Los Angeles City EOC on October 22. This exercise focused on how local cities, special districts, and others would coordinate with state National Guard and federal military units during a disaster.

Office of Safety, Security & Protection

On November 6, staff prepared for potential civil unrest after the 2024 Presidential Elections, as well as a dangerous Santa Ana Wind event and wildfire threat. Metropolitan's EOC was prepared to activate to support employee safety and/or operations.

A large fire, the Mountain Fire, erupted in Ventura County and Metropolitan staff reached out to staff at the Calleguas Municipal Water District to offer support. Ultimately, the Metropolitan EOC did not need to activate, but we learned a great deal from our preparations.



Split screen shot of the election coverage and Mountain Fire in Ventura County

Safety, Regulatory, and Training

SRT Health and Safety Programs

Safety Talks and Training

A new Safety Talk was posted on Slips, Trips, and Falls, which are among the most common hazards in the workplace and result in missed workdays and put workers at risk of other injuries. It is important to understand how slips, trips, and falls happen, how to identify hazards, and how to eliminate or minimize the hazards.



New Safety Talk

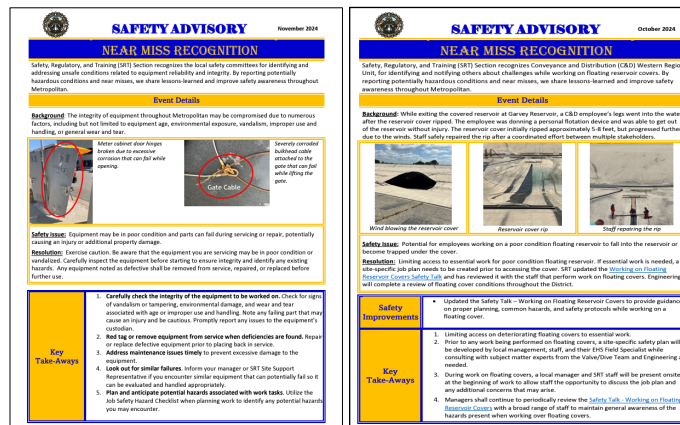
Office of Safety, Security & Protection

Additionally, a series of asbestos abatement toolbox training was completed for the Engineering Services Group. The toolbox training provided an overview of asbestos abatement during capital investment construction projects. It focused on abatement methods and agency inspections by air quality management districts.

Safety Advisories

Two new Safety Advisories were posted. The first Advisory was to help employees identify potential unsafe conditions related equipment reliability and integrity. The key takeaways are to carefully check the integrity of equipment to be worked on, removing equipment from service when deficiencies are found, and to address maintenance issues in a timely manner.

The second Safety Advisory was to address a near miss that occurred while the employee was walking on a floating reservoir cover. Moving forward, Metropolitan is limiting access to essential work for floating reservoir covers in poor condition, requiring a site-specific job plan, and conducting a pre-job toolbox to discuss potential hazards and safe work practices.



New Near Miss Safety Advisories

SRT Environmental Programs

Industrial Wastewater

Staff applied for dewatering permits or submitted plans associated with the San Diego Pipeline 5 shutdown, Santa Monica Feeder shutdown, and PV Reservoir/Second Lower Feeder Bypass and supported six regulatory inspections during this period.

Hazardous Materials

Staff submitted several California Environmental Reporting System (CERS) submittals, including Temescal, Hinds, and Eagle, and are preparing for approximately 21 more submittals due the first quarter of 2025. Also, staff coordinated the pump-out of approximately 12,000 gallons of sulfuric acid and removed residual sludge from tanks and associated lines at the Henry J. Mills Water Treatment Plant. Lastly, staff conducted three hazardous waste landfill vendor audits (Phibro-Tech Inc. in Santa Fe Springs, Clean Harbors in Buttonwillow, and Waste Management in Kettleman Hills) as part of its Joint Utility Vendor Audit Consortium (JUVAC) commitment.

Office of Safety, Security & Protection

Air Quality

Staff successfully obtained a SCAQMD Emergency Variance for the emergency back-up propane generator located at the remote Pleasants Peak Telecommunications site in Orange County. Although an extended SCE power outage resulted in the generator engine exceeding the 200 hour/year permitted limit, under the approved Variance allowed Metropolitan to keep the critical communications hub powered. The excess emissions fees for NOx, CO, and Hydrocarbons will be paid, and the engine runtime will reset to zero beginning of CY 2025. Cross-organizational efforts are underway to identify future alternative compliance options for the emergency generator (e.g., downsizing; alternative fuels).

Staff increased its knowledge base regarding Zero Emission Vehicles and Infrastructure by:

- Visiting the Los Angeles County Sanitation Districts Transfer Facility to view their recent ZEV purchases, including a Class 8 cargo tanker truck and water truck
- Participating at the Electric Power Research Institute (EPRI) EVs2Scale 2030 Meeting to preview interactive EV planning tools related to grid capacity and location
- Attending an Advanced Clean Tech event showcasing hydrogen technology for Nikola trucks and refueling stations at the Port of Long Beach

The gathered information supports Metropolitan's ZEV transition planning and regulatory efforts.



LACSD ZE Cargo Tanker Truck and Water Truck

Hydrogen Refueling Operation

SRT Apprenticeship Programs

SRT Apprenticeship Programs prepare apprentices to become certified mechanics and electricians responsible for maintaining Metropolitan's water treatment and distribution systems. Physical abilities testing was completed for the pre-apprentice recruitment at Henry J. Mills Water Treatment Plant. Candidates participated in simulated confined space, working overhead, shoveling, climbing with lifting, and wire color matching activities. This is the final step in the recruitment process. Candidates will be ranked by overall score onto an eligibility list and offered positions according to rank. New apprentices are expected to begin work in early 2025.



Physical abilities test for confined space, working overhead, and climbing with lifting

SRT Safety and Technical Training Programs

Staff provided a series of hazardous material training to Los Angeles County Sanitation District and Napolitan Innovative Center (NIC) staff, including Department of Transportation (DOT) chemical safety and security, safe handling, and minor spill clean-up.

Staff is updating the SOOM High Voltage Switching, Advanced Mechanical Valving, and High Voltage Switching & Valving for C&D for 2025. This important process includes updates from the System Operating Review Committee as well as lessons learned from recent near misses and other incidents. The updates ensure that classroom exercises and site visits remain relevant, and they train staff to appropriate levels of competency in its respective fields.