

# 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**

M. Ramos, Chair  
T. Phan, Vice Chair  
M. Camacho  
G. Cordero  
D. Erdman  
S. Faessel  
L. Fong-Sakai  
F. Jung  
A. Kassakhian  
J. McMillan  
N. Sutley

## **Ethics, Organization, and Personnel Committee - Final**

Meeting with Board of Directors \*

**April 11, 2023**

**1:30 p.m.**

Agendas, live streaming, meeting schedules, and other board materials are available here: <https://mwdh2o.legistar.com/Calendar.aspx>. 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 or a Committee on matters within their jurisdiction as listed on the agenda via in-person or teleconference. To participate via teleconference (833) 548-0276 and enter meeting ID: 815 2066 4276 or click <https://us06web.zoom.us/j/81520664276pwd=a1RTQWh6V3h3ckFhNmDsUWpKR1c2Zz09>

## **Tuesday, April 11, 2023 Meeting Schedule**

**09:30 a.m. FAIRP  
11:30 a.m. Break  
12:00 p.m. BOD  
01:30 p.m. EOP**

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**MWD Headquarters Building • 700 N. Alameda Street • Los Angeles, CA 90012**

**Teleconference Locations:**

**San Diego County Water Authority Library Conference Rm 4677 Overland Avenue • San Diego, CA 92123  
5707 Ocean View Boulevard • La Canada, CA 91011  
2680 W. Segerstrom Avenue Unit I, • Santa Ana CA 92704**

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\* 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 Ethics, Organization, and Personnel Committee for March 13, 2023 (Copies have been submitted to each Director, Any additions, corrections, or omissions) [21-2167](#)

**Attachments:** [04112023 EOP 2A \(03132023\) 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 [21-2106](#)

**Attachments:** [04112023 EOP 6a Presentation](#)

- b. Department Head evaluations process [21-2166](#)

**Attachments:** [04112023 EOP 6b Presentation](#)

### 7. **MANAGEMENT REPORTS**

- a. Ethics Officer's Report [21-2107](#)

- b. Human Resources Manager's Report [21-2108](#)

- c. Equal Employment Opportunity Officer's Report [21-2109](#)

### 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

### ETHICS, ORGANIZATION AND PERSONNEL COMMITTEE

**March 13, 2023**

Chair Ramos called the teleconference meeting to order at 2:20 p.m.

Members present: Directors Erdman, Faessel, Fong-Sakai, Jung, McMillan, Phan and Ramos.

Members absent: Directors Camacho, Cordero, Kassakhian, and Sutley.

Other Board Members present: Directors Abdo, Ackerman, Armstrong, Dennstedt, Goldberg, Miller, Morris, Ortega, G. Peterson, and Smith.

Committee Staff present: Hagekhalil, Kasaine, Rodriguez, Torres, Von Hamm and Wisdom.

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

	<b>Name</b>	<b>Affiliation</b>	<b>Item</b>
1	Alan Shanahan	AFSCME Local 1902, President	7b
2	Mike Diaz	AFSCME Local 1902, Safety Chair	7b
3	Mark Miranda	AFSCME Local 1902, Bylaws Chair	7b
4	Conrad Villa	AFSCME Local 1902, Vice President for Group 2	7b
5	Gonzalo Pantoja	AFSCME Local 1902, Apprenticeship Chair	7b

#### **2. Opportunity for Directors who are not members of the committee to address the committee on matters within the committee’s jurisdiction**

Chair Ortega confirmed this item would be removed from the agenda moving forward.

### **CONSENT CALENDAR ITEMS — ACTION**

#### **3. CONSENT CALENDAR OTHER ITEMS – ACTION**

None

#### 4. CONSENT CALENDAR ITEMS – ACTION

- 7-10      Subject:            Approve The Metropolitan Water District of Southern California's salary schedules pursuant to CalPERS regulations
- Motion:            Approve adoption of the attached salary schedule to ensure compliance with California Code of Regulations, Section 570.5, and the negotiated MOUs
- 7-11      Subject:            Adopt CalPERS Resolutions for Paying and Reporting the Value of Employer Paid Member Contributions
- Motion:            Adopt two new Resolutions to ensure compliance with the current Memoranda of Understandings and Administrative Code 6521 according to Government Code Sections 20636, 20691, and California Code of Regulations Section 569
- 7-12      Subject:            Approve proposed amendment to Administrative Code section 6471 to increase the amount of the Ethics Officer's authority to obtain professional services for external investigations from \$50,000 to \$100,000
- Motion:            Approve proposed amendment to Administrative Code Section 6471 to increase the amount of the Ethics Officer's authority to obtain professional services for external investigations from \$50,000 to \$100,000

No presentations were given, Director Faessel made a motion, seconded by Director McMillan to approve the consent calendar consisting of item 7-10, 7-11 and 7-12.

The following Directors provided comments or asked questions

1.      Fong-Sakai

The vote was:

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

The motion passed by a vote of 7 ayes, 0 noes, 0 abstention, and 4 absent.

**END OF CONSENT CALENDAR ITEMS**

**5. OTHER BOARD ITEMS – ACTION**

None

**6. BOARD INFORMATION ITEMS**

None

**7. COMMITTEE ITEMS**

- a. Subject: Discussion on proposed board workshop on a framework for ethical decision making

Presented by: Kelli Shope, Assistant Ethics Officer

Ms. Shope provided an overview of proposed workshop for broad -based training tools that the EOP committee could introduce to the Board to benefit decision making, governance and policy making processes.

The following Directors provided comments or asked questions

1. Ortega
2. Faessel
3. Ramos

Staff responded to the Directors questions and comments.

- b. Subject: Health and Safety Program Update  
Presented by: Mickey Chaudhury, Group Manager - Water Systems Operations  
Ofelia Perez, Team Manager - Water Systems Operations Health and Safety Program Support

Ms. Perez provided an update on Metropolitan's Health and Safety Program. The update included information on the recent review of the Health and Safety program conducted by The National Safety Council and an update on the focus and implementation plan of the recommendation made by The National Safety Council.

The following Directors provided comments or asked questions

1. Fong-Sakai
2. Faessel
3. McMillan
4. G. Peterson
5. Ramos
6. Ortega

Staff responded to the Directors questions and comments.

- c. Subject: Update on the Status of Recommendation from Independent Review of the Workplace Concerns

Presented by: Katano Kasaine, Assistant General Manager/CFO

Ms. Kasaine provided an update on the status of State Audit recommendations regarding hiring procedure and processes and a pending item on analysis of workforce demographics. Ms. Kasaine also provided an update on the status of implemented and ongoing efforts of the recommendations resulting from the independent review of workplace concerns.

The following Directors provided comments or asked questions

1. Smith
2. Ortega

Staff responded to the Directors questions and comments.

## **8. MANAGEMENT REPORT**

- a. Ethics Officer's Report

Item deferred to April

- b. Human Resources Manager's Report

None

- c. Equal Employment Opportunity Officer's Report

None

## **9. FOLLOW-UP ITEMS**

None

## **10. FUTURE AGENDA ITEMS**

Director Ramos requested a quarterly update on the Health and Safety program.

Director Ramos also requested discussion and review of the performance evaluation process for direct reports.

**11. ADJOURNMENT**

Next meeting will be held on April 11, 2023

Meeting adjourned at 3:41 p.m.

Marsha Ramos  
Chair



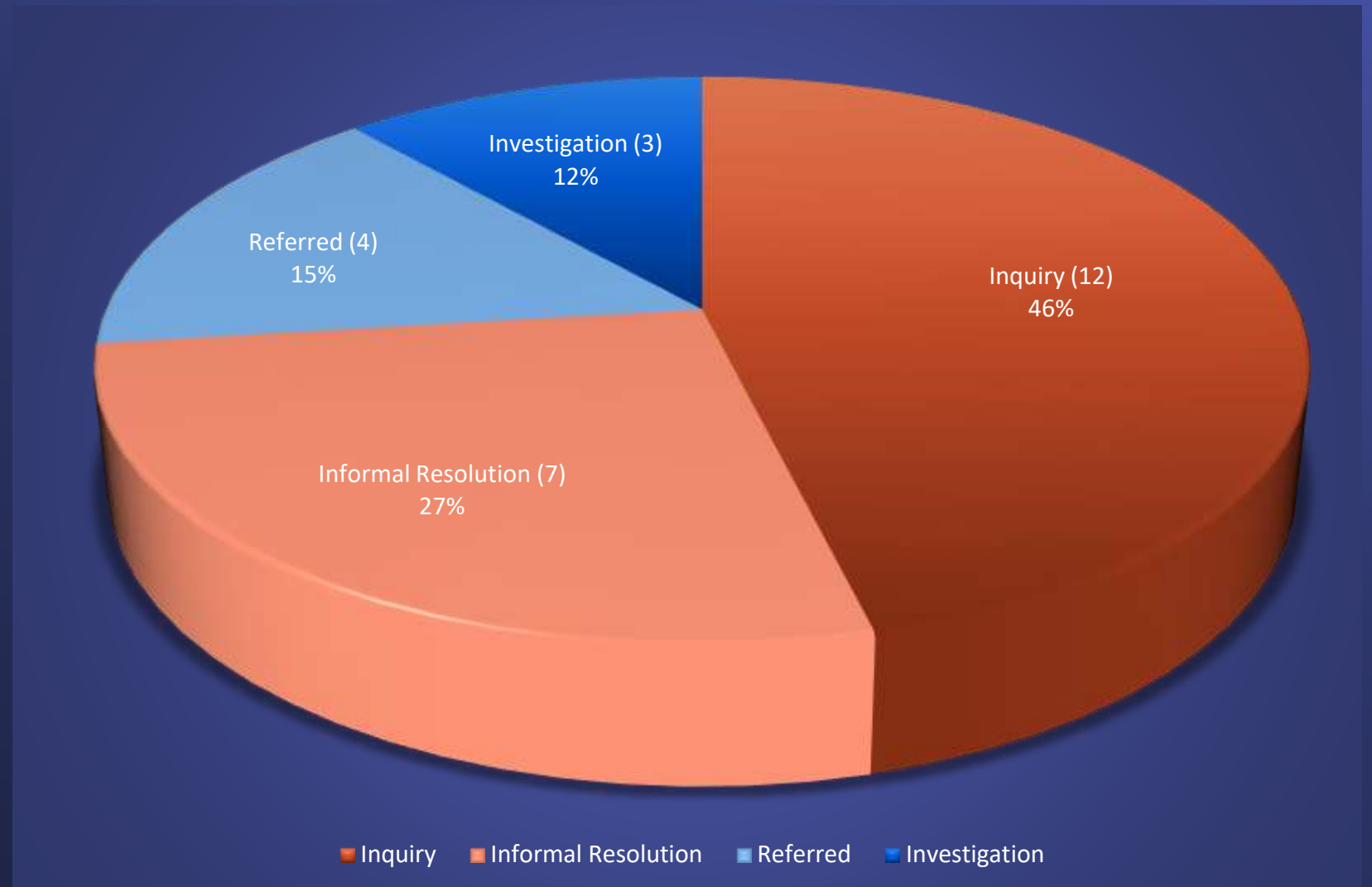
## Ethics, Organization, and Personnel Committee Workshop

# EEO Statistical Report

Item 6a  
April 11, 2023

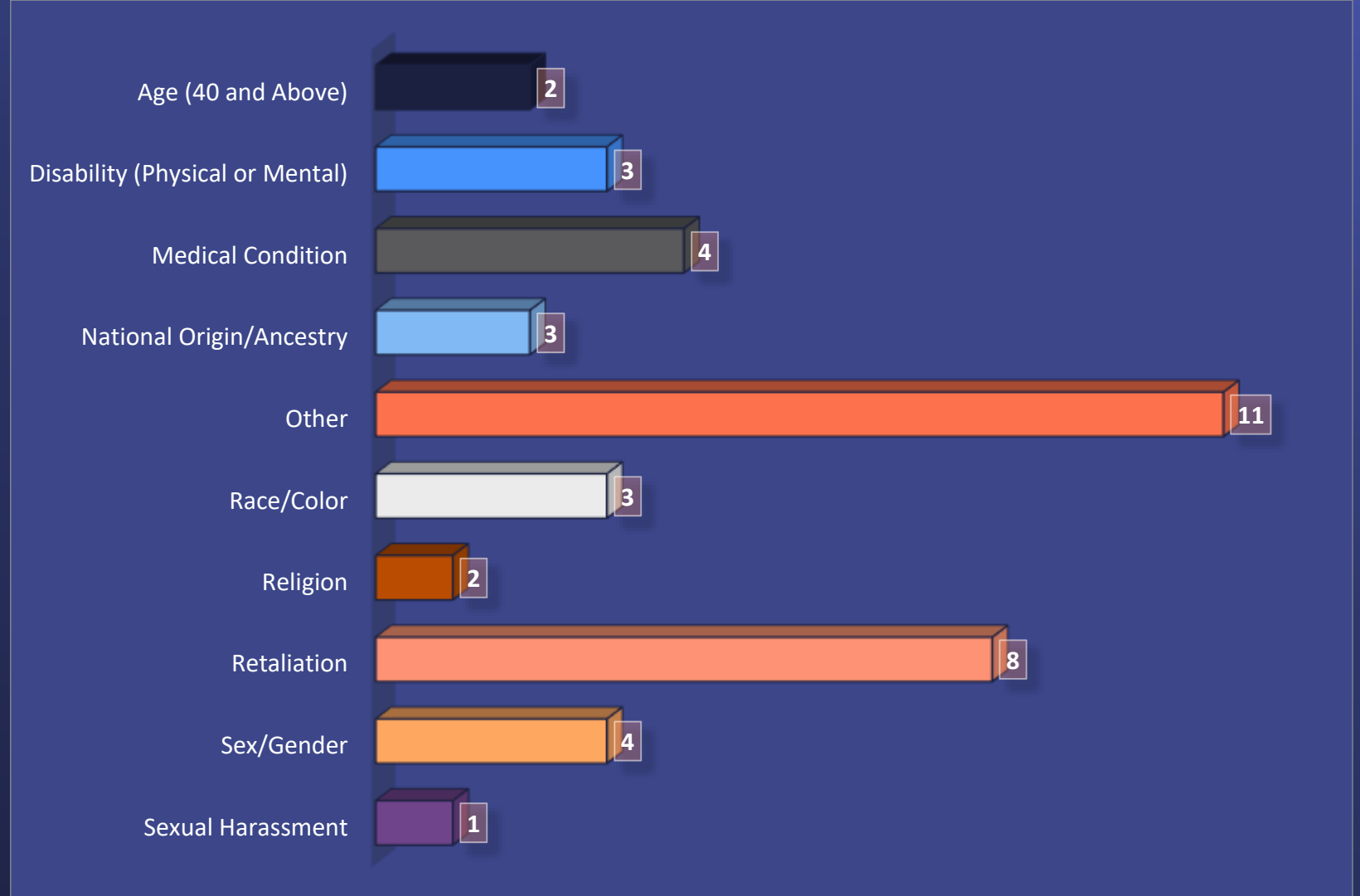
# Total Complaints Received

January –  
March 2023



January –  
March 2023

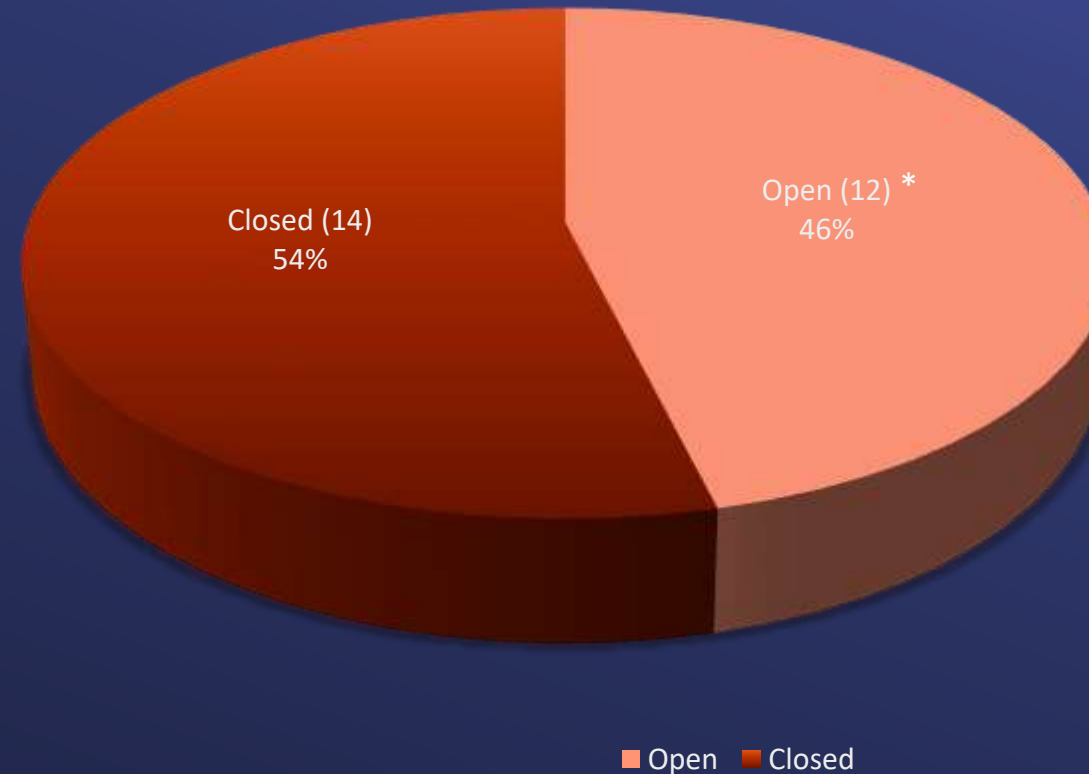
## Quarterly Basis of Complaints



**Total = 41**

# Complaints Open and Closed

January –  
March 2023



Case Closure Rate:  
93 business days

**\* 9 Complaints under assessment; 3 Complaints under Investigation**

January –  
March 2023

Questions?





Ethics, Organization & Personnel Committee

# Department Head Annual Evaluation Process

Item 6b

April 11, 2023

## PURPOSE

# Department Head Annual Evaluation Process

- Consistent with Best Practice
- Facilitates communication between Board and each Department Head on past progress, future goals
- Aligns expectations and effort

## Evaluation Process

- Department Heads provide performance summaries to Board
- Board Members complete survey for each Department Head
- Summary of performance for each Department Head provided to Board and Department Heads
- Board Meets in Closed Session for evaluation discussion with each Dept Head
- Board reviews and provides direction to staff on compensation

# Evaluation Survey Tool

- Four subject areas
  - Strategic Leadership
  - Operational Leadership
  - Board Relationships
  - Results
- 20 questions with a rating scale 1-5
  - 1 = very little extent
  - 5 = very great extent
- Open text questions for each section and at the end of survey
- Overall Rating

## Cvent Surveys

- An industry leader
- Over 1,000 clients
- 275,000 surveys administered
- A Top 100 Software Product 2023

## Use of Outside Vendor

- Create link for each Board Member for electronic survey
- Collect, analyze and compile Board data and input
- Ensures confidentiality
- Improved access to materials and ease of use for Board Members (mobile capability)

# Timeline

Previous	This Year	Future
<ul style="list-style-type: none"><li>• June: Review Evaluation Process with Board</li><li>• July: Board completes surveys</li><li>• September: Board reviews summaries with Dept Heads and confirms compensation</li><li>• October: Dept Heads meet with Home Committees to set new FY goals</li></ul>	<ul style="list-style-type: none"><li>• May: Review Evaluation process with Board</li><li>• June: Board completes surveys</li><li>• July: Dept Heads meet with Home Committees to set new FY goals</li><li>• August: Board reviews summaries with Dept Heads and confirms compensation</li></ul>	<ul style="list-style-type: none"><li>• April: Review Evaluation Process with Board</li><li>• May: Board completes surveys</li><li>• July: Board reviews summaries with Dept Heads and confirms compensation<ul style="list-style-type: none"><li>○ Dept Heads meet with Home Committees to set new FY goals</li></ul></li></ul>

# Evaluation Timeline 2023

**Review evaluation  
process with Board**

**May 9 Board Mtg**

**Board Members receive  
Dept Head Performance  
Summaries; Complete  
Online Evaluations**

**June**

**Home Committees meet  
with Department Heads  
to Approve Goals for  
new FY (Closed)**

**July 11 Board Mtg**

**Board Discusses  
Evaluation Results with  
each Dept Head (Closed)**

**August 8 Board Mtg**

**Board reviews salary  
comparisons and sets  
compensation**

**August 8 Board Mtg**

## Department Head Annual Evaluation Process

### Board Options

- Option #1  
Proceed with schedule for 2023 Annual Evaluation Process
- Option #2  
Provide alternate direction for 2023 Annual Evaluation Process

