

THE METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA

MINUTES

ORGANIZATION, PERSONNEL AND TECHNOLOGY COMMITTEE

August 15, 2011

Chair Murray, Jr. called the meeting to order at 1:30 p.m. in Committee Room 2-456 at Metropolitan's Headquarters.

Members present: Chair Murray, Jr., Vice Chair Edwards, Directors Ballin, Dick, Evans, Gray, Little, Montalvo, Quiñonez, and Wunderlich

Members absent: Directors Bowersox, Friedman, and Sanchez

Other Board Members present: Directors Ackerman, Barbre, Blake, Brick, Grandsen, Heidel, Peterson, Record, Santiago, and Steiner

Staff present: Beatty, Bennion, Burton, DeBacker, D. Edwards, Elliott, Giron, Green, Ivey, Jankovic, Johnson, Jones, Kavin, Kightlinger, Lem, Man, Mares, Morel, Neal, Norris, Pimentel, Pitman, Radhakrishnan, Riss, O. Sanchez, Scully, H. Torres, Upadhyay, Waade, and Wolfe

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

None

2. APPROVAL OF THE MINUTES OF THE ORGANIZATION, PERSONNEL, AND TECHNOLOGY COMMITTEE MEETING HELD ON JULY 11, 2011

Approved

Motion: Director Gray

Seconded: Director Ballin

3. COMMITTEE CHAIR'S REPORT

None

4. CONSENT CALENDAR ITEMS – ACTION

None

5. OTHER BOARD ITEMS – ACTION

None

6. COMMITTEE ITEMS

- b. Subject: **Report on the use of temporary workers and contingent labor**
Item withdrawn. To be presented at a later date.

- d. Subject: **FY 2010/11 Department Head Evaluations – Process Overview**
Item withdrawn. To be presented at a later date.

- e. Subject: **Conference with Labor Negotiators. (Closed Session)**
Presented by: Chief Administrative Officer Gilbert Ivey
In closed session, staff provided an update on negotiations. No action was taken.

- a. Subject: **Annual Report on Equal Employment Opportunity Policy and Affirmative Action Program**
Presented by EEO Manager Olivia Sanchez
Ms. Sanchez provided the annual update on Metropolitan's Equal Employment Opportunity and Affirmative Action Programs. The presentation highlighted affirmative action and non-discrimination program efforts and provided statistical workforce diversity information. As of March 31, 2011, Metropolitan's workforce consisted of 1833 full-time and part-time employees. Demographic information was also provided related to hires, promotions, retirements, separations and applicant activity.
Director Edwards asked who provided training to management on the AAP. Ms. Sanchez responded that she provides that training.
Director Dick asked about the number of employees hired from the Carpenters Union and what tasks they were performing. Ms. Sanchez responded that the number fluctuates and that they are hired to perform maintenance work such as weed abatement and cleaning of reservoir covers.

Director Blake asked how a disability was defined. Ms. Sanchez responded that the definition is found in both the Americans with Disabilities Act and its amendments as well as the Fair Employment and Housing Act.

Director Evans asked about efforts to increase women in crafts positions and whether Metropolitan is looking at the military as a source to hire veterans at the time of separation. Ms. Sanchez responded that outreach efforts are made to organizations such as Helmets to Hardhats to hire separating veterans including women veterans with craft experience.

c. Subject: **Report on Metropolitan's Business Sustainability Program**

Presented by: Principal Administrative Analyst Nancy Kavin

Ms. Kavin provided this update focused on business process sustainability. Current business process initiatives are designed to reduce consumption of non-renewable resources, implement eco-friendly business practices, and raise sustainability awareness. The Paper-wise Program has reduced the consumption of paper by 65 percent. The replacement over time of 34 percent of the sedan fleet with hybrid vehicles has saved \$148,000 in fuel costs. Forty percent of Metropolitan's employees participate in the Rideshare Program. The introduction of video conferencing has avoided 846,000 miles in travel. The Network Server Consolidation project saves 2.5 million kW of power annually.

In order to promote sustainability awareness at home and work Metropolitan conducts an annual Spring Green Expo and publishes the monthly online Our Legacy Newsletter. Metropolitan's Headquarters was certified as a Silver LEED (Leadership in Energy and Environmental Design) building. Sustainability targets were met and exceeded, saving Metropolitan in excess of \$1.4 million.

Director Record asked if Metropolitan will be installing GPS devices on all vehicles. Chief Operating Officer Debra Man responded that 300 transportation units will be equipped with GPS devices.

7. FOLLOW-UP ITEMS

None

8. FUTURE AGENDA ITEMS

None

9. BOARD INFORMATION ITEMS

None

Next meeting will be held on September 12, 2011.

Meeting adjourned at 2:44 p.m.

John W. Murray Jr.
Chair