

Board Policy Committee Meeting and Special SMUD Board of Directors Meeting

Date: Wednesday, March 12, 2025

Time: Scheduled to begin at 6:00 p.m.

Location: SMUD Headquarters Building, Auditorium
6201 S Street, Sacramento, CA

AGENDA

BOARD POLICY COMMITTEE MEETING AND SPECIAL SMUD BOARD OF DIRECTORS MEETING

Wednesday, March 12, 2025
SMUD Headquarters Building, Auditorium
6201 S Street, Sacramento, California
Scheduled to begin at 6:00 p.m.

This Committee meeting is noticed as a joint meeting with the Board of Directors for the purpose of compliance with the Brown Act. In order to preserve the function of the Committee as advisory to the Board, members of the Board may attend and participate in the discussions, but no Board action will be taken. The Policy Committee will review, discuss and provide the Policy Committee's recommendation on the following:

Virtual Viewing or Attendance:

Live video streams (view-only) and indexed archives of meetings are available at:
http://smud.granicus.com/ViewPublisher.php?view_id=16

Zoom Webinar Link: [Join Board Policy Committee Meeting Here](#)

Webinar/Meeting ID: 160 653 0361

Passcode: 006724

Phone Dial-in Number: 1-669-254-5252 or 1-833-568-8864 (Toll Free)

Verbal Public Comment:

Members of the public may provide verbal public comment by:

- Completing a sign-up form at the table outside of the meeting room and giving it to SMUD Security.
- Using the "Raise Hand" feature in Zoom (or pressing *9 while dialed into the telephone/toll-free number) during the meeting at the time public comment is called. Microphones will be enabled for virtual or telephonic attendees when the commenter's name is announced.

Written Public Comment:

Members of the public may provide written public comment on a specific agenda item or on items not on the agenda (general public comment) by submitting comments via email to PublicComment@smud.org or by mailing or bringing physical copies to the meeting. Email is not monitored during the meeting. Comments will not be read into the record but will be provided to the Board and placed into the record of the meeting if received within two hours after the meeting ends.

DISCUSSION ITEMS

1. Emily Bacchini Discuss the monitoring report for **Strategic Direction SD-6, Safety Leadership**.
Presentation: 15 minutes
Discussion: 10 minutes

2. Laurie Rodriguez Discuss, with possible amendment, **Governance Process GP-12, Board Compensation and Benefits**.
Presentation: 5 minutes
Discussion: 5 minutes

3. Heidi Sanborn Board Monitoring: **Governance Process GP-2, Governance Focus; Governance Process GP-4, Board/Committee Work Plan and Agenda Planning; and Governance Process GP-13, Core and Key Values**.
Presentation: 5 minutes
Discussion: 10 minutes

INFORMATIONAL ITEMS

4. Gregg Fishman Board Work Plan.
Presentation: 5 minutes
Discussion: 5 minutes

5. Public Comment

6. Heidi Sanborn Summary of Committee Direction.
Discussion: 1 minute

ANNOUNCEMENT OF CLOSED SESSION AGENDA

1. Conference with Labor Negotiators.

Pursuant to Section 54957.6 of the Government Code:

SMUD Designated Representatives:

Cheryl Spector, Manager, Employee Relations
Tiffany Navarrette, Manager, Employee Relations

Employee Organization:

International Brotherhood of Electrical Workers (IBEW).

Members of the public shall have up to three (3) minutes to provide public comment on items on the agenda or items not on the agenda, but within the jurisdiction of SMUD. The total time allotted to any individual speaker shall not exceed nine (9) minutes.

Members of the public wishing to inspect public documents related to agenda items may click on the Information Packet link for this meeting on the smud.org website or may call 1-916-732-7143 to arrange for inspection of the documents at the SMUD Headquarters Building, 6201 S Street, Sacramento, California.

ADA Accessibility Procedures: Upon request, SMUD will generally provide appropriate aids and services leading to effective communication for qualified persons with disabilities so that they can participate equally in this meeting. If you need a reasonable auxiliary aid or service for effective communication to participate, please email Toni.Stelling@smud.org, or contact by phone at 1-916-732-7143, no later than 48 hours before this meeting.

BOARD AGENDA ITEM

STAFFING SUMMARY SHEET

Committee Meeting & Date
Policy – 03/12/25

Board Meeting Date
March 20, 2025

TO	TO
1. Claire Rogers	6.
2. Frankie McDermott	7.
3. Farres Everly	8.
4. Brandy Bolden	9. Legal
5. Suresh Kotha	10. CEO & General Manager

Consent Calendar	<input checked="" type="checkbox"/>	Yes	No <i>If no, schedule a dry run presentation.</i>	Budgeted	<input checked="" type="checkbox"/>	Yes	No <i>(If no, explain in Cost/Budgeted section.)</i>
FROM (IPR)	DEPARTMENT			MAIL STOP	EXT.	DATE SENT	
Emily Bacchini	Environmental, Safety & Real Estate Services			B209	6334	02/06/25	

NARRATIVE:

Requested Action: Accept the monitoring report for Strategic Direction SD-6, Safety Leadership.

Summary: Report on the status of Strategic Direction SD-6, Safety Leadership, for safety performance from July through December of 2024. Report addresses safety leadership accomplishments during the last six months of the year, current Days Away Restricted Time (DART) numbers, and safety opportunities and challenges.

Board Policy: This report supports the SD-6 Core Value of Safety by providing a safety performance status.
(Number & Title)

Benefits: Provide the scheduled bi-annual monitoring report as requested by the Board of Directors and Executive staff. The report provides an opportunity to make recommendations or policy revisions, as necessary.

Cost/Budgeted: Costs contained in budget for internal labor.

Alternatives: Provide via written report through the Chief Executive Officer and General Manager.

Affected Parties: Board of Directors, All SMUD Departments

Coordination: Environmental, Safety & Real Estate Services and All SMUD Departments

Presenter: Emily Bacchini, Interim Director of Environmental, Safety & Real Estate Services

Additional Links:

SUBJECT	SD-6, Safety Leadership Board Monitoring Report	ITEM NO. <i>(FOR LEGAL USE ONLY)</i>
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.

SACRAMENTO MUNICIPAL UTILITY DISTRICT

OFFICE MEMORANDUM

TO: Board of Directors

DATE: February 26, 2025

FROM: Claire Rogers *CR 2/26/25*

**SUBJECT: Audit Report No. 28007862
Board Monitoring Report; SD-6: Safety Leadership**

Internal Audit Services (IAS) received the SD-6 *Safety Leadership* second-half 2024 Biannual Board Monitoring Report and performed the following:

- Selected a sample of statements and assertions in the report for review.
- Interviewed report contributors and verified the methodology used to prepare the statements in our sample.
- Validated the reasonableness of the statements in our sample based on the data or other support provided to us.

During the review, nothing came to IAS' attention that would suggest the items sampled within the SD Board Monitoring report did not fairly represent the source data available at the time of the review.

CC:

Paul Lau

Board Monitoring Report 3rd and 4th Quarters, 2024 Strategic Direction SD-6, Safety Leadership



1. Background

Strategic Direction (SD) 6, Safety Leadership states that:

Creating a safe environment for employees and the public is a core value of SMUD.

Through best practice methods and continuous improvement, SMUD will be recognized as a leader in employee safety while also assuring the safety of the public related to SMUD operations and facilities. SMUD commits to a proactive approach, including the active involvement of SMUD leadership, employees, contractors, and the community, as well as comprehensive monitoring of organizational and public safety performance.

Therefore, SMUD will continue to improve safety results to:

- a) Workplace Safety
 - i. Reduce SMUD's injury severity incidents to 13 or less than by the end of 2025, as measured by OSHA's Days Away Restricted Time (DART), a rate that demonstrates top quartile safety performance for similar size utilities using the Bureau of Labor Statistics (BLS) work-related safety data.
 - ii. Provide timely, quality health care for injured employees that aids their recovery while maintaining positive financial performance of the workers' compensation program.
- b) Contractor Safety
 - i. Support contractors to reduce and eliminate potential hazards for Serious Injuries and/or Fatality (SIF) when conducting high risk work.
- c) Public Safety
 - i. Track and report injuries to the public related to SMUD operations or facilities.
 - ii. Implement measures to protect the public from injuries related to SMUD operations or facilities.

2. Executive Summary

SMUD is in compliance with SD-6 and is in alignment with SMUD's 5-year strategy of working toward a zero-incident culture.

Workplace Safety

In 2024, SMUD recorded 16 DART and 12 Other OSHA Recordable cases (28 total OSHA Recordables). This is a 33% decrease when compared to the total OSHA Recordable cases in 2023, when we had 17 DART and 25 Other OSHA Recordable cases (42 total OSHA Recordables). In addition to the decrease in cases, SMUD has seen a 61% decrease in the amount of time injured employees spent away from their normal job duties.

SMUD continues to see a decrease in DART and OSHA recordable injuries which is trending downward to meet our 2025 Target. (See Appendix A).

SMUD Workers' Compensation program is assessed annually by an independent actuary. SMUD continues to have a reduction in indemnity benefits (rates per \$100 payroll) over the past five years as presented below.

Fiscal Year	2020	2021	2022	2023	2024
No. of Claims (Medical & Indemnity)	89	59	54	46	63
Incident rate per 100 employees	2.3	2.4	2.2	1.8	2
Rates per \$100 payroll	.94	.85	.67	.58	.50

Contractor Safety

SMUD continues to use ISN to evaluate safety records and performance for high-risk contractors. This evaluation focuses on Contractor Fatality History, OSHA Citation History, DART and Total Recordable Incident Rates (TRIR), Insurance Experience Ratio, Safety Culture Questions, and Safety Program Review. Currently SMUD has **146** contractors in the ISN system.

This year we have increased the number of site safety evaluations for high-risk contractors to validate safety performance on the jobsites. Safety completed **424** site safety visits in 2024 and exceeded our 2024 goal of 250 evaluations. These visits focus on SMUD contractors who work with Power Generation, Line, Substation, Facilities, Vegetation Management and Environmental Services on projects where high-risk work is performed. This work includes high voltage work, working at heights, vegetation management, confined spaces, excavations, etc. Additionally, we have fully integrated the use of the Safety Management System (SMS) system for inspections, incident tracking, reporting and investigations of SMUD contractors. This allows SMUD to verify safe working practices by our contractors to reduce the potential for serious injuries or property damage. Contractor reported incidents require an investigation to be completed and typically will warrant additional site safety visits to verify corrective measures have been put into place to reduce further occurrences.

The Contractor Safety Team is now using the ISN safety training qualifications tool. This tool will allow a more efficient method of verifying Contractor Employee qualifications. This tool allows SMUD to verify individual Contractor Employee qualifications and assures appropriate competence for the high hazard work. An example of this would be the SMUD Specific Vegetation Safety Orientation that will allow SMUD to communicate safe work practice expectations to our contractors through the ISN platform. The Contractor Safety Team also partnered with the Vegetation Management Team for the 2024 Contractor Safety Day. This event is an effective way to reach and set expectations for our Vegetation Contractor employees doing high risk work.

In addition, SMUD Procurement and Safety have partnered to enhance contract language as it relates to contractor safety requirements, Request for Proposal (RFP) templates for high-risk work and incorporating contractor safety as part of the onboarding process. The Contractor Safety Team is currently working closely with Procurement on the RFP Reviews for high stake Contracts such as the Folsom Administrative Office Building, Substation Builds, Vegetation Management Line Clearance, Line Pole Replacement, and Cable Replacement RFPs.

Public and Community Safety

Public Safety Statistics

SMUD tracks public and community incidents in the Safety Incident Tracking System (SITS) involving car-pole, electrical contacts, dig-in incidents, and injuries to the public that are related to SMUD's operations or facilities. The following statistics are reported for the 2nd half 2024:

- There have been 119 incidents where the public struck a SMUD asset with a vehicle, with one fatality from such events.
- Five electrical contact incidents were reported with one fatality and two reported injuries. These injury claims are currently pending further investigation.
- There have been 37 dig-in incidents reported with no injuries. In response to these dig-ins, SMUD's public safety team has sent out 5 notification letters to contractors and customers responsible for the dig-in occurrence as a proactive effort to provide further awareness and education on best practices to avoid future occurrences. This is a new practice that was started to support this program.

Public Safety Events

SMUD's Safety team and the Downtown Network department worked with Sacramento City Fire Department (SFD) to support a three-day awareness training to teach first responders about the equipment characteristics and enclosed space areas of our manholes and vaults. This training included fire department leadership, safety leadership, and Network leadership teams discussing response techniques, equipment specifics, and SMUD's expectations when working near the equipment during an emergency.

New Public Safety Initiatives

The public safety team has partnered with Culver Communications to upgrade the smudsafety.com website geared toward third-party contractors, agricultural workers, and educators. The site functionality and aesthetics have been improved. Also, additional language options have been added to the smudsafety.com website in order to represent the diverse community SMUD continues to serve.

SMUD's Marketing department and public safety team have partnered together to build out a campaign in support of public safety and workplace safety. This new campaign initiative involves building awareness on preventing obstructions near SMUD's infrastructure. The broad campaign was developed based upon the labor requests from the Joint Labor Management Safety Committee (JLMSC). The campaign message will be delivered to the general public in several formats, including social media, Connections Newsletters, and bill inserts in the remainder of 2024.

3. Additional Supporting Information

The new SD-6 Safety Direction became effective April 2021. Our goal is to achieve the desired performance objectives by year-end 2025. This report summarizes the second half of the 2024 safety performance.

Safety Leadership

The Safety Team continues with its integration efforts to support Executive Leadership's 5-year plan that emphasizes zero incidents and injuries and a focus on a zero-accident safety culture. SMUD's Executive Leadership team continue to emphasize our Safety priority with all personnel, contractors and in the public. We continue to grow our Safety for Life culture by reducing the risk of serious injuries and fatalities, targeting messages to staff on topics beyond work related risks, and looking for new way to maintain engagement. These goals are outlined in SMUD's Safety Road Map that will be updated in February 2025.

Safety Management System (SMS)

During 2024, optimization of Benchmark Gensuite, SMUD's SMS continued. Artificial Intelligence (AI) functionalities within SMS were explored and are currently being piloted in the ergo evaluation application. Supervisor employee interactions were a targeted focus with office personnel. Forms were updated and new forms created to insure that frequently performed tasks are being observed during these interactions. A new incident type and log was created in the Incident & Measurements application to meet the new OSHA regulation on Workplace Violence. Enhancements to the ACE Forms, Concern Report and ATS application have been implemented to better align with SMUD's processes and Core Competencies. Electronic tailboards continue to be enhanced with human performance (HP) being utilized in the process. New projects and process improvements continue to evolve with increased utilization and visibility among the workforces.

Safety Standards Development

The Safety Team is actively engaged in updating SMUD's Health & Safety Standards to support the organization's World Class Safety initiatives. The Core Standards Team has adopted a streamlined review routing process utilizing SharePoint. This approach has reduced the amount of time required from review to final signature. Additionally, the Standards Team is piloting using AI for standards reference regulatory updates, and procedural alignment.

Supervisor-Employee Interactions

The Safety Team achieved significant progress in strengthening the quality and impact of the Supervisor-Employee Interaction Program by streamlining and integrating inspections into the SMS. A targeted focus was placed on high-hazard field operations, prioritizing proactive engagement during field visits to address safety concerns, processes, procedures, and equipment. Team members conducted comprehensive safety visits with various crews across SMUD, providing tailored guidance and support to improve workplace safety practices. For office personnel, the program emphasized identifying and mitigating ergonomic risks and slip, trip, and fall hazards in walking areas. Additionally, hybrid and remote employees received focused attention to address ergonomic challenges and safety risks in home office environments, such as workstation setups, proper posture, and minimizing potential hazards like electrical safety or clutter-related trip risks. This ensured that safety improvements extended across all work environments, whether on-site, hybrid, or remote. To support business units and leaders, the Safety Team continues to facilitate Q&A sessions, offering clear guidance on navigating SMS ACE forms and leveraging data-mining reports to monitor progress effectively. Safety staff attended department leadership meetings to provide leaders with step-by-step tutorials, set actionable safety targets, and ensure thorough discussions on the SMS Supervisor-Employee Interactions process. This concerted effort led to the completion of a **5,900 Supervisor-Employee Interactions**, achieving **135% of the interaction target**. This accomplishment underscores the team's dedication to fostering a robust safety culture, improving communication, and driving meaningful engagement across all levels of the organization, regardless of work location.

Near Miss and Positive Observation/Good Catch Reporting

Leadership continues to support and encourage near miss and positive observation/good catch reporting. The goal of this process is to identify opportunities for learning, prior to an incident occurring. One hundred and thirty-six near miss and positive observation/good catch reports have been reported and recorded in the SMS in 2024. Ninety-eight have been recorded using the Concern Reporting application and 38 in Incident & Measurements application.

4. Challenges

Work-Related Musculoskeletal Disorders (WMSDs)

The SMUD Safety Team has made significant strides in partnering with business units to reduce workplace musculoskeletal disorders (WMSDs) and soft tissue injuries. In alignment with SMUD's hybrid work environment, the Safety Team continues to deliver comprehensive ergonomic evaluations tailored to meet the diverse needs of the workforce, whether in the office, field, or home offices for remote workers. These evaluations are conducted on-site, virtually, and in the field to ensure inclusive and adaptable safety practices. To further enhance the Ergonomics Program, the Safety Team is actively consulting with ergonomic experts and vendors to explore innovative tools, technology, and equipment that can mitigate ergonomic risks. A Request for Proposal (RFP) has been initiated to identify and engage service providers specializing in soft tissue injury reduction programs and solutions. This effort includes a focus on advanced technologies such as AI-powered assessment tools and data collection systems, particularly through the forward momentum of the Gensuite AI tool integrated into the SMS. The Field Ergonomics Committee has been instrumental in conducting detailed ergonomic assessments with substation crews, field metering teams, and hazmat operations. These assessments aim to identify opportunities for improvement, recommend solutions, and support the implementation of ergonomically optimized tools and techniques. A key initiative has been the collaborative partnership between Safety and Substation leadership to launch a pilot strength and physical conditioning program for Substation Apprentices. This program, developed in consultation with ergonomic experts, has yielded favorable results, highlighting its potential to reduce soft tissue injuries and improve physical readiness. Additionally, field visits have increased to identify and assess tools, equipment, and technology that can further enhance ergonomic safety. These visits allow the team to gain firsthand insights into the specific challenges faced by crews and provide immediate recommendations for ergonomic improvements. These combined efforts reflect the SMUD Safety Team's commitment to fostering a proactive safety culture, leveraging advanced technology, and ensuring the workforce is equipped to work safely and efficiently in every environment. The initiatives underscore the organization's dedication to reducing injuries, promoting well-being, and driving continuous improvement across all operational areas.

5. Recommendation

SMUD is committed to becoming a recognized leader in safety. Both SMUD's leadership team and employees recognize that to achieve success we must integrate safety into all that we do. It is recommended that the Board accept the Monitoring Report for SD-6.

6. Appendices - World Class Safety Program Improvements & Supporting Information

Safety for Life

Safety and Environmental Day was held at Safety Center's Safetyville in October, 2024 and welcomed all SMUD employees and their families. It was Harvest themed with haystacks and plenty of decorations; kids were encouraged to dress up. Some of the events included pedestrian safety, bicycle safety, and a CPR class along with multiple vendors and SMUD booths like CalTrans, SCORCH, Fleet Feet, Environmental team, Sac Metro Fire, and much more!

Sparky's Crew continues to get families involved in safety by sending safety postcards and quarterly newsletters to SMUD children enrolled.

Our Safety for Life communications continue. This year we have placed emphasis on doing "About Me's" for the SMUD Safety team so employees can get to know all of the Safety Team members.

Driver Safety

In 2024 Safety hosted 11 driving rodeos for four separate teams: Line, Facilities, Energy Specialist, and the Meter Shop. The preventable vehicle accident review team continues to review SMUD's PVAs regularly, looking for trending data, which is used during the rodeos, to have discussions with the employees, and during safety meetings, to prevent further PVA's. Safe driving behaviors are being emphasized in vehicle reports that are provided to directors, managers, and key contacts for participating business units. The reports capture speeding data as well as seat belt use. Leaders are able to use this information in their interactions to reinforce safe driving behaviors and help mitigate unsafe driving behaviors. Modifications to the report continue to be made based on feedback from leaders and their business unit.

SMITH training continues to be provided to new hires, as well as existing employees due for a refresher, continuing to elevate their driving performance. This is performed by both internal trainers and SMITH corporate instructors. The Safety team also trained additional leadership under ED&O to perform driving-based SCORCH observations on their staff, adding value and focus to their observations.

Highly visible banners with safe driving messages were deployed in the ECOC Yard, while opportunities for HQ Campus and Fresh Pond continue to be evaluated. Digital messaging with the same content is on rotating display on the monitors in the ECOC buildings. This campaign offers simple, straightforward reminders of key safe driving behaviors while employees are at their vehicle, or on their way to it. Messaging in regular safety meetings has been tailored to target specific trends observed in internal accident data. Meanwhile, the Fleet department continues to install our recently refreshed safe driving decals on the driver's window in Fleet vehicles. This adds an additional layer of safety messaging right before the driver gets behind the wheel.

Workplace Violence

The Safety team continues to partner with PS&S, Security and the PMO staff to refresh the Workplace Violence Prevention Plan (WVPP) to meet new SB-553 and Cal/OSHA requirements. A few significant changes include:

- Workplace Violence Specialist (working title), which is supported by Security, People, Services, & Strategies (PS&S) and Safety.
- Incorporated in SMUD's Safety Management System a Violence Incident Log

- Learning & Development created LMS training to build awareness throughout the organization.

COVID-19 Support

The safety of our employees is of utmost importance, so we continue to perform contact tracing and ensure employees report SMUD COVID-19 cases. As they are reported, a dedicated team ensures that state requirements are followed. Our third-party vendor Axiom Medical continues to provide staff with illness leave guidance. Our process continues to be followed and has prevented large outbreaks or work stoppages to critical areas of operations. As we approach the sunset of the Cal-OSHA Emergency Temporary Standard on February 3rd, 2025, the reporting of COVID cases at SMUD has dropped dramatically in the last quarter of 2024.

Wildfire Smoke

There was a review and update of the Wildfire Smoke Training to ensure field crew members received information on how to access resources, should a Wildfire Smoke event occur. The training was delivered to all field crew personnel in 2024. Examples of resources available to SMUD employees are the use of the Purple Air monitoring system, in cab vehicle HEPA air filters, PPE, and work scheduling. No wildfire smoke events occurred within SMUD territory in 2024.

Fire Retardant Clothing

All employees who work on or around energized equipment are allotted a yearly fire retardant (FR) clothing allowance to ensure they are adequately protected. SMUD works with an FR Vendor to ensure employees have access to clothing which meets the Arc Flash requirements of SMUD equipment and the latest FR material technologies to improve their level of comfort in various types of weather conditions (i.e., storms, cold, rain, or heat). Safety works with the FR Vendor and a sample of affected SMUD employees to host an annual review to show the latest offerings from the top FR Clothing manufacturers; this review occurred in November 2024. New electrical trades employees will receive FR Clothing training by a Safety Representative and ensure they are added to the FR Clothing portal and are apprised of the proper care and maintenance of their clothing.

Joint Labor Management Safety Committees

Hydro JLMSC – Communications and preparations are being made to ensure support of the upcoming Cal OSHA Voluntary Protection Program (VPP) recertification audit. Safety Risk Assessments (SRAs) have been assigned to teams regarding confined space entries in Scroll cases, Draft tubes and Intake structures. Emergency Drills committee to start planning exercises for 2025. Self-retrieval kits for vehicles fitted with winches have been received and distributed.

Line Assets JLMSC – A variety of safety improvements are in progress or already completed through the Line Assets JLMSC. Key improvements to highlight are: 1) Distribution of communication plans to customers regarding the importance of maintaining clear access to SMUD equipment on customer properties for both customer reliability and safety of our employees. 2) Helicopter Communication device is currently being built to assist employees performing work in remote locations. 3) Non-FR Raingear was updated to provide additional sizes as well as SMUD branding to accommodate employees of different sizes and increase employee safety by making it clear they are SMUD employees. 4) A new model of hydro-vac trailer was tested and selected for use which is quieter and much better ergonomically compared to other models.

Substation JLMSC – A Substation emergency response procedure was established and implemented. Tabletop and on-site exercises were conducted with both the work group personnel and the Emergency Preparedness Team to verify validity of this procedure and process.

The Substation Emergency Response Information Boxes at the Bulk Substations have recently been added as a checklist item to the Bulk Substation Quarterly Housekeeping Inspection form within the Inspection Tool app in SMS to ensure that the box remains, and its contents are maintained. Contents include a QR code to access the SDS app within SMS, the Emergency Response Procedure, and the Hazardous Materials Business Plan (see Appendix B).

These quarterly housekeeping inspections also serve as a safety inspection to identify unsafe working conditions in the workplace and non-compliant items. When these conditions or items are found they are documented within the Action Tracking System in SMS and assigned to the proper areas and persons of responsibility for correction.

Current Initiatives and sub committees include the Substation Arc Flash subcommittee which recently completed its objectives to identify hazards of equipment, establish future or updated standards for 480/240-volt cabinets, inspections & operations, and removing or isolating equipment. The Network Grounding subcommittee intends to finalize Network Grounding procedures for both Network and 21kV Downtown Underground. Their current initiative is to form a cross – functional committee. The Substation workgroup also has a current subcommittee for Human Performance Indicators and Improvements (HPI); they intend to identify and implement at least 2 HPI metrics for our world class safety scorecard, help employees understand what HP is and how it can improve safety and reduce errors and to reinforce the knowledge and usage of HP tools so that they become commonplace in the daily work environment.

Current Near misses and Safety Alerts are shared at the beginning of the Quarterly JLMSC meetings to remain current on conditions, incidents, or accidents and possibly discuss solutions.

Safely Conducted Observations Reduce Common Hazards (SCORCH) Observation Engagement & Behavior Trends

Throughout the second half of 2024, a total of 2,687 employees were observed under the **Office & Professional** process. Safety awareness campaigns related to **Hips/Legs/Feet Posture** as the top at-risk behavior were implemented to positively influence employee ownership to a change in behavior. Based on observation feedback comments, employee exposure was tied to incorrect seat pan depth, and prolonged sustained/awkward postures. (Note: Risk Reduction Reminders for maintaining a two to three fingers gap of space from the back of the knees and the front edge of the chair to reduce pressure and maintain good blood flow circulation was provided. Highlighted the enabled behaviors of being mindful of frequency and duration when sitting with legs crossed or with a single leg tucked under the body and the health benefits of regular use of sit to stand desk feature.)

Awareness campaigns were also used to reinforce the applied awareness for **Head/Neck Posture and Wrist Posture** our top observed safe behaviors. Employees did a great job keeping the head and a neutral posture with ears over shoulders. Their awareness for avoiding awkward postures of looking downward (chin to chest), looking upward (chin to sky), or craning

of the neck to one side or the other. Feedback comments related to increased awareness for movement and more frequent micro brakes are a few of the effective ways employees are displaying ergonomic awareness.

A total of 1,678 field employees under the **CFAS-Field and Electrical Trades** process, were observed over the second half of 2024. Observation feedback displayed the consistency in which **Hand Protection** was worn, making it the top observed safe behavior for CFAS. Observation feedback highlighted the consistency in which employees took steps for minimizing exposure by wearing the proper type of glove per task, and the importance of proactively testing and making sure gloves are free of holes and tears. ET's employees showed their commitment to minimizing exposures by consistently wearing a **Hard Hat**, making the top observed safe behavior. The ability to minimize the severity of injury from a strike to the head by routinely wearing the hard hat is a behavior employees see life-impacting value in.

The opportunity for improvement was related to the top at-risk behaviors of **Tailboard and Back Posture (non-lifting related)**. Employees displayed a low perception of risk for ensuring all employees were "cut in" on the scope of work/task prior to start of task or when work conditions changed. Risk Reduction Reminders highlighted the value of performing a Tailboard and taking steps to ensure everyone goes home safely by seeking alignment of roles and responsibilities in completing all tasks, combined with proactive conversations for identifying and discussing potential safety concerns at any time on the work site, not just at the start. To elevate awareness for good Back Posture when performing job task, SCORCH emphasized how beneficial maintaining a healthy back is to a good work life and personal quality of life. Avoiding sustained awkward postures of the back, combined with daily stretching are steps every employee was encouraged to implement to reduce potential soft-tissue related injury.

SCORCH Behavior Influencing Highlights:

- **Internal/Safety for Life Engagement** – SCORCH continues to keep employees engaged in the identification of safe and at-risk behaviors through the completion of monthly/quarterly safety observations. The SCORCH photo contest is used to display SMUD's cultural commitment to Safety for Life and behavior-based safety as a lifestyle choice that intentionally engages family and friends. This proves to be a highly effective way for SMUD employees to showcase the variety of activities or hobbies they are engaged in. It also creates a format for having conversations about safety in the at-home and at-play areas of life. Activity trends, observed/marked behaviors and comment feedback will be used to create seasonal opportunities of engagement and "Best Practice" shares to further expand our influencing reach. SCORCH used the Safety and Environmental day event as an opportunity to demonstrate how behavior awareness and fun can go together. One of its engagement activities is centered around certifying employee's kids as at-home safety observers. It prompts observing a family member performing an at-play or at-home task and identifying if it is being performed in a safe or at-risk fashion. Home observation cards are provided, allowing SCORCH to again expand its influencing ability to incorporate the entire family, and possibly the next generation of SMUD employees.
- **External Engagement** – SCORCH with its 23 years of behavior influencing success was asked to present and provide its behavior-based best practice shares at multiple safety events. This encompassed presentations at the National Safety Council (NSC) Western Occupational Safety & Health network meeting, California Utilities Roundtable, Safety in Action Conference (DEKRA), American Society of Safety Professionals (ASSP)

and the Region IX Voluntary Protection Program Participants Association (VPPPA), Safety Summit. Presentations highlight the creative ways in which behavior awareness can expand beyond the workplace and easily inserted into employees at-home and at-play environments. This displays SMUD's cultural commitment to Safety for Life and behavior-based safety as a lifestyle choice that intentionally engages family and friends.

Confined Space Rescue

In the latter half of 2024, the Safety team updated the safety training material for confined space entry and confined space rescue topics. As part of this, new confined space rescue tools were tested for compatibility with SMUD's field operations. From this testing, we were able to deploy two new solutions to the field and incorporate them to our training materials. Both solutions increase flexibility for field crews while reducing the complexity of entry and rescue operations. Efforts will continue in 2025 to provide better more focused training for the work groups involved.

Heat Illness

SMUD continues to identify heat as one of the main hazards our employees face during the hot summer months. SMUD continues to train field-based employees each year on the signs/symptoms of heat illness, appropriate measures to reduce the potential for heat illness, as well as how to respond appropriately in the event of a heat-related emergency. SMUD's Tool Room continues to offer a variety of solutions to combat working in the heat, including: water, ice, coolers, electrolyte supplements for water, portable shade structures, and shade visors for hard hats.

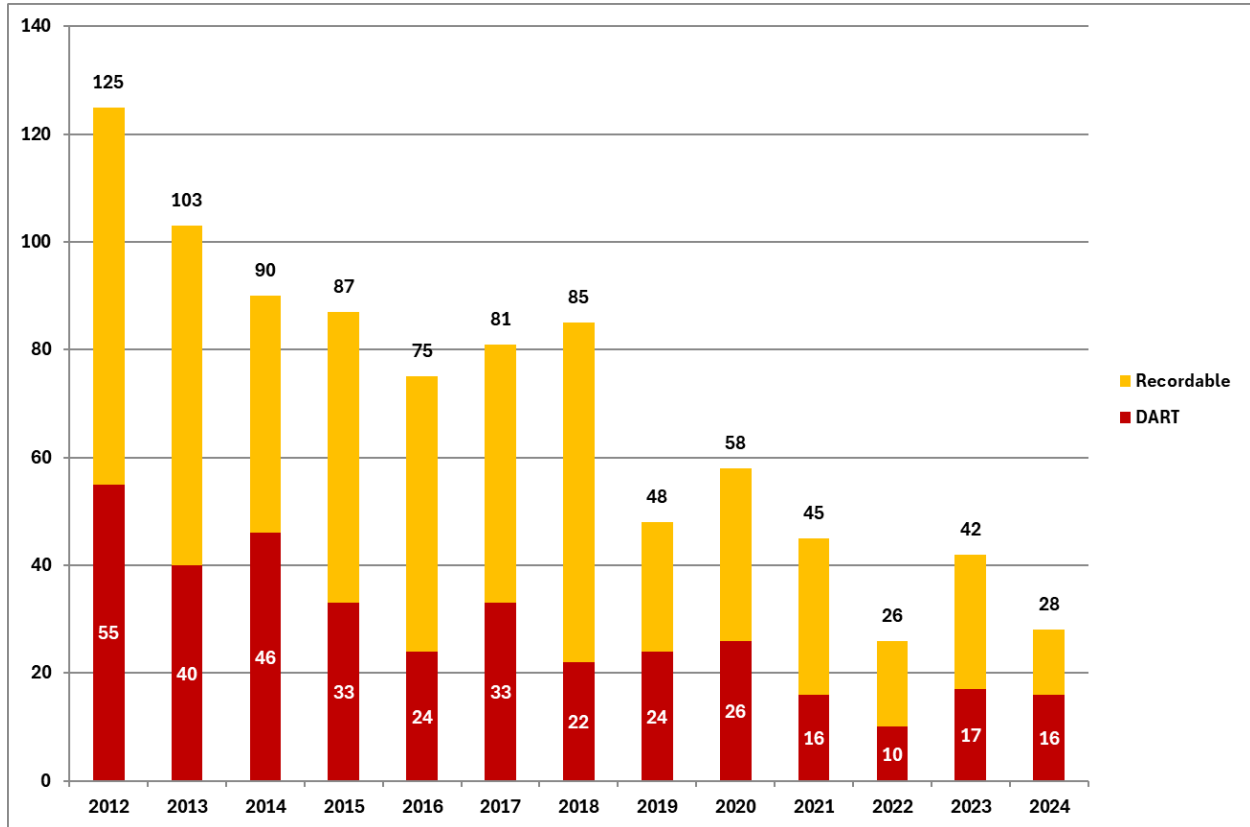
The Network/Underground work group purchased and deployed an additional cooling trailer unit that can be used to provide both confined space ventilation as well as cooling of the air inside hot underground facilities during summer months. This reduces potential heat stress to the employees and allows for a safer work environment.

Medical Monitoring

The Safety team has continued to migrate services to new vendors. The Safety team worked with foreman, supervisors, and managers to ensure that all required employees were in the appropriate Medical Monitoring Program(s). SMUD took over the task of organizing, coordinating and scheduling employees for their medical exams. There were 2 onsite "pop-up clinics" for our medical surveillance vendor at the ECOC, 2 Hearing Exam events at Fresh Pond, 2 Hearing Exam events at ECOC and 1 Hearing Exam event at Headquarters. There are approximately 230 employees that participated in the Medical Monitoring Program. Safety will continue to ensure all employees are current on their medical monitoring.

Appendix A

DART Count and OSHA Recordable 2012-2024



Appendix B

Hazardous Materials Business Plan



BOARD AGENDA ITEM

STAFFING SUMMARY SHEET

Committee Meeting & Date Policy – 03/12/25
Board Meeting Date N/A

TO	TO
1. Jose Bodipo-Memba	6.
2. Farres Everly	7.
3. Brandy Bolden	8.
4. Suresh Kotha	9. Legal
5.	10. CEO & General Manager

Consent Calendar		Yes	<input checked="" type="checkbox"/>	No <i>If no, schedule a dry run presentation.</i>	Budgeted		Yes	No <i>(If no, explain in Cost/Budgeted section.)</i>
FROM (IPR) Laura Lewis	DEPARTMENT Executive Office			MAIL STOP B308	EXT. 6123	DATE SENT 02/19/25		

NARRATIVE:

Requested Action: Discuss, with possible amendment, Governance Process GP-12, Board Compensation and Benefits.

Summary: The Municipal Utility District (MUD) Act provides that the Board may set compensation in an amount not to exceed \$100 per day for each day’s attendance at a Board meeting or for each day of service rendered at the request of the Board (not to exceed 10 days in any calendar month), subject to adjustments of not more than five percent for each calendar year following the operative date of the last adjustment, commencing in with the 1988 calendar year. Automatic annual adjustments are prohibited.

Governance Process GP-12, Board Compensation and Benefits (GP-12) provides that each director may receive compensation of \$317 for each day’s attendance at a Board or Committee meeting and for each day of service by the Director at the request of the Board, not to exceed 10 calendar days in any month. Board member compensation was last adjusted effective July 1, 2023. In February 2024, the Board approved revisions to GP-12, to, among other things, review Board compensation annually. The Board most recently reviewed GP-12 in March 2024 and made no changes.

Board Policy: Governance Process GP-12, Board Compensation and Benefits
(Number & Title)

Benefits: Enables Board members to review the policy to make corrections, changes or additions.

Cost/Budgeted: N/A

Alternatives: Schedule review of the policy for another meeting.

Affected Parties: Board Members

Coordination: Executive Office, Board Office, People Services & Strategies and Legal

Presenter: Laurie Rodriguez, Director, People Services & Strategies

Additional Links:

SUBJECT Review and Possible Amendment of GP-12, Board Compensation and Benefits	ITEM NO. (FOR LEGAL USE ONLY)
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.

SMUD BOARD POLICY



Category: Governance Process
Policy No.: GP-12
Title: Board Compensation and Benefits

In keeping with the MUD Act, members of the Board of Directors are entitled to compensation for their service. Specifically:

- a) Each Board member may receive for each attendance at the meetings of the full Board, Board committee meetings, ad hoc committee meetings, publicly noticed SMUD workshops or meetings, other publicly noticed meetings where the Board member is representing the Board, state or federal legislative briefings or meetings where the Board member is representing the Board, meetings with SMUD customers or staff relating to SMUD business, community meetings or events where the Board member is representing SMUD, events where SMUD is being recognized, conferences and organized educational activities, the sum of \$317.00 per day of service. No director may receive compensation for more than ten (10) days in any one calendar month. Campaign and political meetings, events, and fundraisers are not compensable under this policy.
- b) Board member compensation shall be reviewed annually.
- c) Each Board member may also be reimbursed for expenses related to travel, meals, lodging and other actual and necessary expenses incurred in the performance of his or her official duties as described in subsection a). Reimbursement shall be in accordance with Internal Revenue Service regulations as established in Publication 463, or any successor publication.
- d) Each Board member may be reimbursed for computer and other technology purchases, rentals, and refurbishments that will aid them in the performance of their duties pursuant to reimbursement policies applicable to executive and senior leaders.
- e) Compensation forms shall be completed by a Director and distributed to the Board office. The Board shall review and approve compensation and any request for technology reimbursement at a regular Board meeting. Board member compensation, along with any requests for technology reimbursement, shall be placed on the consent calendar at each regular Board meeting, unless a Board member requests that it be placed on the discussion calendar.
- f) SMUD shall provide and contribute payment for health care benefits, equivalent to the contribution made to SMUD employees in the PAS employee group, to any Board member who elects such benefit, and additionally make an annual contribution payment of \$500 to a Flexible Spending Account.

- g) Subject to the applicable tax codes and IRS rules and regulations, and to the extent possible, SMUD shall direct payment to a SMUD defined contribution plan (either a 457(b) plan or a 401(k) plan) for each Director who elects to have such a benefit in the amount of 30% of compensation based on days of service. Directors who elect to receive this benefit must (1) have a SMUD defined contribution plan and (2) direct payment to the defined contribution plan of their choice at initial enrollment and then during (and only during) SMUD’s open enrollment period for employee benefits.

Monitoring Method: Board Report

Frequency: Annual

Versioning:

December 19, 2002	Resolution No. 02-12-14	Date of Adoption.
October 16, 2003	Resolution No. 03-10-14	Date of Revision.
December 2, 2004	Resolution No. 04-12-03	Date of Revision.
December 1, 2005	Resolution No. 05-12-10	Date of Revision.
May 17, 2007	Resolution No. 07-05-08	Date of Revision.
July 16, 2009	Resolution No. 09-07-02	Date of Revision.
September 18, 2014	Resolution No. 14-09-07	Date of Revision.
December 20, 2018	Resolution No. 18-12-15	Date of Revision.
December 12, 2019	Resolution No. 19-12-05	Date of Revision.
June 15, 2023	Resolution No. 23-06-02	Date of Revision. (Effective Date = July 1, 2023)
September 21, 2023	Resolution No. 23-09-02	Date of Revision.
February 15, 2024	Resolution No. 24-02-03	Date of Revision. [Current Policy]

BOARD AGENDA ITEM

STAFFING SUMMARY SHEET

TO				TO			
1.	Suresh Kotha	6.					
2.	Brandy Bolden	7.					
3.	Farres Everly	8.					
4.		9.	Legal				
5.		10.	CEO & General Manager				

Consent Calendar	<input checked="" type="checkbox"/>	Yes	No <i>If no, schedule a dry run presentation.</i>	Budgeted	<input checked="" type="checkbox"/>	Yes	No <i>(If no, explain in Cost/Budgeted section.)</i>
FROM (IPR)	DEPARTMENT			MAIL STOP	EXT.	DATE SENT	
Heidi Sanborn / Crystal Henderson	Board Office			B304	5424	02/14/25	

NARRATIVE:

Requested Action: Allow the Board of Directors an opportunity to monitor existing policies: **Governance Process GP-2, Governance Focus; Governance Process GP-4, Board/Committee Work Plan and Agenda Planning; and Governance Process GP-13, Core and Key Values** as part of the Board policy monitoring process.

Summary: A schedule to monitor Board policies was agreed upon by the Policy Monitoring Ad Hoc Committee. Monitoring established policies creates a better understanding of the policies and gives the Board an opportunity to make corrections, additions, or changes, if necessary.

Board Policy: *(Number & Title)* This monitoring supports GP-2 Governance Focus which states that the Board will direct, evaluate, and inspire the organization through the establishment of written policies which reflect the Board’s values.

Benefits: Monitoring policies helps ensure the policies are current and in keeping with the current will of the Board.

Cost/Budgeted: Included in budget.

Alternatives: Not to review these policies at this time.

Affected Parties: Board of Directors

Coordination: Crystal Henderson, Special Assistant to the Board of Directors

Presenter: Heidi Sanborn, Policy Committee Chair

Additional Links:

SUBJECT	Board Policy Monitoring – GP-2, GP-4, and GP-13	ITEM NO. (FOR LEGAL USE ONLY)
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.

SMUD BOARD POLICY



Category: Governance Process
Policy No.: GP-2
Title: Governance Focus

The Board will govern with an emphasis on: (i) outward vision rather than an internal preoccupation; (ii) encouragement of diversity in viewpoints; (iii) strategic leadership more than administrative detail; (iv) clear distinction of Board and CEO roles; (v) collaborative rather than individual decisions; (vi) the future rather than past or present; and (vii) proactive thinking.

Specifically:

- a) The Board will cultivate a sense of group responsibility. It will be responsible for excellence in governing. The Board will be an initiator of policy and use the expertise of individual members to enhance the ability of the Board as a body.
- b) The Board will direct, evaluate and inspire the organization through the establishment of written policies reflecting the Board's values. The Board's major policy focus will be on SMUD's intended impacts outside the organization, not on the administrative or programmatic means of achieving those effects.
- c) Continual Board development will include orientation of new Board members in the Board's governance policies and processes, periodic re-orientation of existing Board members, and regular Board discussion of process improvement.
- d) The Board will regularly discuss and evaluate its performance. Self-monitoring will include comparison of Board activities and discipline to policies adopted by the Board. It will be up to the Board president or committee chair to determine the appropriate manner of this feedback and evaluation.

Monitoring Method: Board Report

Frequency: Semi-Annual

Versioning:

December 19, 2002	Resolution No. 02-12-14	Date of Adoption.
October 16, 2003	Resolution No. 03-10-14	Date of Revision.
November 3, 2005	Resolution No. 05-11-05	Date of Revision.
December 21, 2006	Resolution No. 06-12-13	Date of Revision.
October 16, 2008	Resolution No. 08-10-08	Date of Revision.
May 17, 2012	Resolution No. 12-05-09	Date of Revision.
July 15, 2021	Resolution No. 21-07-09	Date of Revision.
September 21, 2023	Resolution No. 23-09-02	Date of Revision. [Current Policy]

Category: Governance Process
Policy No.: GP-4
Title: Board/Committee Work Plan and Agenda Planning

To accomplish its strategic leadership consistent with Board policies, the Board will develop and follow an annual work plan that ensures the Board: (i) focuses on the results the Board wants the organization to achieve; (ii) defines the conditions of SMUD that it considers acceptable and unacceptable; (iii) meets its other obligations as stated by law or policy; and (iv) continually improves its performance through education, feedback, and deliberation. The Board work plan shall guide SMUD staff in preparing the agendas for regular board meetings and standing committee meetings.

Specifically:

a) **Board Work Plan**

- i) The Board will develop each year a list of topics and issues that it wishes to explore in the coming years and maintain a work plan that will be regularly reviewed by the Board or a standing committee.
- ii) The Board President shall ensure that the Board's agendas meet the goals of the annual work plan.

b) **Board Agendas**

- i) Board agendas shall be posted on the SMUD website at www.smud.org least 72 hours prior to a regular Board meeting and at least 24 hours before a special Board meeting.
- ii) Only members of the Board and the Chief Executive Officer and General Manager (CEO) and his or her designees may place items on the Board agenda.
- iii) Items for placement on the agenda fall into the following categories:
 - Items generated by SMUD management;
 - Items placed on the agenda by a Board member;
 - Presentations by outside persons or agencies that have received approval for placement on an agenda from the Board President (see Meeting Procedures of the SMUD Board of Directors for details).
- iv) To the extent possible, when the Board conducts its regular review of the Board Work Plan, a Board member should notify the other Board members if the member intends to place an item on the agenda for discussion at a Board meeting.

- v) When a Board member wishes to invite people to make a presentation at a Board meeting, the Board member should coordinate with the Board President and CEO. When a Board member invites people to speak at a Board meeting during the public comment period, the Board member should notify the Board President in advance of the meeting to ensure the efficient management of public comment.
- vi) Items may be placed on the agenda on either the consent calendar or the discussion calendar. An item placed on the consent calendar may be moved from the consent calendar to the discussion calendar at the request of any Board member, prior to a motion and a second on the consent calendar.
- vii) A Board member may propose at the beginning of the meeting to pull an item from the agenda. Upon a motion and a second, the Board may vote to approve the agenda as revised.
- viii) Matters not on the agenda for a regular meeting will not be considered by the Board at that meeting except: (1) upon determination by a majority of the Board that an emergency situation exists, severely impairing public health and/or safety; or (2) upon a determination by a two-thirds vote of the Board or by a unanimous vote if less than two-thirds of the members are present, that the need to take action arose subsequent to the agenda being posted; or (3) as otherwise permitted under the Ralph M. Brown Act of the California Government Code.
- ix) Whenever an item has been approved for consideration by the Board under paragraph b) viii) of this policy, the Board President will read, upon introducing the item for Board consideration, a brief summary which shall include the subject title, a short explanation of the subject matter, and, if any, the recommendation.
- x) Matters on the agenda for regular meetings which have not been considered and acted upon at such meetings or continued to a subsequent meeting will be deemed continued to the following regular meeting until they can be relisted as a regular item.
- xi) Whenever the Board fails to take action on an item on the Board's agenda, the Board will set a date for reconsideration of the item. If for any reason the Board fails to set such a date, the Board Secretary will list all such items as a "pending item" on the action item section of the next regular agenda for which the Board Secretary is accepting items.

c) **Committee Agendas**

- i) Committee agendas shall be posted on the SMUD website at www.smud.org at least 72 hours prior to the committee meeting.
- ii) Items may be placed on a committee agenda either by a decision by the full Board, the Board President, a Board member, or by the CEO and his or her designees.
- iii) To the extent possible, when the Board conducts its regular review of the Board Work Plan, a Board member should notify the other Board members if the member intends to place an item on the agenda for discussion at a committee meeting.
- iv) When a Board member wishes to invite people to make a presentation at a committee meeting, the Board member should coordinate with the committee chair and the CEO. When a Board member invites people to speak at a committee meeting during the public comment period, the Board member should notify the committee chair in advance of the meeting to ensure the efficient management of public comment.
- v) Members of the public may request the opportunity to be listed on a committee agenda for purposes of making a presentation at a committee meeting on matters within SMUD's jurisdiction. The committee chair will review all complete presentation requests and may, at his or her discretion, direct the responsible staff to list the presentation on the committee's agenda. (See Meeting Procedures of the SMUD Board of Directors for details).

d) **Issuance of Agendas**

- i) The Board Secretary's office, under the direction of the CEO and the Board President, shall prepare and issue an agenda for each regular meeting and special meeting of the Board.
- ii) The Executive Management team, under the direction of the CEO and in coordination with the standing committee chairs, shall prepare and issue an agenda for each standing committee meeting.
- iii) Proposed Board agendas will be reviewed by the Board President and proposed committee agendas will be reviewed by the committee chair prior to the development of the relevant public notices.

Monitoring Method: Board Report

Frequency: Annual

Versioning:

December 19, 2002	Resolution No. 02-12-14	Date of Adoption.
October 16, 2003	Resolution No. 03-10-14	Date of Revision.
June 3, 2004	Resolution No. 04-06-07	Date of Revision.
March 20, 2008	Resolution No. 08-03-07	Date of Revision.
October 16, 2008	Resolution No. 08-10-09	Date of Revision.
March 5, 2009	Resolution No. 09-03-06	Date of Revision.
February 3, 2011	Resolution No. 11-02-02	Date of Revision.
January 16, 2014	Resolution No. 14-01-05	Date of Revision.
July 17, 2014	Resolution No. 14-07-03	Date of Revision.
September 21, 2017	Resolution No. 17-09-10	Date of Revision.
February 18, 2021	Resolution No. 21-02-05	Date of Revision.
September 21, 2023	Resolution No. 23-09-02	Date of Revision. [Current Policy]

SMUD BOARD POLICY



Category: Governance Process
Policy No.: GP-13
Title: Core and Key Values

In articulating its values, the Board distinguishes between “core” values and “key” values. Core values are deemed essential for the success of SMUD and for serving SMUD’s customers. Key values provide added value to our customers. Key values are subordinate to the core values.

Monitoring Method: Board Report

Frequency: Annual

Versioning:

May 6, 2004

Resolution No. 04-05-04

Date of Adoption.

September 21, 2023

Resolution No. 23-09-02

Date of Revision. [Current Policy]

SSS No.
BOD 2025-001

BOARD AGENDA ITEM

STAFFING SUMMARY SHEET

Committee Meeting & Date POLICY - 2025
Board Meeting Date N/A

TO	TO
1. Suresh Kotha	6.
2. Brandy Bolden	7.
3. Farres Everly	8.
4.	9. Legal
5.	10. CEO & General Manager

Consent Calendar		Yes	<input checked="" type="checkbox"/>	No <i>If no, schedule a dry run presentation.</i>	Budgeted	<input checked="" type="checkbox"/>	Yes	No <i>(If no, explain in Cost/Budgeted section.)</i>
FROM (IPR) Gregg Fishman / Crystal Henderson	DEPARTMENT Board Office			MAIL STOP B307	EXT. 5424	DATE SENT 12/20/24		

NARRATIVE:

Requested Action: Enable the Board of Directors an opportunity to review the Board Work Plan.

Summary: The Board President reviews the Board Work Plan to ensure agenda items support the work of the Board.

Board Policy: *(Number & Title)* This review of the Work Plan supports Governance Process GP-4, Board/Committee Work Plan and Agenda Planning, which states that the Board will develop each year a list of topics and issues that it wishes to explore in the coming years and maintain a work plan that will be regularly reviewed by the Board or a standing committee. Governance Process GP-6, Role of the Board President, states that the Board President shall ensure that the Board’s agendas meet the goals of the annual work plan.

Benefits: Reviewing the Work Plan allows the Board members and Executive staff to make changes to the Work Plan and Parking Lot items as necessary.

Cost/Budgeted: Included in the budget for internal labor.

Alternatives: Not review the Work Plan at this time.

Affected Parties: Board of Directors and Executive Office

Coordination: Crystal Henderson, Special Assistant to the Board

Presenter: Gregg Fishman, Board President

Additional Links:

SUBJECT Board Work Plan	ITEM NO. <i>(FOR LEGAL USE ONLY)</i>
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.

SSS No.
BOD 2025-002

BOARD AGENDA ITEM

STAFFING SUMMARY SHEET

Committee Meeting & Date POLICY - 2025
Board Meeting Date N/A

TO	TO
1. Brandy Bolden	6.
2. Farres Everly	7.
3. Suresh Kotha	8.
4.	9. Legal
5.	10. CEO & General Manager

Consent Calendar		Yes	<input checked="" type="checkbox"/>	No <i>If no, schedule a dry run presentation.</i>	Budgeted	<input checked="" type="checkbox"/>	Yes	No <i>(If no, explain in Cost/Budgeted section.)</i>		
FROM (IPR) Heidi Sanborn / Crystal Henderson				DEPARTMENT Board Office				MAIL STOP B307	EXT. 5424	DATE SENT 12/20/24

NARRATIVE:

Requested Action: A summary of directives is provided to staff during the committee meeting.

Summary: The Board requested an ongoing opportunity to do a wrap up period at the end of each committee meeting to summarize various Board member suggestions and requests that were made at the meeting to make clear the will of the Board. The Policy Committee Chair will summarize Board member requests that come out of the committee presentations for this meeting.

Board Policy: Governance Process GP-4, Board/Committee Work Plan and Agenda Planning states the Board will focus on the results the Board wants the organization to achieve.
(Number & Title)

Benefits: Having an agendized opportunity to summarize the Board’s requests and suggestions that arise during the committee meeting will help clarify the will of the Board.

Cost/Budgeted: Included in budget for internal labor.

Alternatives: Not to summarize the Board’s request at this meeting.

Affected Parties: Board of Directors, Board Office and Executive Office

Coordination: Crystal Henderson, Special Assistant to the Board

Presenter: Heidi Sanborn, Policy Committee Chair

Additional Links:

SUBJECT Summary of Committee Direction – Policy Committee	ITEM NO. <i>(FOR LEGAL USE ONLY)</i>
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ITEMS SUBMITTED AFTER DEADLINE WILL BE POSTPONED UNTIL NEXT MEETING.