Board Policy Committee
Meeting and Special SMUD
Board of Directors Meeting

Date: Wednesday, January 8, 2020
Time: Scheduled to begin at 5:30 p.m.
Location: SMUD Customer Service Center, Rubicon Room
6301 S Street, Sacramento, CA
AGENDA
BOARD POLICY COMMITTEE MEETING
AND SPECIAL SMUD BOARD OF DIRECTORS MEETING

Wednesday, January 8, 2020
SMUD Customer Service Center, Rubicon Room
6301 S Street, Sacramento, California
Scheduled to begin at 5:30 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 Committee's recommendation on the following:

INFORMATIONAL ITEM

1. Eric Douglas
   LEADING RESOURCES, LLC
   Presentation: 15 minutes
   Discussion: 45 minutes

DISCUSSION ITEM

2. Rosanna Herber
   Discuss, with possible amendment, Strategic Direction SD-8, Employee Relations.
   Presentation: 5 minutes
   Discussion: 10 minutes

INFORMATIONAL ITEMS

3. Rob Kerth
   Board Work Plan.
   Discussion: 5 minutes

4. Public Comment

5. Heidi Sanborn
   Summary of Committee Direction.
   Discussion: 1 minute
Members of the public wishing to address the Committee should complete a sign-up form available at the table outside of the meeting room. Members of the public shall have up to three (3) minutes to provide public comment. The total time allotted to any individual speaker shall not exceed nine (9) minutes for the entire Committee meeting time.

Members of the public wishing to inspect public documents related to agenda items may call 916-732-7143 to arrange for inspection of the documents at the SMUD Headquarters, 6201 S Street, Sacramento, California.

NOTE: Accommodations are available for the disabled public. If you need a hearing assistance device or other aid, please call 916-732-7143 in advance of this Committee Meeting.
BOARD AGENDA ITEM

STAFFING SUMMARY SHEET

Committee Meeting & Date
POLICY
January 8, 2020
Board Meeting Date
N/A

REQUESTED ACTION:

SUMMARY:
The Board requested a presentation on and discussion of its policies to be done in a holistic fashion. This discussion will allow the Board to view multiple policies in this session and help them determine which policies have language in need of refinement and allow them an opportunity to discuss potential policy changes.

BOARD POLICY:
GP-2 Governance Focus states the Board will discuss and evaluate its performance.

BENEFITS:
Having this discussion will give the Board members an opportunity to review, edit, and update language in the policies that are under review.

COST/BUDGETED:
N/A

ALTERNATIVES:
Table this discussion for a later time.

AFFECTED PARTIES:
Board of Directors

COORDINATION:
Donna Lofton, Special Assistant to the Board and Eric Douglas, Board Consultant

PRESENTER:
Eric Douglas, Board Consultant

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### BOARD AGENDA ITEM

**STAFFING SUMMARY SHEET**

**Policy Meeting & Date**
- Policy Committee – 01/08/20

**Board Meeting Date**
- January 16, 2020

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<table>
<thead>
<tr>
<th>TO</th>
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<tbody>
<tr>
<td>1. Laurie Rodriguez</td>
<td>6.</td>
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<tr>
<td>4. Nicole Howard</td>
<td>9. Legal</td>
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<td>5.</td>
<td>10. CEO &amp; General Manager</td>
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#### Consent Calendar

<table>
<thead>
<tr>
<th>X</th>
<th>Yes</th>
<th>No</th>
<th>If no, schedule a dry run presentation.</th>
<th>Budgeted</th>
<th>Yes</th>
<th>No (If no, explain in Cost/Budgeted section.)</th>
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<td>Laura Lewis</td>
<td>Office of the General Counsel</td>
<td>MAIL STOP</td>
<td>EXT.</td>
<td>DATE SENT</td>
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<tr>
<td>B308</td>
<td>6123</td>
<td>12/31/19</td>
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**NARRATIVE:**

**Requested Action:** Approve proposed revisions to Strategic Direction SD-8, Employee Relations.

**Summary:** At the July 18, 2019, Policy Committee, President Tamayo created an Ad Hoc Committee consisting of Directors Herber (Chair) and Rose to look at whether the Board should adopt a Diversity and Inclusion policy. Support included Board consultant Eric Douglas, as well as staff support from Laura Lewis, Gary King, and Laurie Rodriguez.

The ad hoc committee met and is recommending changes to the existing policy. A redline copy of the proposed revision to SD-8, Employee Relations is attached, as well as a “clean” copy.

**Board Policy:**

GP-1, Purpose of Board – Subsection a) Identify and define the purpose, values and vision of SMUD... and communicate them in the form of policy.; SD-8, Employee Relations

**Benefits:** Enables Board Members to review the policy with the opportunity to make corrections, additions, or changes if necessary.

**Cost/Budgeted:** This item has no direct budgetary impact.

**Alternatives:** Maintain the existing policy.

**Affected Parties:** SMUD Employees

**Coordination:** Human Resources, Diversity & Inclusion, Legal, Board Office

**Presenter:** Rosanna Herber, Chair, Ad Hoc Committee

### Additional Links:

- [Revisions to SD-8, Employee Relations](#)
Developing and maintaining a high quality, diverse and inclusive workplace that engages and inspires employees to commit to SMUD's purpose, vision and values is a core value of SMUD.

SMUD is committed to diversity and inclusion and will foster and support a workplace which values employees representing a variety of backgrounds, including but not limited to, race, ethnicity, gender, gender identification, sexual orientation and identification, national origin, age, physical abilities, socio-economic status, life experiences, talents, and thinking styles.

Therefore:

a) SMUD shall attract and retain a highly qualified and diverse workforce.

b) SMUD shall promote inclusion and diversity and engage its workforce in activities that demonstrate and support inclusion and diversity across the organization.

c) SMUD shall engage its workforce in personal and professional development.

d) SMUD's percentage of engaged employees as measured through the Engagement Index shall exceed 80%.
e) SMUD shall use a broad mix of communication and outreach channels to ensure its recruitment activities reflect the diversity of the communities it serves.

e) SMUD shall maintain and communicate written policies that define procedures and expectations for staff and provide for effective handling of grievances.

e) SMUD's percentage of engaged employees as measured through the Engagement Index shall exceed 80%.

e) Annually, and consistent with State and Federal law, the Board shall receive a report detailing the demographics and trends of the SMUD workforce, the available workforce, and the Sacramento region. The report shall also provide information on veterans as a part of SMUD's workforce.

Monitoring Method: Board Report
Frequency: Annually
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<table>
<thead>
<tr>
<th>Category: Strategic Direction</th>
<th>Title: Employee Relations</th>
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<tbody>
<tr>
<td>Policy Number: SD-8</td>
<td>Resolution No. 04-05-09</td>
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<tr>
<td>Date of Adoption: May 6, 2004</td>
<td>Resolution No. 09-02-03</td>
</tr>
<tr>
<td>Revision: February 5, 2009</td>
<td>Resolution No. 11-11-08</td>
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<tr>
<td>Revision: November 17, 2011</td>
<td>Resolution No. 13-08-10</td>
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<tr>
<td>Revision: August 15, 2013</td>
<td>Resolution No. 15-08-05</td>
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<tr>
<td>Revision: August 20, 2015</td>
<td>Resolution No. 16-10-02</td>
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<tr>
<td>Revision: October 6, 2016</td>
<td>Resolution No. 20-01-##</td>
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<tr>
<td>Revision: January 16, 2020</td>
<td>Resolution No. 20-01-##</td>
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f) SMUD shall maintain and communicate written policies that define procedures and expectations for staff and provide for effective handling of grievances.

g) Annually, and consistent with State and Federal law, the Board shall receive a report detailing the demographics and trends of the SMUD workforce, the available workforce, and the Sacramento region. The report shall also provide information on veterans as a part of SMUD's workforce.

Monitoring Method: Board Report
Frequency: Annually
Requested Action:
Enable the Board of Directors and Executive Staff an opportunity to review the Board Work Plan.

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

Board Policy: This review of the work plan supports GP-6 Role of the Board President which states that the Board President shall give progress reports on the Board’s 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: N/A

Alternatives: Not review the Work Plan at this time

Affected Parties: Board and Executive staff

Coordination: Donna Lofton

Presenter: Rob Kerth, Board President

Additional Links:
**NARRATIVE:**

**Requested Action:** Provide a summary of committee direction from the Board to Staff.

**Summary:** During a Board discussion at the January 2017 Policy Committee, the Board requested having an on-going 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 in an effort to make clear the will of the Board. Policy Committee Chair, Dave Tamayo, will summarize Board member requests that come out of the committee presentations for this meeting.

**Board Policy:**

GP-4 Agenda Planning states the Board will focus on the results the Board wants the organization to achieve.

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

**Cost/Budgeted:** N/A

**Alternatives:** Not summarize the Board’s requests at this meeting.

**Affected Parties:** Board of Directors and Executive Staff

**Coordination:** Donna Lofton, Special Assistant to the Board

**Presenter:** Heidi Sanborn, Policy Committee Chair

**Additional Links:**

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**FROM (IPR) DEPARTMENT MAIL STOP EXT. DATE SENT**

Heidi Sanborn / Donna Lofton Board Office B307 5079 12/23/19