

A G E N D A
SPECIAL MEETING ON JULY 9, 2020
11:30 A.M. VIA VIDEO CONFERENCE

PUBLIC COMMENT

1. Discussion – Diversity and Inclusion Plan for SCWA

Suffolk County Water Authority



Proposed Diversity and Inclusion Plan

For Discussion – July 9, 2020 at 11:30 a.m.

Diversity Mission Statement:

SCWA is committed to a workplace where everyone is treated respectfully as individuals and is afforded an equal opportunity to succeed. Each and every employee at the Suffolk County Water Authority supports, serves and treats their fellow employees, customers and our shared natural environment with the utmost respect and courtesy.

2020 Initiatives:

Establish a Diversity and Inclusion Council

The purpose of this committee would be to oversee the following subcommittees to support their initiatives and goals from a high level. This council will build inclusionary opportunities, respond to diversity and inclusion challenges, research best practices.

Employment and Internship Subcommittee

- Build a Workforce Pipeline - Develop partnerships with local colleges, trade schools, BOCES, high schools and local community groups to increase awareness of careers in the water industry at SCWA.
 - Develop and expand the Intern program to include more departments and careers
 - Support the Interns throughout the summer and increase opportunities throughout the year for “for-credit” internships
 - Develop learning initiatives throughout the departments
 - Network with community groups within Suffolk County to support hiring and developmental initiatives
 - Include a diverse hiring committee into the employment process to assist in uncovering unconscious bias
 - Coordinate visits to local high schools to provide insight into a career in the water industry
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Volunteer/Outreach Subcommittee

- Develop and organize community outreach initiatives
- Identify and advertise volunteer events to the organization, ideally two events annually. Standing opportunities to volunteer at food pantries and other organizations.
- Work with the Communications department to promote SCWA as an “Employer of Choice”
- Create partnerships and network with local community groups that will help with recruitment
- Assist in building strong working relationships within SCWA

Diversity Training and Development Subcommittee

- Taking information gathered in recent employee survey administered by Ernst & Young, focus on needs identified by employees
- Develop annual employee surveys and analyze results to determine if efforts have been successful
- Establish quarterly focus groups to discuss employee concerns across all departments and levels
- Assists in developing diversity initiatives throughout the organization including Employee Resource Groups
- Identify potential speakers from outside the Authority for Lunch and Learn presentations
- Develop training programs for the Leadership Academy that address unconscious bias and coaching and mentoring diverse workforces.
- Develop RFP to partner with a consultant to train all employees in understanding unconscious bias using workshops and other methods
- Diversity Ambassadors for each department. Passionate and dedicated leaders from the manager/supervisor level to be a channel for communication from the employees in their departments to leadership. Should be diverse – gender, ethnicity, business functions-office/staff, geographic locations.

While each Subcommittee serves a unique purpose, they all contribute to the overall goal of enhancing company culture and an emphasis on diversity and inclusion. Overall while these committees will be overseen by the Board Members and Executive Staff Members, including more employees throughout the organization will help in fostering the culture change. Employees will feel included in the process and having volunteers from every department would ensure that these committees remain a priority. As initiatives are implemented, HR will follow up with information gathering through the Employee Resource Groups and focus groups to monitor progress.

Miscellaneous

- A compilation video message with short messages from the Board and Executive staff regarding the racial injustice reform which acknowledges the fear and unrest and confirms the company's position on the issue.
- HR staff members obtain certification in Diversity and Inclusion
- Regular column in Main Connection that focuses on employees– randomly chosen, what makes them special – personal or professional accomplishments.
- Culture Awareness/Celebration Days
- Annual letter to all employees regarding Policy 402 -Harassment, including all forms of discrimination and an anti-retaliation message.
- Open House at Education Center (post COVID) with a career/job focus
- Ernst & Young recommend separating Employee Relations and Training. Include Diversity and Inclusion, ethics, policy compliance, conflict mediation and resolution of interpersonal concerns as responsibilities in Employee Relations
- Use of competency models in hiring practices.
- “HR Basics for Managers” to be included in Leadership Academy

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