

**MINUTES**  
**Personnel Committee**  
**Colorado Springs Utilities Board**  
**November 18, 2024**

**Committee members present via Microsoft Teams or Rosemont Conference Room:**

Yolanda Avila, Dave Donelson, Randy Helms and Michelle Talarico

**Staff members present via Microsoft Teams or Rosemont Conference Room:**

Travas Deal, Renee Adams, Tristan Gearhart, Heather Harvey, Heather Keeling-Silva, Jacqueline Nunez, Gail Pecoraro, Bethany Schoemer, Tara Russell and Natalie Watts

**City staff present via Microsoft Teams or Rosemont Conference Room:**

Matthew Vanlandingham

**1. Call to Order and Welcome**

Committee Chair Yolanda Avila called the meeting to order at 10:00 a.m. Ms. Renee Adams, Chief Human Resources Officer, read a statement regarding the Colorado Open Meetings Law and City Charter and stated that public comment would not be a part of the meeting.

Members in attendance in the Rosemont Conference Room and those online introduced themselves.

**2. Review of Minutes**

The Oct. 14, 2024, Personnel Committee minutes were approved for posting.

**3. Employee Climate Survey Update**

Ms. Heather Harvey, Human Resources Manager, and Ms. Heather Keeling-Silva, Human Resources Business Partner, gave an update on the latest steps being taken with the Employee Climate Survey. Human Resources has worked with the University of Springs Utilities to develop supervisor training on action planning. Supervisors are currently developing action plans with their individual work groups which will be implemented in 2025.

Committee Chair Avila asked if these extensive steps have been taken with previous Employee Climate Surveys. Ms. Harvey said that the formal development of the supervisor training is new this year. Ms. Adams stated that involving employees in the action planning was done at the direction of the Chief Executive Officer.

**4. I-11 Compensation and Benefits Compliance Report Proposed Changes**

Ms. Tara Russell, Total Rewards Supervisor, reviewed the proposed changes to the I-11 Compensation and Benefits Compliance Report. These changes will be presented to the full Utilities Board at the Nov. 20, 2024, Board meeting.

Committee Chair Avila asked if current revenue is being looked at or if it is being looked at five years out (based on the five-year rate case). Ms. Russell said that the revenue at the time the report is run is what will be considered.

Committee Member Donelson asked what boundaries will be used if the utility size is too restrictive. Ms. Russell said that it depends on the survey, but the data will be based on the data that is most like Springs Utilities. Ms. Adams said that by adding the language “by comparable size and annual income”, it allows for a better sample size. Mr. Travas Deal, Chief Executive Officer, suggested removing the size of the organization and simply using the annual income requirement.

#### **5. Proposed 2025 Chief Executive Officer (CEO) Performance Plan**

Ms. Natalie Watts, Strategic Planning and Governance Manager, explained that the CEO Performance Plan is a combination of CEO leadership competencies and Enterprise Balanced Scorecard. There is an agreement between the CEO and the Utilities Board outlining the CEO’s priorities and outcomes. The CEO Performance Plan is approved by the UB in November for the coming year.

No changes are recommended to the CEO’s competencies for 2025. The competencies will remain the same as 2024. The competencies are builds effective teams, ensures accountability, drives engagement, balances internal/external stakeholders and strategic mindset.

Each competency will have an equal weight (10%) and will be evaluated by the Utilities Board twice per year.

No questions were asked.

#### **6. Review 2024 Committee Accomplishments and 2025 Work Plan**

Ms. Adams reviewed the 2024 Committee Accomplishments and the 2025 Work Plan.

##### 2024 Committee Accomplishments

These include results of the Employee Climate Survey, Labor and Benefits Monitoring and Planning, 2025 CEO Competencies and 2025 CEO Scorecard Measures, CEO Mid-Year Performance and Year-End Review, Affirmative Action Plan, Workforce Updates and Selection Process.

Strategic Initiative updates were given for Total Worker Health; Diversity, Equity and Inclusion—DELTA Team; Employee Volunteer Program and Community Focus Fund; Workforce Development and Training; and Safety Maturity.

The Excellence in Governance Policy Compliance Reports that were reviewed and reported on in 2024 are ER-1:1-3 Board Expected Results–Scorecard, I-10 Treatment of Staff, I-11 Compensation and Benefits, and E-2.8 Emergency CEO Succession.

##### 2025 Work Plan

Focus areas for 2025 will be the CEO Year-End and Mid-Year Performance Reviews, the Strategic Initiative of Enable Employee Empowerment, Labor and Benefits Monitoring and Planning, Affirmative Action Plan and Workforce Demographics, and the Excellence in Governance Policy Compliance Reports.

Committee Member Helms suggested adding implementing Employee Climate Survey Action Plan and new Board Member onboarding. Ms. Adams said that a more detailed Employee Climate Survey update will be given after the beginning of 2025.

**7. Plan Future Agenda – Next meeting: Jan. 17, 2025**

Ms. Adams reviewed agenda items for the January Personnel Committee meeting. The December Personnel Committee meeting has been cancelled, and the January Personnel Committee meeting has been moved to Jan. 17, 2025, due to the Martin Luther King Jr. holiday.

**8. Adjournment**

The meeting adjourned at 10:44 a.m.