

**MINUTES**  
**Personnel Committee**  
**Colorado Springs Utilities Board**  
**October 14, 2024**

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

Yolanda Avila, Dave Donelson and Michelle Talarico

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

Renee Adams, Lisa Barbato, Tristan Gearhart, Jay Anderson, Andrew Colosimo, Jason Green, Heather Harvey, Jacqueline Nunez, Gail Pecoraro, Tara Russell, Stuart Smith, Bethany Schoemer and Natalie Watts

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

Elli Harris-Mevis and Matthew Vanlandingham

**1. Call to Order and Welcome**

Committee Chair Yolanda Avila called the meeting to order at 10:04 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 Rosemont Conference Room introduced themselves, and Ms. Natalie Watts, Manager of Strategic Planning and Governance, announced those in attendance via Teams.

**2. Review of Minutes**

The Aug. 19, 2024, Personnel Committee minutes were approved for posting.

**3. I-10 Treatment of Staff Compliance Report**

Ms. Heather Harvey, Human Resources Manager, reviewed the I-10 Treatment of Staff Compliance Report, which was included in the meeting materials packet.

Ms. Renee Adams, Chief Human Resources Officer, stated that additionally all employees are required to complete an online harassment/discrimination course every three years, and supervisors are required to complete a more-in-depth course.

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

Ms. Tara Russell, Total Rewards Supervisor, reviewed the I-11 Compensation and Benefits Compliance Report, which was included in the meeting materials packet.

Under Board Instruction 2, *Develop executive compensation plans that are consistent with professional markets and include:*

- A. *Data sources from similar local, regional and national, comparably sized utilities that typically fall within the range of one-half to two times Colorado Springs Utilities' employee population and annual revenue.*
- B. *Multi-service utilities.*
- C. *An appropriate balance of public and private organizations.*
- D. *A mix of custom market survey data and published survey sources.*

Ms. Adams stated that the organization now has the technology to gather this data electronically without conducting custom surveys, saving the organization approximately \$50,000. The custom surveys are currently done every three to five years. The organization current receives the American Public Power Association (APPA) survey and the Large Public Power Council (LPPC) survey as they are completed.

Board Member Donelson asked which method provides the most accurate information. Ms. Russell stated that the most accurate information is from the larger sample size, which is the information that is received currently through the published salary surveys, because not all contracted employers complete the requested information through the third-party requested customer surveys.

Chair Avila asked if the organization has the ability to pull the same information as easily as a third-party consultant would, utilizing technology. Ms. Russell stated that utilizing the current software, Springs Utilities does not have access to what a specific organization is paying, but rather aggregated data in survey form.

Currently the organization utilizes the third-party consultant every three to five years.

Board Member Talarico stated it is important to vet the information with reputable sources, and respects verifying the information through a third-party vendor on a periodic basis is a good idea.

Committee members support this change to the I-11. Members of the Human Resources team will bring back a red-lined version of the I-11 to the November Personnel Committee meeting.

Ms. Adams stated the I-11 Compensation and Benefits Compliance Report, Board Instruction 2, will be redlined and brought back for review to the Personnel Committee in November and then to the full Utilities Board for approval in November. Board Member Donelson asked that the weighting of the data being used be explained to the full Utilities Board (50% on the published salary survey data and 50% on the custom salary survey data).

#### **5. E-2.8 Emergency Chief Executive Officer Succession Plan Compliance Report**

Ms. Adams reviewed the E-2.8 Emergency Executive Officer Succession Plan Compliance Report, which was included in the meeting materials packet. No questions were asked.

**6. Plan Future Agenda – Next meeting: Nov. 18, 2024**

Ms. Adams reviewed agenda items for the November Personnel Committee meeting.

Ms. Harvey said that Human Resources has worked with the University of Springs Utilities on developing formal action planning training for leaders for the Employee Climate Survey. Action planning will be due in November and will be implemented in January 2025.

There will be no meeting in December, and the January meeting day will be on Friday, Jan. 17, 2025.

**7. Adjournment**

The meeting adjourned at 10:37 a.m.