



MINUTES
Personnel Committee
Colorado Springs Utilities Board
July 15, 2024

Committee members present via Microsoft Teams or Rosemont Conference Room:
Yolanda Avila and Michelle Talarico

Staff members present via Microsoft Teams or Rosemont Conference Room:
Travas Deal, Renee Adams, Tristan Gearhart, Somer Mese, Jay Anderson, Andrew Colosimo, Marcela Espinoza, Heather Harvey, Michael Myers, Jacqueline Nunez, Gail Pecoraro, Bethany Schoemer, Jennifer Valdois, Al Wells 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 9:59 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.

Everyone attending introduced themselves by name and title.

2. Review of Minutes

The May 20, 2024, Personnel Committee minutes were approved for posting.

3. Enable Employee Empowerment: Workforce Development and Training

Ms. Jennifer Valdois, Manager of Workforce Development, identified the three areas within the University of Springs Utilities (USU): Instructional Design Section, Technical Craft Development, and Organizational and Professional Development.

The University of Springs Utilities' Organizational and Professional Development department offers multiple leadership development opportunities. Due to high turnover in leadership, the organization has been left with large knowledge gaps. USU has focused on developing curriculum to develop leadership skills to fill these gaps.

Ms. Valdois reviewed the following leadership classes:

Emerging Leaders

A class for individual contributors to prepare them for a leadership role where they learn how to transition from a peer to a supervisor.

Leader Fundamentals

For newly promoted supervisors, to teach them the knowledge and skills to be successful, to promote consistency among leaders, and to provide leaders with ongoing resources.

Leader Essentials

For current leaders, to help develop the fundamental skills every leader needs to be successful. To achieve results, leaders must effectively manage people and processes as well as navigate the organizational and political arenas. This class exposes leaders to essential leadership competencies and practical knowledge to aid them in balancing these priorities.

Leader Business Acumen

This is a new requirement for all managers (new and currently hired). It focuses on business acumen topics. Managers learn about budgeting, legal requirements and expectations, utility fundamentals, strategic planning, and procurement processes. It will be implemented in Q4 2024.

4. Enable Employee Empowerment: Safety Maturity, Safety Summit Review, and Workzone Safety Initiative

Mr. Mike Myers, Safety and Health Manager, said that the organization is promoting a proactive and collaborative safety culture within all levels of the organization. Safety maturity is how an organization's safety and health programs, along with shared beliefs and values, combine to continually improve the safety culture. The goal is a proactive and collaborative safety culture that promotes engagement at all levels of the organization.

Board Member Talarico asked how contractors are held responsible for proper training and activities when performing work for Springs Utilities. There is a third-party contractor that reviews specific safety requirements and then provides a rating before the contractor begins performing work for the organization.

Safety Blitz

In 2023, Springs Utilities began holding bi-monthly Safety Blitz activities. Employees sign up to go to a project and look at that location to look at it "with a new set of eyes". These are also networking activities. This opportunity is open to employees at all levels throughout the organization.

Safety Leadership Summit

A recent Safety Leadership Summit took place on April 24, 2024. This was a leadership event held to discuss specific safety and risk-related topics. Updates were provided on organizational safety initiatives.

Two Safety Leadership Summit Topics were discussed: Safety by Design and Lightning Safety. A video was shown for lightning safety that highlighted two employees whose lives were directly impacted by lightning.

Work Zone Traffic Safety

A communication plan has been kicked off that highlights work zone safety and a short video was shared.

Facility Emergency Action Plan (FEAP)

The FEAP training was implemented in Q1 2023. Facility committees are being formed with a designated General Manager. This initiative is a combination of facility drill/alarm testing combined to help employees evacuate their work locations.

Safety Scorecard

The Safety Scorecard was reviewed. Springs Utilities scores are well below the U.S. Bureau of Labor Statistics Benchmark for Lost time because of the focus on Pre Job and Job Hazard Analysis (JHA) – individual and crew safety; Energy Wheel –severity of injury; Active Case Management--Occupational Health Medical Clinic.

5. 2024 Mid-Year CEO Evaluation

Ms. Adams stated that the mid-year CEO evaluation will be moved up to August 2024 due to the cancellation of the September Board meeting. Board Members will be sent the link to complete their evaluation on July 19, 2024. Completion is due by Aug. 2. An Executive Session will be held after the August 2024 Board Meeting to discuss the CEO's mid-year evaluation.

The CEO Lunch and Learn will take place Wednesday, July 17. Gallagher will be presenting the Employee Climate Survey results. Completion was at 79%, not quite meeting the goal of 80%. The meeting will begin promptly at 11:30 a.m.

6. Plan Future Agenda – Next meeting: Aug. 19, 2024

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

7. Adjournment

The meeting adjourned at 11:27 a.m.