

MINUTES
Personnel Committee
Colorado Springs Utilities Board
October 14, 2022

Committee present via Microsoft Teams or Rosemont Conference Room: Committee Chair Yolanda Avila, Tom Strand, Randy Helms and Wayne Williams

Board members present via Microsoft Teams or Rosemont Conference Room: Bill Murray

Staff members present via Microsoft Teams or Rosemont Conference Room: Aram Benyamin, Renee Adams, Natalie Watts, Tara Russell, Kim Neuhaus and Andie Buhl

City staff members present via Microsoft Teams or Rosemont Conference Room: Tracy Lessig

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.

2. Review of Minutes

The September 16, 2022 Personnel Committee minutes were approved for posting.

3. Compliance reports:

Treatment of Staff Instruction (I-10)

Ms. Kim Neuhaus, Human Resources Supervisor, explained the Treatment of Staff Instruction (I-10) to the Chief Executive Officer, which states the CEO shall direct that working conditions for paid and volunteer staff are fair, dignified, and respectful. Ms. Neuhaus provided additional updates for the remaining components of the I-10.

Compensation and Benefits Instruction (I-11)

Ms. Tara Russell, Human Resources Supervisor, explained the Compensation and Benefits Instruction (I-11) to the CEO, which states the CEO shall direct that employee compensation plans address individual accountability, reward for job performance, encourage organizational flexibility and responsiveness and are consistent with the geographic and professional markets for the job duties performed. Ms. Russell and Ms. Adams provided additional updates for the remaining components of I-11.

E-2.8 Emergency CEO Succession

Ms. Adams reviewed the Emergency CEO Succession Expectation (E-2.8), which states the Utilities Board and the CEO work in partnership to achieve excellence in governance and operations to attain long-term organizational success and sustainability. She explained that the designated officer emergency successors are the Chief Operations Officer; Chief System Planning and Projects Officer; and the Chief Financial Officer. The CEO protects the Utilities Board from a sudden loss by having at least two officer emergency successors outlined, and no more than three officers can travel together at the same time.

4. Review of G-4 Evaluation of the CEO's Performance – Policy E:1.2, Bullet 4: Frequency of CEO Performance Evaluation

Ms. Adams explained the Evaluation of the CEO's Performance Guideline (G-4), Policy (E-1.2) – specifically, Bullet 4:

- *The Utilities Board provides mid-year (September) and annual (March) feedback to the Chief Executive Officer in executive personnel sessions to facilitate discussion of: achievement of organizational results; Utilities Board/Chief Executive Officer partnership expectations; the Chief Executive Officer's follow-through with Utilities Board policy instructions; and Chief Executive Officer Leadership competencies using an approved feedback form.*

Committee members reviewed proposed changes to the policy and Ms. Adams will draft the changes to be reviewed and approved at the November Utilities Board meeting.

5. CEO Contract Updates

Ms. Adams and committee members reviewed the current contract for Mr. Aram Benyamin, CEO. She explained Mr. Benyamin's current salary, structure/merit adjustments for Springs Utilities' employees during the past four years and severance/benefits per his contract, and proposed changes to the contract.

Ms. Tracy Lessig, City Attorney – Division Chief, reviewed (G-4), Policy (E-1.2), Bullet 7:

- *Subsequent to the annual Chief Executive Officer evaluation in March, the Utilities Board approves any compensation and benefits adjustments for the Chief Executive Officer.*

Ms. Lessig will review City Code/City Charter with respect to a proposed contract amendment for CEO compensation and benefits. Ms. Lessig indicated that the Board may decide to change the Board Policy referenced above, otherwise, the Board may need to hold off on a contract amendment until 2023 as specified in the policy.

6. 2022 Accomplishments and 2023 Utilities Board Committee Work Plan

The Personnel Committee agreed to move this agenda item to the November meeting instead.

7. Plan Future Agenda – Next meeting: Thursday, November 10, 2022

Ms. Adams reviewed discussion topics for next month's Personnel Committee meeting.

8. Adjournment

The meeting adjourned at 11:35 a.m.