



**MINUTES**  
**Personnel Committee**  
**Colorado Springs Utilities Board**  
**November 9, 2023**

**Committee members present via Microsoft Teams or Rosemont Conference Room:**  
Randy Helms, Yolanda Avila, Michelle Talarico and Dave Donelson

**Utilities Board Members Present:**  
Nancy Henjum

**Staff members present via Microsoft Teams or Rosemont Conference Room:**  
Heather Harvey, Bethany Schoemer, Travas Deal, Tristan Gearhart, Marcela Espinoza, Kerry Baugh and Al Wells

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

**1. Call to Order and Welcome**

Committee Chair Yolanda Avila called the meeting to order at 10:03 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 October 17, 2023, Personnel Committee minutes were approved for posting.

**3. Review Recommendation for 2024 CEO Competencies**

Ms. Adams reviewed the current CEO Performance Plan and a proposal for the 2024 CEO Performance Plan.

The current CEO Performance Plan is composed of three elements: the Balanced Scorecard (40%), Strategic Objectives (10%) and the CEO Leadership Competencies (50%). Ms. Adams went into more detail regarding the specific strategic objectives and leadership competencies for Colorado Springs Utilities.

Ms. Adams recommended going back to a previous version of the CEO Performance Plan which weighs the Balanced Scorecard at 50% and CEO Leadership Competencies at 50%. Ms. Adams explained the reason for the change is to reduce redundancy as the Balanced Scorecard already lists and measures the strategic objectives.

Ms. Adams explained that the proposed leadership competencies in the 2024 CEO Performance Plan come from Korn Ferry competencies. Board Member Nancy

Henjum stated she is familiar with the Korn Ferry competencies and the FYI books from her personal business and expressed how useful they are.

**4. Review 2023 Committee Accomplishments and 2024 Work Plan**

Ms. Adams reviewed the 2023 accomplishments for Personnel Committee and answered questions. Committee members discussed their favorite accomplishments from 2024.

Ms. Adams presented the 2024 Work Plan. The committee members discussed ways to increase participation in the 2024 Employee Climate Survey to reach 80% participation. Ms. Adams shared about her recent conference for diversity, equity, and inclusion.

The committee discussed leadership within Springs Utilities and how to ensure people in leadership roles have the right skill set to supervise other people. Ms. Adams discussed initiatives to promote leadership, including the CEO's plan to meet with all managers and the integration of managers and general managers in 2024 through joint meetings.

Ms. Adams explained the Community Involvement Plan for 2024, which will now include volunteer opportunities during the work week in addition to the weekend. This is capped at 16 hours per employee.

**5. Plan Future Agenda – Next meeting: Friday, Jan. 12, 2024**

Ms. Adams reviewed agenda items for the next Personnel Committee meeting. In the January meeting the committee will discuss the strategic initiative for diversity, equity, and inclusion in 2024.

**6. Adjournment**

The meeting adjourned at 10:54 a.m.