

**MINUTES**  
**Personnel Committee**  
**Colorado Springs Utilities Board**  
**May 15, 2023**

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

**Staff members present via Microsoft Teams or Rosemont Conference Room:** Renee Adams, Tristan Gearhart, Jonathan Liepe, Natalie Watts and Andie Buhl

**City staff present via Microsoft Teams or Rosemont Conference Room:** Tracy Lessig and Ashley Hughes

**1. Call to Order and Welcome**

Committee Chair Yolanda Avila called the meeting to order at 10:01 a.m. Ms. Renee Adams, Chief Administrative and 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 March 10, 2023 Personnel Committee minutes were approved for posting.

**3. 2022 Workforce Demographics and 2022 Hiring Summary**

Mr. Jonathan Liepe, Human Resources Supervisor – Talent Acquisition and Selection, gave an overview of 2022 workforce demographics, as well as a 2022 hiring summary.

- 1,811 total employees
- Veterans
  - Mr. Liepe said protected veterans are defined by the U.S. government as someone who is disabled, recently separated from the military, served in wartime or during a campaign, or earned the Armed Forces Service Medal. He said a veteran, not protected, is a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.
  - External Hires = 26 Protected Veterans (out of 270; 9.6%)
  - Total employee count: 230 (12.7%) veterans and protected veterans
- Individuals with disabilities
  - Yes (126; 6.7%)
  - Chose to not disclose (441; 23.5%)
  - No (1,310; 69.8%)
- Sex
  - Female (515; 27.4%)

- Male (1,362; 72.6%)
- Race/ethnicity
  - Native Hawaiian/Pacific Islander (1.1%)
  - American Indian/Alaska Native (1.3%)
  - Two or more races (1.7%)
  - Black/African American (3.9%)
  - Asian (3.0%)
  - Hispanic (13.5%)

Mr. Liepe compared 2021 and 2022 job categories based on sex and race/ethnicity and compared race/ethnicity of Springs Utilities' current workforce with applicants (internal/external postings only).

#### **4. Affirmative Action Plan (AAP): Progress on 2022 AAP Action Items**

Mr. Liepe gave an overview of the AAP and the organization's achievement rate to adhere to the AAP:

- Veterans
  - 5.6% hiring benchmark
  - 8.2% rate achieved
- Individuals with disabilities
  - Problem area #1 – Percentage of individuals not disclosing is higher than desired.
    - Action plan – Increase self-disclosure rates for employees through combination of internal communication plan and executive leadership support.
  - Problem area #2 – Underutilization for these job groups: Executives, managers, skilled craft workers, and service and maintenance.
    - Action plan – form an employee resource group to assist with developing a comprehensive approach to recruiting people with disabilities and to address self-identification rates by Nov. 30, 2023.
  - Problem area #3 – Applicants below 7% of total and non-disclosure rate high for these groups: Managers, technicians, paraprofessionals, skilled craft workers, and service and maintenance
    - Action plan – Form an employee resource group to assist with developing a comprehensive approach to recruiting people with disabilities and to address self-identification rates by November 30, 2023.

#### **5. Hiring Process, Candidate Recruitment and Selection Process Open Discussion**

Mr. Liepe and Ms. Adams reviewed how Springs Utilities recruits and selects candidates. Mr. Liepe also explained how the interview process varies per position. For example, some interviews include phone screenings while others do not.

Mr. Liepe and Ms. Adams provided recommendations for applicants seeking a career at Springs Utilities.

**6. Plan Future Agenda – Next meeting: Monday, June 19, 2023**

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

**7. Adjournment**

The meeting adjourned at 11:17 a.m.