

MINUTES
Personnel Committee
Colorado Springs Utilities Board
August 12, 2022

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

Board members present via Microsoft Teams or Rosemont Conference Room: Nancy Henjum

Staff members present via Microsoft Teams or Rosemont Conference Room: Aram Benyamin, Renee Adams, Andie Buhl, Natalie Watts, Heather Harvey and Al Wells

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 July 15, 2022 Personnel Committee minutes were approved for posting.

3. Evaluation of the Chief Executive Officer Performance (G-4) (E1.2: 1-7)

Ms. Adams reviewed Evaluation of the Chief Executive Officer's Performance (G-4) from the governance policy manual and explained how 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.

Ms. Adams said the Chief Executive Officer performance indicator results and a performance evaluation feedback form are provided to Utilities Board members three weeks prior to the executive personnel sessions with Utilities Board members returning completed forms to the Chief Human Resources Officer within one week of receiving the forms.

4. Committee Purpose, Structure and Operations (G-2) (P-5:3)

Ms. Adams reviewed Committee Purpose, Structure and Operation (G-2) from the governance policy manual. She said the Personnel Committee reviews performance and compliance with Utilities Board policies and guidelines and recommends the Chief Executive Officer's performance plan, developed jointly with the Chief Executive

Officer, and the Chief Executive Officer's compensation to the Utilities Board. She explained how committee meetings are discussion based, while Utilities Board meetings are action based.

Ms. Adams concluded with a review of structure and operating guidelines for each committee, and Ms. Natalie Watts, Strategic Planning and Governance Manager, explained the difference between Board committees and sub-committees.

5. Prepare for CEO Mid-Year Performance Discussion

Ms. Adams reviewed policy number E: 1 -3, Utilities Board/Chief Executive Officer Partnership Expectations. She said the Utilities Board and the Chief Executive Officer work in partnership to achieve excellence in governance and operations to attain long-term organizational success and sustainability. She said the performance plan is made up of three components:

1. Balanced Scorecard (40%)
2. Strategic Initiatives (10%)
3. Competencies (50%)

Ms. Adams said the Balanced Scorecard and ratings are discussed in open session, while feedback is discussed in closed executive session. Mr. Al Wells, Senior Analyst, explained the weighting process for the Balanced Scorecard and said it is reviewed annually in November at committee meetings, and then voted on in December at the Utilities Board meeting.

6. Review At-Will Senior Manager Severance (G-9)

Ms. Adams explained At-Will Senior Management Severance (G-9) from the governance manual policy and said this policy does not specifically apply to the CEO. She compared Springs Utilities' at-will senior manager severance policy to the City of Colorado Springs. Ms. Adams clarified that committees only make recommendations to the Utilities Board, so the Board would have to create and develop a new severance policy that is specific to the CEO.

7. Plan Future Agenda

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

8. Adjournment

The meeting adjourned at 10:48 a.m.

Next Meeting: Friday, September 16, 2022