

MINUTES
Personnel Committee
Colorado Springs Utilities Board
May 20, 2024

Committee members present via Microsoft Teams or Rosemont Conference Room:

Yolanda Avila, Randy Helms, Michelle Talarico and Dave Donelson

Utilities Board Members Present via Microsoft Teams or Rosemont Conference Room:

Nancy Henjum

Staff members present via Microsoft Teams or Rosemont Conference Room:

Travas Deal, Tristan Gearhart, Somer Mese, Marcela Espinoza, Heather Harvey, Sam Lawson, Gail Pecoraro, David Ruddy, Natalie Watts and Al Wells

City staff present via Microsoft Teams or Rosemont Conference Room:

Renee Congdon and Elli Harris-Mevis

1. Call to Order and Welcome

Committee Chair Yolanda Avila called the meeting to order at 10:04 a.m. Ms. Heather Harvey, Human Resources Manager, 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 March 18, 2024, Personnel Committee minutes were approved for posting.

3. 2023 Workforce Demographics and 2023 Hiring Summary

Ms. Harvey presented the organization's 2023 Workforce Demographics and Hiring Summary. This included information comparing information from 2022 and 2023.

Statistics reviewed include:

- Veteran Status
- Individuals with Disabilities
- Sex
- Race / Ethnicity

4. Affirmative Action Plan

Ms. Harvey reviewed the organization's Affirmative Action Plan and partnerships that have been developed in the recruiting process. Specific information reviewed included:

- Veterans

- Individuals with Disabilities

5. Talent Acquisition Strategy

The organization's Talent Acquisition Strategy was reviewed. Tools being used to reach various demographics include:

- Social media marketing
- Job Ads
- Job Syndication
- Direct outreach and network marketing
- Community outreach and engagement
- Referrals

6. Employee Climate Survey Update

Ms. Harvey gave an update on the 2024 Employee Climate Survey, which is currently underway. The survey began on May 13 and will conclude on May 24. This year's participation goal is 80% and is currently at 47%. The logistical challenge with completion is with field workers, because they do not have regular access to a computer like office employees do.

There are 56 close-ended (sliding scale) and two open-ended questions. Although there are a high number of questions, it only takes on average 15 minutes to complete. A message will be going out from the Utilities Board this week to encourage employees to participate. The third-party vendor will present results to the Utilities Board at the July Lunch and Learn on July 17, 2024.

7. Plan Future Agenda – Next meeting: July 15, 2024

Ms. Harvey reviewed agenda items for the next Personnel Committee meeting. Additional topics may be identified closer to the July meeting. Of note, the June Personnel Committee meeting has been cancelled.

8. Adjournment

The meeting adjourned at 11:19 a.m.