

MINUTES
Personnel Committee
Colorado Springs Utilities Board
January 13, 2023

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

Committee members excused: Committee Chair Yolanda Avila

Board members present via Microsoft Teams or Rosemont Conference Room: Dave Donelson

Staff members present via Microsoft Teams or Rosemont Conference Room: Renee Adams, Tristan Gearhart, Lisa Barbato, Natalie Watts, Andie Buhl and Heather Harvey

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

1. Call to Order and Welcome

Substitute Committee Chair Randy Helms called the meeting to order at 10:00 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 November 10, 2022 Personnel Committee minutes were approved for posting.

3. 2023 Detailed Work Plan Review

Ms. Adams reviewed the 2023 Detailed Work Plan, which is an overview of topics that will be discussed at monthly Personnel Committee meetings.

The Personnel Committee agreed to cancel the April and December Personnel Committee meetings and have DELTA join the Personnel Committee in March and September.

4. Workforce Planning Strategic Initiative Update: Human Resources Integrated Plan (HRIP)

Ms. Heather Harvey, Human Resources Manager, said the Human Resources Integrated Plan initiative includes the development and maintenance of a comprehensive strategy that addresses the current and future workforce at Springs Utilities. She provided an update from April 2021, by which leaders identified those

employees whose departure may present a significant disruption to business because of their unique knowledge, skills, and experience.

Ms. Adams said the goal of this program is to identify gaps in the current workforce to improve and address succession planning, recruitment, and retention by applying the six steps of Strategic Workforce Planning:

1. Strategic Drivers
2. Supply Analysis
3. Demand Analysis
4. Gap Analysis
5. Action Planning
6. Monitoring Progress

Ms. Adams reviewed lessons learned as well as improvement opportunities for the 2023 analysis that will begin in April. Ms. Harvey reviewed next steps for the HRIP, which include a template for leaders to use for succession planning and identification of workforce planning strategies to close gaps and plan for the future workforce.

5. Plan Future Agenda – Next meeting: Friday, February 10, 2023

Ms. Adams reviewed discussion topics for the next Personnel Committee meeting.

6. Adjournment

The meeting adjourned at 10:53 a.m.