



UTILITIES BOARD PERSONNEL COMMITTEE

**Microsoft Teams
Rosemont Conference Room
121 S. Tejon St., South Tower, 5th Floor
Colorado Springs, CO 80903**

**AGENDA
Friday, January 17, 2025**

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or

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10:00 a.m.	Call to Order	Yolanda Avila, Committee Chair
	Statement: Pursuant to the Colorado Open Meetings Law and the City Charter, since three or more members of the Utilities Board may be attending this public meeting, it is noticed and open to the public. Pursuant to the Utilities Board Bylaws, this Committee of the Utilities Board has determined not to accept public comment at this meeting.	Renee Adams, Chief Human Resources Officer
10:05 a.m.	Review Minutes from November 18, 2024 Meeting	Committee
10:10 a.m.	Safety Moment: Slips, Trips and Falls	Renee Adams, Chief Human Resources Officer
		Sara Akins, Occupational Clinic Supervisor, Safety and Health
10:25 a.m.	Employee Climate Survey Action Planning Efforts	Heather Harvey, Human Resources Manager
		Heather Keeling-Silver, Human Resources Business Partner
10:55 a.m.	Personnel Committee Topic Recommendations for Utilities Board Working Committee	Renee Adams, Chief Human Resources Officer
11:00 a.m.	Adjournment	Yolanda Avila, Committee Chair



MINUTES
Personnel Committee
Colorado Springs Utilities Board
November 18, 2024

Committee members present via Microsoft Teams or Rosemont Conference Room:

Yolanda Avila, Dave Donelson, Randy Helms and Michelle Talarico

Staff members present via Microsoft Teams or Rosemont Conference Room:

Travas Deal, Renee Adams, Tristan Gearhart, Heather Harvey, Heather Keeling-Silva, Jacqueline Nunez, Gail Pecoraro, Bethany Schoemer, Tara Russell and Natalie Watts

City staff present via Microsoft Teams or Rosemont Conference Room:

Matthew Vanlandingham

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.

Members in attendance in the Rosemont Conference Room and those online introduced themselves.

2. Review of Minutes

The Oct. 14, 2024, Personnel Committee minutes were approved for posting.

3. Employee Climate Survey Update

Ms. Heather Harvey, Human Resources Manager, and Ms. Heather Keeling-Silva, Human Resources Business Partner, gave an update on the latest steps being taken with the Employee Climate Survey. Human Resources has worked with the University of Springs Utilities to develop supervisor training on action planning. Supervisors are currently developing action plans with their individual work groups which will be implemented in 2025.

Committee Chair Avila asked if these extensive steps have been taken with previous Employee Climate Surveys. Ms. Harvey said that the formal development of the supervisor training is new this year. Ms. Adams stated that involving employees in the action planning was done at the direction of the Chief Executive Officer.

4. I-11 Compensation and Benefits Compliance Report Proposed Changes

Ms. Tara Russell, Total Rewards Supervisor, reviewed the proposed changes to the I-11 Compensation and Benefits Compliance Report. These changes will be presented to the full Utilities Board at the Nov. 20, 2024, Board meeting.

Committee Chair Avila asked if current revenue is being looked at or if it is being looked at five years out (based on the five-year rate case). Ms. Russell said that the revenue at the time the report is run is what will be considered.

Committee Member Donelson asked what boundaries will be used if the utility size is too restrictive. Ms. Russell said that it depends on the survey, but the data will be based on the data that is most like Springs Utilities. Ms. Adams said that by adding the language “by comparable size and annual income”, it allows for a better sample size. Mr. Travas Deal, Chief Executive Officer, suggested removing the size of the organization and simply using the annual income requirement.

5. Proposed 2025 Chief Executive Officer (CEO) Performance Plan

Ms. Natalie Watts, Strategic Planning and Governance Manager, explained that the CEO Performance Plan is a combination of CEO leadership competencies and Enterprise Balanced Scorecard. There is an agreement between the CEO and the Utilities Board outlining the CEO’s priorities and outcomes. The CEO Performance Plan is approved by the UB in November for the coming year.

No changes are recommended to the CEO’s competencies for 2025. The competencies will remain the same as 2024. The competencies are builds effective teams, ensures accountability, drives engagement, balances internal/external stakeholders and strategic mindset.

Each competency will have an equal weight (10%) and will be evaluated by the Utilities Board twice per year.

No questions were asked.

6. Review 2024 Committee Accomplishments and 2025 Work Plan

Ms. Adams reviewed the 2024 Committee Accomplishments and the 2025 Work Plan.

2024 Committee Accomplishments

These include results of the Employee Climate Survey, Labor and Benefits Monitoring and Planning, 2025 CEO Competencies and 2025 CEO Scorecard Measures, CEO Mid-Year Performance and Year-End Review, Affirmative Action Plan, Workforce Updates and Selection Process.

Strategic Initiative updates were given for Total Worker Health; Diversity, Equity and Inclusion—DELTA Team; Employee Volunteer Program and Community Focus Fund; Workforce Development and Training; and Safety Maturity.

The Excellence in Governance Policy Compliance Reports that were reviewed and reported on in 2024 are ER-1:1-3 Board Expected Results–Scorecard, I-10 Treatment of Staff, I-11 Compensation and Benefits, and E-2.8 Emergency CEO Succession.

2025 Work Plan

Focus areas for 2025 will be the CEO Year-End and Mid-Year Performance Reviews, the Strategic Initiative of Enable Employee Empowerment, Labor and Benefits Monitoring and Planning, Affirmative Action Plan and Workforce Demographics, and the Excellence in Governance Policy Compliance Reports.

Committee Member Helms suggested adding implementing Employee Climate Survey Action Plan and new Board Member onboarding. Ms. Adams said that a more detailed Employee Climate Survey update will be given after the beginning of 2025.

7. Plan Future Agenda – Next meeting: Jan. 17, 2025

Ms. Adams reviewed agenda items for the January Personnel Committee meeting. The December Personnel Committee meeting has been cancelled, and the January Personnel Committee meeting has been moved to Jan. 17, 2025, due to the Martin Luther King Jr. holiday.

8. Adjournment

The meeting adjourned at 10:44 a.m.



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Slips, Trips, and Falls

Safety Moment

January 22, 2025

What is it?



A slip is caused by the absence of sufficient friction between a person's feet and his/her walking surface.

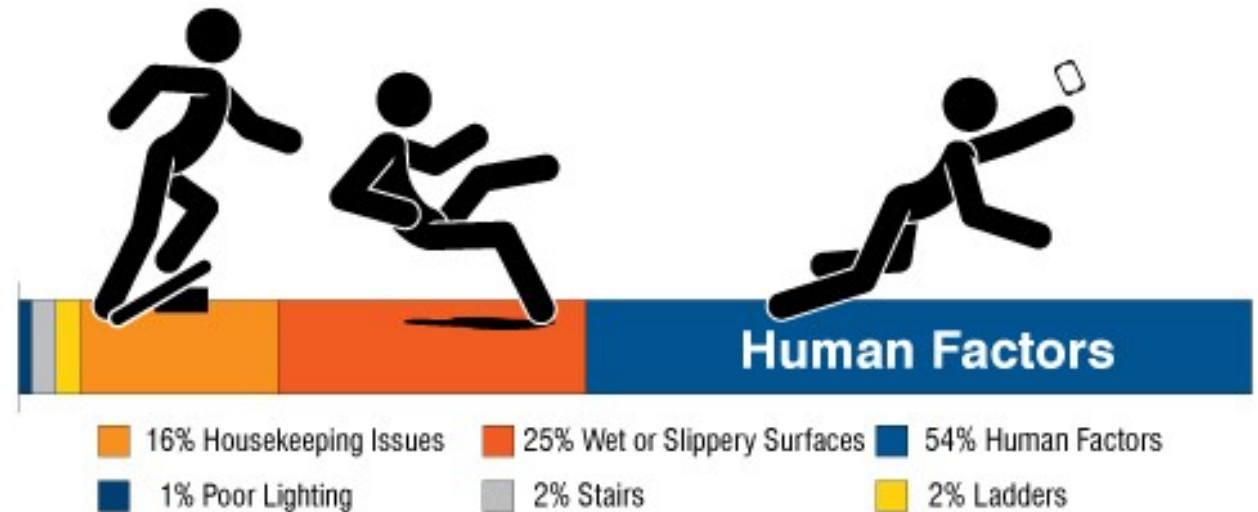


A trip is a loss of balance that occurs when the forward or backward movement of one foot or both feet is interrupted.



A fall is the consequence of a slip. Falls happen when an irregular body movement disrupts balance.

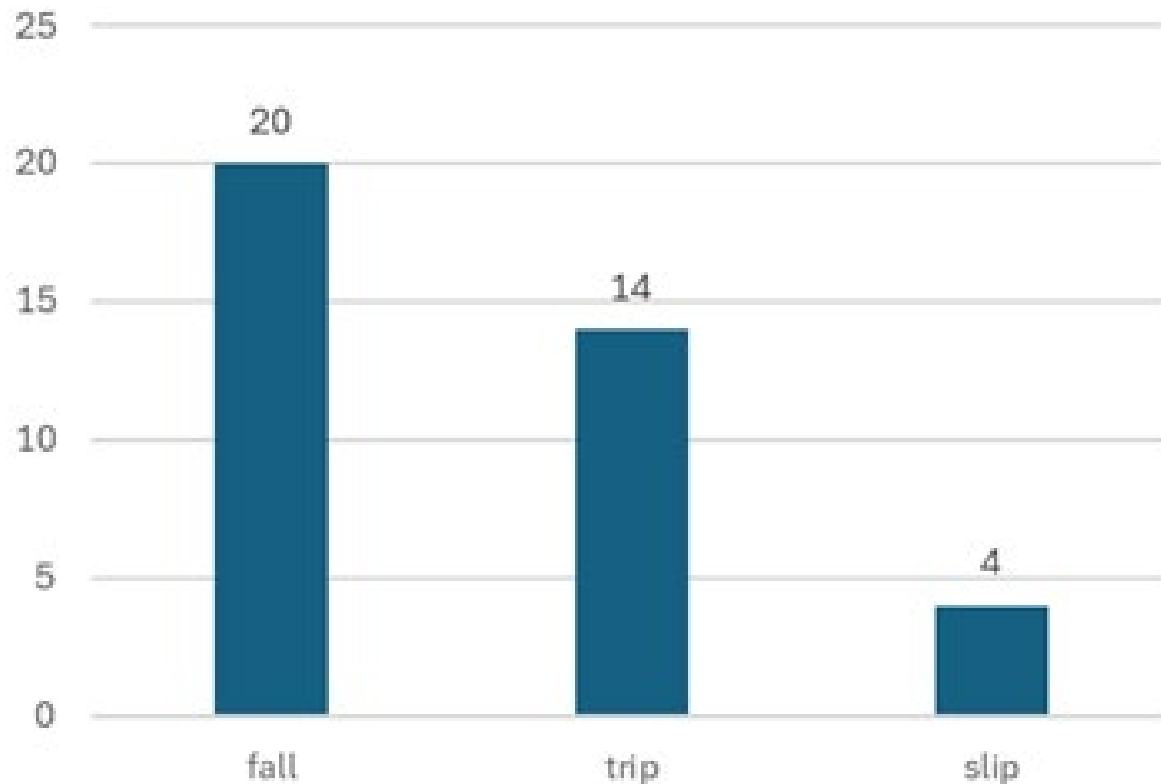
Most Frequent Factors in Slip, Trip & Fall Incidents



Southern University Study

Slips, Trips and Falls - 2024

38 Incidents



Breakdown

- 29 Organizational related injuries
 - 5 Lost time
 - 12 Restrictions
- 4 Contractor related injuries

Examples

- Caught foot on stair step
- Step into hole/excavation
- Step off curb/bumper
- Trip on object

Slips, Trips and Falls Prevention

- Good traction – match footwear to task
- Walking with purpose
 - Giving yourself plenty of time
 - Be alert and identify hazards early
 - Make use of handrails on stairs and vehicles
- Do not carry too many objects - make multiple trips
- Avoid distractions like texting or talking on the phone





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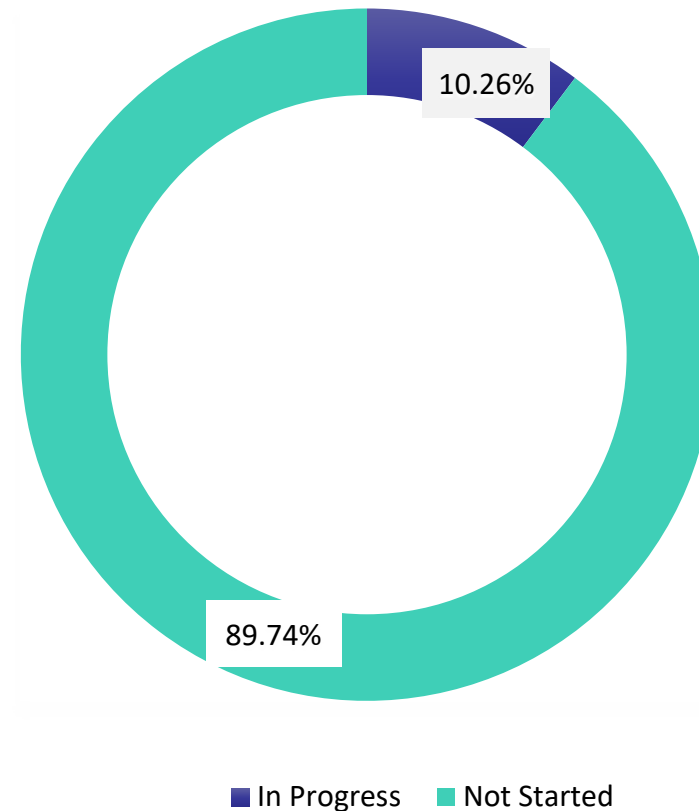
2024 Employee Climate Survey

Presented by Human Resources

Employee Climate Survey

- ❖ Action Plans due by December 31, 2024
 - 1 Division/1 Department Required
 - All sections encouraged to participate
- ❖ Total Submissions: 380 Action plans
 - 131 Unique Users
- ❖ Top Survey Items Used for Action Planning
 - Career Development: I feel valued at Utilities (54)
 - Other: Offers customization outside the survey items which includes themes, such as communication and employee development (46)
 - Supervisor: I understand how the success of my department is measured (42)
 - Career Development: My direct supervisor supports my career development (23)
 - Supervisor: Clear goals are set for our department (21)
 - Career Development: I receive the training I need to be successful in my work (21)

Action Plans



Division Action Planning

- SPP
 - Career Development: I feel valued at UTILITIES.
- CES
 - Supervisor: I understand how the success of my department is measured.
- AHRD
 - Leadership: I feel the organization manages change effectively.
- PFD
 - Leadership: I feel the organization manages change effectively.
- OPS
 - Leadership: I trust that communications from my Manager are open and honest.

Department Action Planning

- **SPP**
 - Leadership: I trust that Executive Leaders are leading UTILITIES according to the organization's values.
 - Other: Offers customization outside the survey items which includes themes, such as communication and employee development
 - Diversity and Inclusion: My direct supervisor is committed to supporting a culture of inclusion.
- **CES**
 - Career Development: I receive the training I need to be successful in my work.
 - Supervisor: I understand how the success of my department is measured. (2)
 - Total Rewards: My pay is fair for the work I perform.
- **AHRD**
 - Ethics and Compliance: UTILITIES encourages employees to report concerns they may have about the workplace.
 - Leadership: I trust that the communications from my manager are open and honest.
 - Other: Offers customization outside the survey items which includes themes, such as technology, relational, & education
 - Diversity and Inclusion: All employees are treated fairly at UTILITIES.
- **PFD**
 - Quality: I have the tools and resources necessary to perform my job.
 - Leadership: I feel the organization manages change effectively.
 - Supervisor: Clear goals are set for our department
 - Total Rewards: UTILITIES has a culture that promotes wellbeing.
- **OPS**
 - Diversity and Inclusion: All employees are treated fairly at UTILITIES
 - Leadership: Leadership does a good job of communicating information about UTILITIES' strategic plan.



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Topic Recommendations

Utilities Board Working Committee

Focus Areas

- Affirmative Action Plan and Workforce Demographics
- CEO Competencies
- CEO Year–End and Mid–Year Performance Reviews
- Employee Climate Survey and Action Planning
- Labor and Benefits Monitoring and Planning
- New Board Member Orientation
- Workforce Updates



Compliance Reports

- Board Expected Results – Scorecard (ER: 1:1-3)
 - Workforce Index; Occupational Injuries and Illnesses – Lost Time
- Treatment of Staff (I-10)
- Compensation and Benefits (I-11)
- Emergency CEO Succession (E-2.8)

Strategic Initiatives

- Diversity, Equity and Inclusion
- Total Worker Health
- Workforce Development and Training
- Safety Maturity, Safety, Occupational Health Clinic
- Support Our Community – Employee Volunteer Program
- Human Resources Integrated Plan