

HUMAN RESOURCES COMMITTEE
MINUTES
October 17, 2019

A meeting of the Human Resources (HR) Committee was held on Thursday, October 17, 2019 at 12:01 p.m. at the Southeastern Colorado Water Conservancy District office.

Chairman Alan Hamel announced a quorum was present.

COMMITTEE MEMBERS PRESENT:

Alan Hamel- Chairman, Ann Nichols-Vice Chairwoman, Tom Goodwin, Dallas May, Patrick Garcia and James Broderick.

COMMITTEE MEMBER(S) ABSENT AND EXCUSED:

None

OTHERS PRESENT:

Bill Long, District Board President; and Toni Gonzales, District staff.

APPROVAL OF MINUTES:

Chairman Hamel confirmed that members of the Committee received their copy of the March 7, 2019 minutes, and if there were any corrections or additions. Hearing none, Mr. Goodwin moved, seconded by Ms. Nichols, to approve the minutes. Motion unanimously carried.

PRESENTATIONS:

EMERGENCY SUCCESSION PLAN

The Human Resources Committee requested that staff prepare an Emergency Succession Plan. A plan was prepared by staff to illustrate what happens in the event of a planned or unplanned temporary or short-term absence of the Executive Director. Mr. Broderick reviewed the plan with the Committee.

The Committee members discussed who would be in charge of the District during the temporary or short-term absence. Per the document the President would handle the duties of the Executive Director, convene an Executive Committee meeting to affirm the procedures prescribed in this plan, or to modify them if needed. President Long suggested that language be added to include "until such time Board President appoints an interim Executive Director."

WORKFORCE PLANNING DISCUSSION

Staff prepared a document illustrating workforce planning. Mr. Broderick reviewed the document which illustrates current staff and proposed future staff needs. He said there are gaps in skill sets, but current staff has the capabilities to accomplish the gaps.

Mr. Broderick said he plans on implementing some workforce changes in 2020. With a retirement coming at the end of 2020, the organization will need a transition period to adjust for the necessary skill sets needed for the upcoming vacancy.

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Discussion was had on the plans to transition staff to be in lead positions and what kind of training would be needed to accomplish the process.

Discussion was held regarding if the Executive Director is required to reside within the District boundaries. The Committee members concluded that they believed it was a good perception of the Executive Director to reside in the boundaries of the District, and preferably in Pueblo County.

Mr. Hamel said that at a future meeting he would like the Committee to review the outside key consultants contracts.

The HR Committee discussed meeting on the 2020 Proposed Budget, and agreed it was not necessary to meet to review the 2020 Proposed Budget.

INFORMATION ITEMS:

None

OTHER BUSINESS:

None

NEXT MEETING:

The next meeting date was not set.

ADJOURN

Chairman Hamel adjourned the meeting at 1:48 p.m.

Respectfully submitted,

Toni Gonzales
Administrative Manager