

**HUMAN RESOURCES COMMITTEE
MINUTES
November 16, 2023**

A meeting of the Human Resources (HR) Committee was held on Thursday, November 16, 2023 at 1:03 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, Bill Long, Tom Goodwin, Patrick Garcia and James Broderick

COMMITTEE MEMBER(S) ABSENT AND EXCUSED:

Dallas May

OTHERS PRESENT:

Patt Edelmann, Curtis Mitchell, Board of Directors; Stephanie Shipley, SECWCD; and Jeanette O'Quin, IPMA

Virtual: Matt Heimerich, Board of Directors; Scott Lorenz, Colorado Springs Utilities

APPROVAL OF MINUTES:

Chairman Hamel confirmed that members of the Committee received their copy of the October 19, 2023 minutes and asked if there were any corrections or additions. Hearing none, Mr. Goodwin moved, seconded by Ms. Nichols, to approve the October 19, 2023 minutes. Motion unanimously carried.

PRESENTATIONS:

Strategic Recruitment Plan and Timeline for the Executive Director Position

Mrs. O'Quin reviewed the updated strategic recruitment plan and reminded the Committee of items that were discussed and accepted during the last Committee meeting. In addition, discussions were held to firm up dates of future meetings relating to the recruitment plan, the status of the screening and identification of top candidates, selecting initial interview questions, and procedures for the interview process. It was determined that the Committee will have a special executive session meeting to finalize these topics.

Draft Job Vacancy Flyer and Announcement Documents

A discussion was held on the two job announcement documents that were provided to the Committee. The Committee was very pleased with the announcement documents and the supplemental questions and gave their approval to use them as part of the upcoming marketing and recruitment process. Mr. Garcia recommended that the marketing and job announcement documents be reviewed by in-house legal counsel prior to going live on December 15, 2023.

Finalize List of Organizations for Recruitment and Marketing

Mrs. O'Quin provided a list of organizations that she recommends the District use for the recruitment and marketing process. Input from the Committee was provided, and it was

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decided to use only organizations within the water industry at this time. The District will use the following organization's job boards; Neo.gov, CWC, RMSAWWA, NWRRA, CRWA, FFA, and SECWCD website. In addition, the Committee recommended that all of the District's stakeholders be sent a copy of the job announcement as well. Mrs. O'Quin recommended that the District not enlist LinkedIn but allow Board members or other members of the public to share the announcement on their individual LinkedIn profiles.

Discussion regarding Staff Input

A discussion was held regarding staff input on the qualities and traits that they would like to see in the next Executive Director of the District as well as feedback on ways the District can be more efficient as the District moves forward with future projects and policies. It was recommended that an email be sent to District staff to provide their input on the above topics. For confidentiality purposes, the Committee requested that responses from staff be sent to Chairman Hamel who will then provide them to Mrs. O'Quin so that she can summarize the feedback and present it to the Committee. Mr. Broderick and Mrs. Shipley will work on getting a letter out to staff requesting feedback prior to the job announcement going live on December 15, 2023.

ACTION ITEMS:

None

INFORMATION ITEMS:

None

OTHER BUSINESS:

None

NEXT MEETING:

January 29, 2024 at 10:00 a.m.

ADJOURN

Chairman Hamel adjourned the meeting at 2:20 p.m.

Respectfully submitted,

Stephanie Shipley
Finance Manager