

HUMAN RESOURCES COMMITTEE
MINUTES
October 19, 2023

A meeting of the Human Resources (HR) Committee was held on Thursday, October 19, 2023 at 11:49 a.m. at the Southeastern Colorado Water Conservancy District office.

Chairman Alan Hamel announced a quorum was present.

COMMITTEE MEMBERS PRESENT:

Alan Hamel- Chairman, Bill Long, Tom Goodwin, Dallas May, Patrick Garcia and James Broderick
Virtual: Ann Nichols – Vice Chairwoman

COMMITTEE MEMBER(S) ABSENT AND EXCUSED:

None

OTHERS PRESENT:

Matt Heimerich, Curtis Mitchell, Seth Clayton, and Greg Felt, Board of Director's; Stephanie Shipley, SECWCD; and Jeanette O'Quin, IPMA.

APPROVAL OF MINUTES:

Chairman Hamel confirmed that members of the Committee received their copy of the September 21, 2023 minutes and asked if there were any corrections or additions. Hearing none, Mr. Goodwin moved, seconded by Mr. May, to approve the September 21, 2023 minutes. Motion unanimously carried.

PRESENTATIONS:

Strategic Recruitment Plan and Timeline for the Executive Director Position

Mrs. O'Quin went over the strategic recruitment plan and timeline with the Committee members. Feedback was provided and it was suggested to move the release date of the job announcement to December to allow for extra time to meet the marketing and recruiting goals. In addition, the Committee confirmed that the goal was to extend a job offer by April 15, 2023.

Job Description/Job Announcement Flyer for the Executive Director Position

Mrs. O'Quin provided two example job announcement/flier so that the Committee could get an idea of what she would like to put together as the official job announcement document. Input from the Committee was provided, and it was determined that she would put the job announcement together using the same format as the examples and bring it back to the Committee for review at the next meeting.

Marketing and Recruitment

Mr. Hamel informed the Committee that the Pueblo Board of Water Works agreed to allow the District and Mrs. O'Quin to use their membership with Geo.net for the marketing and recruitment process for the Executive Director position.

ACTION ITEMS:

None

INFORMATION ITEMS:

None

OTHER BUSINESS:

None

NEXT MEETING:

The next Human Resource meeting is scheduled for November 16, 2023, one half hour after the board meeting adjourns.

ADJOURN

Chairman Hamel adjourned the meeting at 1:12 p.m.

Respectfully submitted,

Stephanie Shipley
Finance Manager