

**Compensation Policy Committee**  
**August 21, 2023, 3:30 – 4:30 p.m.**  
**Meeting Minutes**

Members in attendance: Councilmember Susan Gutowsky; Councilmember Julie Pignataro

Absent: Councilmember Shirley Peel

Staff in attendance: Kelly DiMartino, City Manager; Teresa Roche, Human Resources Executive; Jenny Lopez-Filkins, Senior Assistant City Attorney; Rupa Venkatesh, Assistant City Manager; Kelley Vodden, Director of Compensation, Benefits and Wellbeing; Rachel Barrett, Senior Analyst, Compensation; Gretchen Schiager, Executive Administrative Assistant

The Compensation Policy Committee meeting was held on August 21, virtually through a Zoom webinar.

**Agenda**

- **Call Meeting to Order**
- **Approve Minutes from June 20, 2023**
- **Discussion Items:**
  - **Review New Format for Retirement Information**
  - **Review Annual Performance Evaluation Process and Timeline**
- **Adjournment**

**Next Scheduled Meeting: October 16 Hourly Employee Leave Benefits**

Councilmember Pignataro called the meeting to order at 3:41 p.m.

Councilmember Gutowsky motioned to approve the August 21 minutes. Teresa Roche seconded the motion. The minutes were approved unanimously.

Ms. Roche introduced Rachel Barrett.

**Review New Format for Retirement Information**

Ms. Roche reviewed the updated format for the retirement market data. She asked whether having a column for total contributions meets the Council's needs. Councilmembers Gutowsky and Pignataro said it did. Councilmember Pignataro will ask the other Councilmembers at tomorrow's meeting if this information is sufficient.

Ms. Roche noted that having this information is helpful for Colorado Cities, but because cities outside Colorado typically have a defined benefit focus, there will not be a possibility of a total inputs column for those markets.

Councilmember Gutowsky said it was a beautiful spreadsheet that allows employees and Council to easily get all the information they need.

### Review Annual Performance Evaluation Process and Timeline

Ms. Roche reviewed the timeline. She noted that the employees have been informed that their results summary is due to Council on October 1. The employees will meet virtually with the consultants during the week of November 13 to debrief the evaluation summaries prior to Council receiving the final report the week of November 17.

Ms. Roche reminded the Councilmembers that last fall there was some discussion about inviting external people to fill out the survey. Jill has external people who participated in the survey. Are there external partners who should be included for Kelly in a fourth category, such as the PSD Superintendent or President of CSU? Ms. Pignataro said she was content with continuing another year with the current format, adding that perhaps the next Council will feel strongly about it. Ms. Gutowsky agreed.

Ms. Roche said she would send a memo to remind the Council about the timeline, noting that the Committee's recommendation was to keep the survey components the same for another year to solidify the process.

### Other Business

Ms. Pignataro asked about the agenda for the next meeting. Ms. Roche said she will bring forward a discussion about hourly employee benefits in October. She stated that because of the Colorado Family Program, Kelly Vodden, and Amber Fluke (Benefits Manager) have worked toward enhancements to the City's hourly employee benefits and will provide a preview.

Ms. Gutowsky asked about other new laws and how the City compares to others. Ms. Lopez-Filkins said we are on-par with other municipalities. Ms. Roche added that we had already worked to expand our policy on harassment to do more than just meet the legal definition, but there is still more to do.

The meeting was adjourned at 4:01 p.m.

**MINUTES APPROVED BY THE COMMITTEE AT THE OCTOBER 16, 2023, MEETING.**