

Compensation Policy Committee
10/17/22, 3:30 – 4:30 p.m.
Meeting Minutes

Members in attendance: Councilmember Susan Gutowsky; Councilmember Shirley Peel; Councilmember Julie Pignataro

Staff in attendance: Kelly DiMartino, City Manager; Teresa Roche, Human Resources Executive; John Duval, Deputy City Attorney; Kelley Vodden, Director of Compensation, Benefits and Wellness; Rupa Venkatesh, Assistant City Manager; Gretchen Schiager, Executive Administrative Assistant

The Compensation Policy Committee (Committee) meeting was virtually held on October 17, 2022, through a Zoom webinar.

Agenda

- **Call Meeting to Order**
- **Approve Minutes from August 15, 2022**
- **Discussion Items:**
 - **Outline Process and Timeline for Market Analysis and Salary Planning for Council-Appointed Employees**
 - **Overview of Colorado Family Medical Leave and Insurance Program**
 - **Check-In re Committee:**
 - **What should we start, stop, and continue as a committee?**
 - **Schedule of Future Topics and Timing of Meetings**
- **Adjournment**

Councilmember Pignataro called the meeting to order at 3:32 p.m.

Councilmember Gutowsky motioned to approve the minutes from August 15, 2022. Councilmember Peel seconded the motion. The minutes were approved unanimously.

Outline Process and Timeline for Market Analysis and Salary Planning for Council-Appointed Employees

Councilmember Gutowsky would like to hear about proposed changes to the process.

Ms. Roche offered to share market information in the Executive Session and suggested the Council may want time between hearing the market information and going into the Council meeting.

Councilmember Pignataro asked whether the market information could be provided in writing ahead of time, along with the self-review and cover letter.

Ms. Roche explained that the process involved in gathering the market data is time-consuming, so she could not guarantee to provide the data before the self-reviews are submitted; however, she did commit to sending it to Council before the November 22 executive session.

There was a discussion about some members not receiving emails from the consultants at ILG because they went into the “other” inbox rather than the “focused” inbox. Ms. Roche committed to following up on that with the IT department.

Councilmember Peel asked how the national peer cities are determined. Ms. Roche shared that the previous ad-hoc committee wanted high-performance cities, taking into consideration how they manage open space, whether they have a AAA rating, whether they are welcoming to LGBTQIA plus, etc. The final list included cities that met the foundational characteristics of being a university city, the demographics, square mileage requirements, and the new additional factors. The full Council approved the list in October 2019.

Councilmember Gutowsky asked Ms. Roche to send the data so they could review it before the Council meeting.

Councilmember Pignataro requested that their direct reports provide their salary request along with the self-review and asked whether the consultants would speak to the direct reports before writing the summaries. Ms. Roche responded that the executives would be provided with a draft summary to review with the consultants and that she would have the executives include their compensation requests in a cover letter. She noted this step was also part of the resolution passed in October 2019.

Ms. Roche stated that each of the three employees sends an annual summary and that the consultant interviews Councilmembers after reading the summaries. This year’s process also included surveying the three executives’ direct reports. The consultants will meet with each of the executives to review the survey results and Council interview summaries.

Councilmember Gutowsky asked whether the consultants would meet with the full Council before the Council meeting with each of the executives.

Ms. Venkatesh suggested allowing time at the beginning of the November 22 meeting for the Council to ask questions of the consultants before meeting with the executives.

Ms. Roche shared that she and the consultants will meet with the Mayor and Mayor Pro Tem before the Council meeting to go over the process for the executive session. All Councilmembers will receive the summaries the Thursday before the November 22 executive session.

Councilmember Peel prefers not to have an additional meeting and is comfortable with asking questions of the consultants at the beginning of the executive session.

Ms. Roche noted that if any Councilmember asked a question or requested information from the consultants, the same information should be provided to all Councilmembers.

Ms. Roche and Ms. Venkatesh agreed that the process, agenda, structure, and time limits could be reviewed at the beginning of the executive session before the individual reviews. Ms. Roche added that the consultants would facilitate this meeting.

Ms. Roche will schedule a debrief after this year to review the process, discuss changes, and establish a timeline for Councilmembers to receive evaluation materials, including market analysis.

Councilmember Pignataro asked whether the salaries would be discussed the same night or in a subsequent meeting. Mr. Duval confirmed that the salaries could be left blank in the ordinances to be filled in before approval.

Ms. Roche wants to ensure everyone can ask questions about the market analysis and be grounded before consideration of the salary increase requests that may be submitted. Councilmembers Pignataro and Gutowsky commented on the potential for awkwardness in discussions about salaries, noting that appointees do not necessarily get the same percentage increase.

Councilmember Pignataro asked if anything discussed in this meeting necessitates changing the resolution. Mr. Duval said what was discussed was consistent with the resolution. Councilmember Pignataro asked whether the language in Section 2B needs to be changed given this dialogue, and Mr. Duval stated it did not appear anything needed to be changed.

Overview of Colorado Family Medical Leave and Insurance Program

Ms. Vodden explained that FAMLI is a state-run program approved by voters that begins in 2024, but the financial impacts on employers and employees start in January 2023. Municipalities are allowed to opt-out, and Ms. Vodden was unaware of any municipalities that have not opted out. She recommends the City opt-out as we provide robust leave benefits at no cost to most of our employees, and it would be cheaper for the City not to participate. Work will be done in 2023 to see about closing any gaps. This recommendation will be brought to Council for approval in November.

Councilmember Gutowsky commented that the PFA Board approved opting out for the same reasons.

Councilmember Pignataro was curious whether the state or citizens initiated this ballot issue and whether it was meant to force more paid family leave. Ms. Vodden said FAMLI has many similarities with FMLA and its substantial caregiving component.

Check-In re Committee

Due to time constraints, this agenda item will be pushed to the next meeting.

Councilmember Pignataro expressed a preference not to meet in November. There was a general agreement to cancel the November 21 meeting and use the December meeting for looking ahead.

Next Meeting: December 19, 2022

The meeting was adjourned at 4:34 p.m.

MINUTES APPROVED BY THE COMMITTEE AT THE DECEMBER 19, 2022 MEETING.