



Career Service Board Meeting #2385

Minutes

Thursday, July 16, 2020, 9:00am

Conference Call

Karen DuWaldt (Co-Chair)

Neil Peck (Co-Chair)

Patricia Barela Rivera

David Hayes

LaNee Reynolds

- I. **Opening:** *Meeting was called to order at 9:00am. Neil Peck, Board Co-Chair, asked for a roll call of those present for the record.*

All members of the Career Service Board were present, in addition to Bob Wolf, Asst. Sr. City Attorney to the Board, and Karen Niparko, Executive Director, Office of Human Resources ("OHR").

- 1. **Approval of the Agenda for the July 16, 2020 Board Meeting.**
Board Member Patricia Barela Rivera made a motion, seconded by Board Co-Chair Karen DuWaldt, to approve the agenda for the July 16, 2020 meeting, which was approved unanimously by the Board.
- 2. **Approval of the Minutes for the June 9 and June 18, 2020 Board Meetings.**
Board Co-Chair Karen DuWaldt made a motion, seconded by Board Member David Hayes, to approve the minutes for the June 9 and June 18, 2020 meetings, which was approved unanimously by the Board.

II. **Board Comments:** *None.*

III. **Public Comments:** *None.*

IV. **Public Hearing:**

- 1. Public Hearing Notice No. 619 – Prevailing Wage: DIA Glycol System Positions

Alena Duran, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 619 to adopt a change in the pay and/or fringe benefits of the wage classification series of "DIA Glycol System" positions in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

The following pay and fringe benefits revision was proposed, based on the service contract method:

	Current			Proposed		
	Base Wage	Fringes	Total	Base Wage	Fringes	Total
Deicing Facility Operator	\$27.64	\$7.67	\$35.31	\$27.77	\$7.74	\$35.51
Maintenance Mechanic	\$27.46	\$7.65	\$35.11	\$27.64	\$7.73	\$35.37
Plant Controller	\$17.36	\$6.48	\$23.84	\$17.36	\$6.54	\$23.90

George Branchaud, Operations Coordinator, noted there was one public speaker signed up to comment on the notice. After waiting briefly, the speaker did not announce himself via telephone or on Microsoft Teams.

Board Member David Hayes made a motion, seconded by Board Member LaNee Reynolds, to approve Public Hearing Notice No.619, which was unanimously approved by the Board.

The registered speaker later noted he had technical difficulties in trying to join the meeting and asked Mr. Peck if he could still make a comment. Mr. Peck replied the speaker was not present at the appointed time and the Board had already approved the Notice.

2. Public Hearing Notice No. 620 – Prevailing Wage: Fire Extinguisher Repairer, Pest Controller & Appliance Mechanic

Alena Duran, Sr. Classification & Compensation Analyst, presented Public Hearing Notice No. 620 to adopt a change in the pay and/or fringe benefits of the wage classification series of “Fire Extinguisher Repairer, Pest Controller, and Appliance Mechanic” in accordance with section 20-76(c)(3) of the Denver Revised Municipal Code.

The following pay and fringe benefits revision was proposed, based on the service contract method:

	Current			Proposed		
	Base Wage	Fringes	Total	Base Wage	Fringes	Total
Fire Extinguisher Repairer	\$19.74	\$6.76	\$26.50	\$20.72	\$6.93	\$27.65
Pest Controller	\$20.41	\$6.84	\$35.11	\$27.25	\$6.90	\$27.31
Appliance Mechanic	\$23.21	\$7.16	\$30.37	\$23.21	\$7.22	\$30.43

Board Member David Hayes made a motion, seconded by Board Member LaNee Reynolds, to approve Public Hearing Notice No. 620, which was unanimously approved by the Board.

V. Director’s Briefing

1. Special Retirement Incentive Update

Heather Britton, Director of Benefits & Wellness, gave the Board an update on the special retirement incentive offered to certain employees meeting the specific criteria to participate in the program.

Ms. Britton stated the opt-in period ended on July 10 and 410 employees out of a total 829 eligible chose to consider the incentive. Ms. Britton noted the program is limited to 40% of eligible employees, both by fund and agency, with 319 employees accepted. Due to some agencies having remaining open spots, such as OHR, there were 15 remaining eligible spots.

Diane Vertovec, Director of OHR Marketing & Communications, noted the importance of a comprehensive communications plan to ensure fairness in the process due to the 40% cap. The first communication was sent out on June 22, followed by a letter from Mayor Hancock sent to all eligible employees. E-mail communications followed simultaneously and a Q&A was posted on the city’s website.

Ms. Vertovec stated a Microsoft Teams town hall was also held with all city managers and supervisors, with over 130 participating, followed by two employee town hall meetings, which were well-attended with over 200 joining. Complimentary financial planning services were offered through the Employee Assistance Program.

Board Member David Hayes asked if there was any pushback or complaints received from either managers or eligible employees on the process.

Ms. Niparko stated the biggest challenge was the opt-in was completed oversubscribed within 15 minutes of opening, leaving many employees on the wait list. Ms. Niparko noted employees have 45 days to consider the program and if some choose to decline it, the wait list employees are then accepted in order of receipt.

On the manager side, agency leaders were anxious to learn who is choosing the program in order to plan for back-fills and reorganization of duties. The Budget & Management Office ("BMO") will only permit a very limited number of backfills in order to realize the necessary headcount savings.

Ms. Niparko noted appointees and HR directors have the list of employees who are considering the incentive, however, they have been instructed not to discuss it as employees have the right to consider their options.

Board Co-Chair Neil Peck asked if the goal in offering the program is to reduce the city's workforce. Ms. Niparko replied in the affirmative, noting that every employee who chooses to accept the incentive and retire, will reduce the potential number of layoffs that may need to be implemented in the future.

The Board thanked everyone for today's update.

VI. Executive Session:

The Board went into executive session at 9:40am and discussed several OHR issues with Karen Niparko.

VII. Adjournment: *Adjournment was at 9:50am.*