



Career Service Board Meeting #2445

Minutes

Thursday, December 19, 2024, 9:02 a.m.

201 W. Colfax Ave, First Floor, Career Service Hearings Office

(This meeting has been recorded and the recording is available to the public)

Board Attendance: June Taylor, Jorge Avendaño-Curiel, and Lynnea Hutton, Bob Wolf, Assistant City Attorney Section Supervisor, Kathy Nesbitt, Executive Director of Office of Human Resources. Ashley Kilroy and Michelle DeVoe were absent.

Call to Order: The public meeting was called to order at 9:04 a.m. by June Taylor.

I. Agenda/Minutes

A. Approval of the Agenda for the December 19, 2024 - Board Meeting

Jorge Avendaño-Curiel moved to approve the amended December Agenda; Lynnea Hutton seconded. The motion was approved by unanimous consent.

B. Approval of the Minutes for the November 19, 2024 - Board Meeting

Jorge Avendaño-Curiel moved to approve the November Minutes; Lynnea Hutton seconded. The motion was approved by unanimous consent.

II. Board Comments

None

III. Public Comments

None

IV. Public Hearing

A. Public Hearing Notice 694: Rule 13: Pay for Performance - Overview of Rulemaking to Date- Kristin Rozansky – Director of HR and Compliance

(Note: The PowerPoint presentation for this portion of the Board meeting is in the official record of the Board packet, which is available to the public)

1. Rule 13 Themes of Changes

- a. Definitions
- b. Timing/Deadlines
- c. Merit Pay
- d. Tables
- e. Performance

2. Previous Rule 13 – eleven proposed rule changes within those themes include:

- a. Definitions: Performance Improvement Plan definition not clear
- b. Timing:
 1. No deadline for (1) goal setting for promotions/demotions/transfers; (2) ratings with supervisor change; (3) OHR posting of merit increase program.

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2. Effective date for merit set annually by Board rulemaking.
 3. Merit Pay: (1) Handling of ratings for employees absent for a year; (2) Annual Board rulemaking to set merit average; (3) No merit increase only if there is a declared fiscal emergency and as a result the Mayor requests there be no merit increases or payments.
 4. Tables: Merit Table Headings reflected 2023 performance cycle and 2024 merit pay.
 5. Merit Increase Ranges and Merit Rating Ranges are both tables within the rule.
 6. Performance Ratings: Employees could grieve Needs Development ratings.
3. Proposed Rule Changes Approved at October CSB Meeting:
 - a. Tables: Merit Table Headings Updated for 2024 Performance Cycle and 2025 Merit Increases/Payments
 - b. Merit Pay: Evergreen language for overall merit will be the average across the city.
 - c. Timing: Evergreen language for the effective date for merit increases and payments.
 4. Proposed Rule Changes Rejected at October CSB Meeting:
 - a. Tables: Moving any of the tables which are currently in rule (merit Pay Ranges and Merit Rating Ranges & Definitions) to the Appendix.
 5. Proposed Rule Changes Not Yet Discussed:
 - a. Definitions: Performance Improvement Plan.
 - b. Timing: (1) Deadline for goal setting when employees promote, demote or transfer; (2) Deadline for ratings with supervisor change; and (3) OHR posting notice of the merit increase program.
 - c. Merit: (1) Rating and merit for employees absent for a year; and (2) Impact of Mayor or City Council not appropriating funding for merit increases.
 - d. Performance: Impact of a Needs Development rating and what may be grieved.
 6. Recommendation to the Board:
 - a. Close the current rulemaking hearing.
 - b. Have OHR Staff do further research on those proposed revisions which were not addressed at this rulemaking and determine whether or not they should be brought back to the Board at a future date.

Jorge Avendaño-Curiel moved to approve to formalize the adoption of the changes approved in the October CSB Meeting. Lynnea Hutton seconded. The motion was approved by unanimous consent.

V. Executive Director's Briefing

A. OHR Update –Kathy Nesbitt, Executive Director, Office of Human Resources

(Note: The PowerPoint presentation for this portion of the Board meeting may be found in the official Board packet, which is available to the public)

Ms. Nesbitt focused on three areas during her presentation including OneHR Updates, including employee engagement survey, 2025 Goals Preview and OneHr Q4 gathering.

OHR Updates

1. Employee Engagement survey: As of this morning 60.2% of CCD employees have completed the survey. The uniformed employees (Police, Fire and Sheriff) conduct their own employee engagement survey so we typically see a low response rate from them. If those three groups are excluded, then we are at 75% response rate, the goal we were aiming for on this survey, as of this morning. Deadline was extended to December 23rd.
 - a. Looking Ahead: In January 2025, we will receive the results and a draft report will be prepared. Those results and report will be shared with the Board. In addition, there will be a special presentation to the Mayor and Executive Leadership.

2. 2025 Goals Preview: Agency meetings with the Mayor are underway to set 2025 priorities and goals. Some of those will involve OHR, including:
 - a. Effectively preparing the City for collective bargaining. We are creating a Director of Labor Relations position to be housed in OHR which will help with this area.
 - b. Retention and recruitment.
 - c. Continue to lead efforts on action planning and supporting City agencies on employee engagement citywide. The Employee Engagement Tiger Team is moving the focus from managing this area to agencies implementing action plans.
3. OHR's Holiday gathering was at the Parlur and included food, music, and time to connect with each other. A thank-you to the MarComm team for pulling this together. All employees received a City of Denver vest as holiday gift and there was employee recognition from directors. The event ended with Karaoke.
4. OHR's performance evaluations are wrapping up to completion of the preparation of evaluations. There was a calibration session with our executive team to look at who were our top performers to make sure that there was consistency across the agency. We are currently in the process of scheduling delivering the evaluations. Big thank you to the Directors for their work on this.
5. It has been a great year and a lot of successes, a cascade across the city. Our learning and development office created an opportunity for there to be 20 leaders across the city to have executive coaches. There was an opportunity for the participants to list raters feedback. After those ratings and the self-assessment, they would pair us up with a coach. We have gotten great feedback from several leaders on how well that has taken off. There have been different pop-up opportunities in our own agency around engagement. We put in place a newsletter that goes out on every other Thursday to share my thoughts with wisdoms with the agency.
6. We created a smaller team around collective bargaining efforts and strategizing on how to train the workforce on participating and engaging in a labor environment.

June Taylor commented that there has been a great deal asked of OHR over the past year and some significant challenges, including the budget and doing more with less, as well as staffing positions which had not previously existed. She commended OHR's work and Kathy's leadership.

VII. Executive Session

No Executive Session

VIII. Pending Appeals

No Pending Appeals

IX. Adjournment

The public session was adjourned at 9:25 a.m. Jorge Avendaño-Curiel moved to adjourn the Career Service Board meeting; Lynnea Hutton seconded. The motion was approved by unanimous consent.