

WORK SESSION MINUTES – WEDNESDAY, DECEMBER 1, 2021

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CITY OF KANSAS CITY)

The Board of Public Utilities of Kansas City, Kansas (aka BPU, We, Us, Our) met remotely in Work Session on Wednesday, December 1, 2021 at 5:30 P.M. The following Board Members were on the teleconference: Robert L. Milan, President; Mary Gonzales, Vice President; Rose Mulvany Henry, Secretary; Thomas Groneman Jeff Bryant, and Ryan Eidson.

Also on teleconference: William Johnson, General Manager; Angela Lawson, Deputy Chief Counsel; Lori Austin, Chief Financial Officer/Chief Administrative Officer; Johnetta Hinson, Executive Director Customer Service; Jeremy Ash, Executive Director Electric Operations; Jerry Ohmes, Executive Director Electric Supply; Steve Green, Executive Director Water Operations; Dong Quach, Executive Director Electric Production; David Mehlhaff, Chief Communications Officer; Jerry Sullivan, Chief Information Officer; Randy Otting, Director Accounting; Robert Kamp, IT Project Manager; Dennis Dumovich, Director Human Resources; and Patrice Townsend, Director Utility Services.

A tape of this meeting is on file at the Board of Public Utilities.

Mr. Milan called the meeting to order at 5:30 P.M.

Roll call was taken, all Board members were present.

Item #3 – Approval of Agenda

A motion was made to approve the Agenda by Ms. Gonzales, seconded by Ms. Mulvany Henry and unanimously carried.

Item #4 – Executive Staff Development

Mr. William Johnson, General Manager, gave a presentation to the Board outlining where the utility was currently and on a possible timeline as the process began to create a position to serve as second in command for the General Manager (see attached PowerPoint presentation).

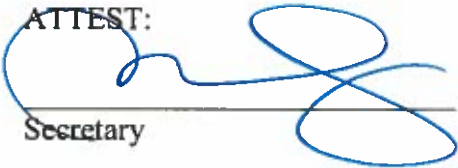
There was Board discussion.


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Item #6 – Adjourn

A motion was made to adjourn the Work Session at 6:00 P.M. by Mr. Bryant, seconded by Mr. Eidson and carried unanimously.

ATTEST:

Secretary

APPROVED:

President



Kansas City Board of Public Executive Staff Development Plan

Purpose for introducing a new position:

- To select an employee to serve as back up to the General Manager and be formally identified as second in command
- Employee will gain a better understanding of how to step in for the General Manager during planned and unexpected absences
- Employee will handle delegation of authority when the General Manager is not available
- General Manager will delegate certain day to day responsibilities to this employee
- Employee will be exposed to all areas of the utility so that they have a broad-based understanding of all utility functions

Current (Temporary) position:

- CFO/CAO currently serves as second in command
- Decision was made shortly after the time the current General Manager was installed
- Decision was based on CFO's years of utility experience and overall knowledge of utility operations
- The current CFO/CAO has indicated that she is not interested in being considered for the new position
- The CFO/CAO will resume former responsibilities as a member of the executive staff after the new position is awarded

Future status after initiating change:

- The title for the **New Position** will be clearly announced prior to the job being posted
- **New Position** will assume responsibilities and be identified as primary back up to the General Manager
- General Manager will have clearly identified the full set of accountabilities that will be assigned to this **New Position**
- Organizational chart will be changed to reflect this move
- Transition of onboarding the *New Position* will be discussed later within this presentation

Process for naming an employee to the *New Position*:

- Assign a title and draft a job description for the *New Position*
- Perform salary evaluation for position
- Open up formal application process by posting the position
- Work with HR on evaluating the list of qualified applicants
- Assign a high-level interview panel along with myself
- Evaluate the outcomes of the interviews and announce results
- Develop plan for onboarding and training the successful applicant

Reasons for pursuing a formal process:

- Formal process allows all applicants an equal opportunity to be considered and helps maintain high morale within the management team
- This process helps protect the utility against EEOC claims
- Process helps successful applicant by creating trust within the rank and file
- Process demonstrates to others how they may seek advancement opportunities at BPU
- Instills confidence within the general public that fair hiring and promotional practices exist at BPU
- Allows for BPU to continue to seek out the best qualified and experienced talent

Timeline for naming an employee to the *New Position* :

- Complete job description, salary review, and preliminary interview guide by December 31, 2021
- Select interview panel and begin to schedule interviews in January 2022
- Complete interviews and evaluation process in February 2022
- Depending upon results, make offer to perspective employee by end of 1st Quarter 2022
- Once candidate is in their new role, begin process for assigning duties
- Depending upon candidate selected, begin process for transferring other duties as needed
- Work with successful candidate on ensuring that management responsibilities are addressed in all areas

Design a formal and comprehensive training curriculum:

- Ensure the time commitment on the part of the General Manager to help with training the **New Position**
- Leverage the knowledge of the appropriate department heads by having them participate in the training for the new position
- Ensure that training plan covers all facets of responsibilities needed to serve in the new position
- Determine a clear set of goals that must be satisfied during the probationary period
- Monitor progress being made by providing monthly performance feedback
- Work to ensure there is a clear separation of roles between successful candidate and other members of the executive staff

Coordination with other executive staff functions:

- Review and update organizational chart and reporting structure
- Adjust staffing to reflect having new position in place
- Identify staff that will continue to report directly to the General Manager
- Ensure that future operating and administrative processes are updated

Communicating related staffing changes:

- General Manager will meet with each executive staff member to discuss details
- Human Resources will send out global update
- Communications Officer will send out public notice
- Facilitate introductory meeting with all key stakeholders

Thank you

Questions