

AGENDA
PERFORMANCE AND ENGAGEMENT COMMITTEE
WEDNESDAY, January 18, 2023
5:00 p.m. – 5:30 p.m.
VIDEO/WEB CONFERENCE
Denver, CO

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - November 16, 2022 meeting summary
(Attachment A)

INFORMATIONAL BRIEFINGS

3. 2023 Board Retreat
(Attachment B) Douglas W. Rex, Executive Director
4. Annual awards celebration update
(Attachment C) Steve Erickson, Director, Communications and Marketing

ADMINISTRATIVE ITEMS

5. Report of the Chair
6. Report of the Executive Director
7. Other Matters by Members
8. **Next Meeting – February 15, 2023**
9. Adjourn

Persons in need of auxiliary aids or services, such as interpretation services or assisted listening devices, are asked to contact DRCOG at least 48 hours in advance of the meeting by calling (303) 455-1000.



ATTACH A

SUMMARY
PERFORMANCE AND ENGAGEMENT COMMITTEE
Wednesday, November 16, 2022

Members Present:

Wynne Shaw, Chair	Lone Tree
Steve O'Dorisio	Adams County
Nicole Speer	Boulder
William Lindstedt	Broomfield
Kevin Flynn	Denver
Steve Conklin	Edgewater
Jeslin Shahrezaei	Lakewood
Ashley Stolzmann	Louisville
John Diak	Parker
Bud Starker	Wheat Ridge

Others present: Doug Rex, Executive Director; Lisa Smith, Arvada; and DRCOG staff.

Chair Shaw called the meeting to order at 5:04 p.m. with a quorum present.

Move to adopt the consent agenda

Director Starker **moved** to approve the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Summary of the October 19, 2022 meeting

EXECUTIVE SESSION Pursuant to C.R.S. 24-6-402(4)(f) – Executive Director Performance

Chair Shaw **moved** to go into Executive Session: For discussion of a personnel matter concerning the performance evaluation of the Executive Director, as authorized under C.R.S. Section 24-6-402 (4)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees, and that the participants in the executive session include the Committee members present, Randy Arnold and Jenny Dock. The motion was **seconded** and **passed** unanimously.

Members went into Executive Session at 5:07 p.m. Members returned to open session at 5:29 p.m. Chair Shaw reported that Executive Director Rex's performance was excellent, so the committee decided to amend the Executive Directors contract to be extended. Other members agreed and shared their thoughts on the work of Executive Director Rex.

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Director Conklin **moved** to extend Executive Director Rex's current contract and to include a 2% merit increase and 2% cost of living increase. The motion was **seconded** and **passed** unanimously.

Report of the Chair

There was no report.

Report of the Executive Director

There was no report.

Other Matters by Members

There were no other matters.

Next Meeting – December 21, 2022

The meeting adjourned at 5:38 p.m.

ATTACH B

To: Chair and Members of the Performance and Engagement Committee

From: Douglas W. Rex, Executive Director
303-480-6701 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
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SUBJECT

Discussion of the 2023 Board Retreat

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

The DRCOG Board Retreat is expected to be held in the second quarter of 2023. At the January meeting, staff would like to initiate an open dialogue about possible dates, location, and retreat topics.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

N/A

ADDITIONAL INFORMATION

If you need additional information, please contact Douglas W. Rex, Executive Director, at 303-480-6701 or drex@drcog.org.

ATTACH C

To: Chair and Members of the Performance and Engagement Committee

From: Doug Rex, Executive Director
303-480-6701 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
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SUBJECT

Annual awards celebration preview.

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

Last year, DRCOG held its awards celebration as an in-person event for the first time in three years, at Empower Field at Mile High on April 27. Attendance and sponsorship support both exceeded expectations. Following the 2022 awards celebration, staff sought feedback from the Performance and Engagement Committee, executive leadership and DRCOG's senior management team.

For this year, staff is planning for an autumn event, likely in September. Although the pandemic is unlikely to affect event planning like it has since 2020, the planning team anticipates there may be challenges related to inflation or changes in hospitality industry. Staff will provide the committee with a high-level overview of plans for this year's awards celebration, including how the Performance and Engagement Committee and Board of Directors will be involved.

PREVIOUS DISCUSSIONS/ACTIONS

[June 15, 2022](#) - Performance and Engagement Committee provided feedback on the April 2022 awards celebration.

PROPOSED MOTION

N/A

ATTACHMENT

Staff presentation

ADDITIONAL INFORMATION

Should you have any questions regarding this item, please contact Doug Rex, Executive Director, at 303-480-6701 or drex@drcog.org; Steve Erickson, Director Communications and Marketing at 303-480-6716 or serickson@drcog.org.

2023 AWARDS CELEBRATION

Planning preview

Amber Leberman,
Communications Manager

PURPOSE: CELEBRATE REGIONALISM



- Recognize progress toward the Metro Vision's objectives. (**Metro Vision Awards; Way to Go Awards**)
- Recognize exceptional individual contributions. (**Distinguished Service Awards; John V. Christensen Memorial Award**)
- Provide attendees the opportunity to **socialize, network** and **make connections** with each other.
- Enhance DRCOG's **reputation as a champion of collaboration** among local governments and partners.

2022 AWARDS CELEBRATION RECAP



- First **in-person** celebration since 2019.
- Timing: **Spring**.
- Venue: **Empower Field at Mile High**.
- Feedback: Positive, **strong sponsorship and attendance**.



IMMEDIATE PLANNING TEAM PRIORITIES



- **Award nomination** criteria and process.
- **Date** selection.
- **Venue** selection.
- **High-level** planning.



POTENTIAL EVENT DATES



- Wednesday, **Sept. 13.**
- Wednesday, **Sept. 27.**
- Wednesday, **Oct. 11.**

Date considerations: Competing events, cultural celebrations and venue availability.

POTENTIAL VENUES



- Colorado Convention Center.
- Seawell Ballroom.
- Infinity Park.
- Newly opened venues.
- Hotels.

Venue considerations: Cost, seating for 500 guests, plated-and-seated catering options, good sightlines for all attendees, accessibility by transit.

PLANNING TIMELINE

First quarter	Second quarter	Third quarter
Open nominations (February)	Close nominations (April)	Collect registrations
Develop theme	Solicit sponsorships	
Select venue	Select winners (May)	Host event
Contract with vendors		
	Video production	
	Open registrations	

Activities in **bright blue** involve the Performance and Engagement Committee or Board of Directors.

BOARD AND COMMITTEE RESPONSIBILITIES



- **Announce opening of nominations** at Feb. 15 Board of Directors meeting.
- **Approve Distinguished Service Award winners** during May 17 Performance and Engagement Committee meeting.
- **Select secret John V. Christensen Memorial Award winner** during May 17 Performance and Engagement Committee meeting.
- Board of Directors will **host the fall celebration.**



DISCUSSION

Amber Leberman

Communications Manager, Communications and Marketing

303-480-6706

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