

AGENDA
PERFORMANCE AND ENGAGEMENT COMMITTEE
WEDNESDAY, July 1, 2020
→ 5:30 p.m. ←**
VIDEO/WEB CONFERENCE
Denver, CO

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - June 3, 2020 meeting summary
(Attachment A)

INFORMATIONAL BRIEFINGS

3. Continued discussion of the 2020 Metro Vision Awards Celebration
(Attachment B) Steve Erickson, Director, Communications and Marketing
4. Results of the 2020 DRCOG Board Director Collaboration Assessment
(Attachment C) Jerry Stigall, Director, Organizational Development

ADMINISTRATIVE ITEMS

5. Report of the Chair
6. Report of the Executive Director
7. Other Matters by Members
8. **Next Meeting – August 5, 2020**
9. Adjourn

****The start time for this meeting is approximate. The meeting will begin
at the conclusion of the prior Board Work Session**

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) 480-6701.



ATTACH A

SUMMARY
PERFORMANCE AND ENGAGEMENT COMMITTEE
Wednesday, June 3, 2020

Members Present:

Kevin Flynn, Chair	Denver
Eva Henry	Adams County
Aaron Brockett	Boulder
William Lindstedt	Broomfield
George Teal	Castle Rock
Randy Weil	Cherry Hills Village
Steve Conklin	Edgewater
George Lantz	Greenwood Village
Jacob LaBure	Lakewood
John Diak	Parker
Herb Atchison	Westminster
Bud Starker	Wheatridge

Others present: Doug Rex, Executive Director; Andres Carrera, Adams County; Heidi Henkel, Broomfield; and DRCOG staff.

Chair Flynn called the meeting to order at 4:00 p.m. with a quorum present.

Move to adopt the consent agenda

Director Diak **moved** to adopt the consent agenda. The motion was **seconded** and **passed** with 11 in favor and 1 abstention from Bud Starker.

Items on the consent agenda included:

- Summary of the February 5, 2020 Performance and Engagement Committee meeting.

Election of Vice Chair

Director Starker **moved** to elect Herb Atchison as Vice Chair of the Performance and Engagement Committee. The motion was **seconded** and **passed** with 11 in favor and 1 abstention from Herb Atchison.

DRCOG Board Director Collaboration Assessment

Jerry Stigall, Director, Organizational Development, provided a brief overview of the assessment to the committee. This assessment has been utilized as a feedback mechanism allowing directors to voice their opinions about their experience at DRCOG regarding collaborative work and the achievement of desired results. Once complete, a report will be provided to this committee for initial review and discussion prior to it being delivered to the Board.

Performance and Engagement Committee Meeting Summary

June 3, 2020

Page 2

Director Atchison **moved** to administer the DRCOG Board Collaboration Assessment on June 8, 2020 through June 26, 2020. The motion was **seconded** and **passed** unanimously.

Discussion of 2020 Vision Awards Celebration

Amber Leberman, Manager, Communications and Marketing, presented celebration options to the committee. Annually, DRCOG hosts an awards celebration to honor the people, plans and projects that are moving Metro Vision forward. This year's event was originally scheduled for April 22 at Empower Field at Mile High. Due to COVID-19, the event was indefinitely postponed although we have a hold on the venue for Sept. 30, 2020. Directors were presented with several options including:

- Continuing as planned on Sept 30, 2020
- Exploring alternate formats
- Other date considerations
- Event cancellation with awardees honored in different ways

Directors discussed the importance of honoring the people, plans and projects that have made our region a great place to live. Options were narrowed down to proceeding as planned for September 30 or postponing the event until Spring 2021. The committee asked DRCOG staff bring back to the committee the obstacles, pros and cons of both options.

Discussion of the 2020 Board Workshop

Doug Rex, Executive Director, provided background and current information to the committee. The 2020 Board Workshop is proposed to be held in late summer/early fall and members discussed a proposed date, location, and possible workshop topics. After a discussion amongst the members, there was an overall agreement that if there is a decision to move forward with the workshop, to hold it at DRCOG in the main conference room/patio on a Friday or a Saturday.

Report of the Chair

No report was provided

Report of the Executive Director

No report was provided.

Other Matters by Members

No other matters were discussed.

Next Meeting – July 1, 2020

The meeting adjourned at 5:07 p.m.

ATTACH B

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 #
July 1, 2020	Informational Briefing	3

SUBJECT

This item relates to the awards celebration which was postponed due to COVID-19. Staff is seeking feedback on program and timing options for 2021.

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

Annually DRCOG hosts an awards celebration to honor the people, plans and projects that are moving Metro Vision forward and making our region a great place to live. This year's event was originally scheduled for April 22 at Empower Field at Mile High, then postponed indefinitely due to COVID-19, with a hold on the venue for a September date. Following our June discussion and requests, we'd like to discuss options for celebrating our region in 2021.

PREVIOUS DISCUSSIONS/ACTIONS

At the June 3 Performance and Engagement committee meeting staff presented format and timing options for the awards program. The majority of Performance and Engagement Committee members suggested DRCOG postpone the planned event until spring 2021, with largely the same format and venue, at Empower Field at Mile High. Additionally, staff was asked to explore options that included adding another slate of winners to our current awardees and combining them into one event or hosting a second event in fall 2021.

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

AWARDS CELEBRATION

postponement proposal

Amber Leberman, Communications Manager

AWARDS CELEBRATION: DETAILS TO DATE



- This year's annual awards celebration was scheduled for **April 22, 2020**, at **Empower Field at Mile High**.
- In late March, all award winners, sponsors and attendees were informed the event was **indefinitely postponed**.
- DRCOG has a hold on **Sept. 30, 2020**, at **Empower Field at Mile High** in case a fall event is desirable.

AWARDS CELEBRATION: COVID-19 CONSIDERATIONS



- All out-of-pocket costs (not including staff time) are typically covered by **corporate, nonprofit** and **member government sponsorships**.
- Under Colorado's current Safer at Home and in the Vast, Great Outdoors phase, indoor gatherings of **more than 100 people are prohibited**. Six feet of distance must be maintained between attendees.
- The annual awards event typically attracts **400 to 500 guests**. It is unclear when public gatherings of **more than 100 people** will be allowed.

COMMITTEE GUIDANCE FROM JUNE 3, 2020



- Maintain hold on **Sept. 30, 2020**, at **Empower Field at Mile High** until mid-July drop-deadline.
- Begin planning for a **spring 2021 event**.
- Proceed with **catering** and **vendors** as originally planned.
- Adapt event **theme** as necessary.
- **Consider:**
 - whether to honor a **second slate of winners** at the spring event
 - whether to hold a **second event** in fall 2021

AWARDS CELEBRATION: STAFF PROPOSAL



- **Empower Field at Mile High** has agreed to hold **April 28, 2021**, for a rescheduled awards celebration.
- Staff recommends honoring **only the slate of winners selected for 2020** at the spring 2021 event.
 - **Metro Vision, Distinguished Service** and **Way to Go** award winners have been notified they've won. Only the **John V. Christensen Memorial Award** winner does not know they have been selected.
 - These recipients are **worthy of due recognition**.
 - Honoring an additional slate of winners would significantly **extend the length of the program**.

AWARDS CELEBRATION: STAFF PROPOSAL (cont.)



- Staff recommends holding **only a spring 2021 event**.
- **Fundraising** for two 2021 events may be challenging.
 - Partners **expect** and **budget** for **annual requests** for sponsorship.
 - Many organizations may still be **recovering from economic disruption** next spring.
- Planning and executing the awards celebration takes **significant staff effort** over many months.
- Nominations for the 2022 awards celebration would open, as typical in **fall 2021**.



THANK YOU!
QUESTIONS?

Amber Leberman
Communications Manager, Communications and Marketing
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ATTACH C

To: Chair and Members of the Performance & Engagement Committee

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

Meeting Date	Agenda Category	Agenda Item #
July 1, 2020	Informational Briefing	4

SUBJECT

Results of the 2020 DRCOG Board Director Collaboration Assessment

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

Since 2015, the DRCOG Board Collaboration Assessment has been utilized as a feedback mechanism allowing directors to voice their opinions about their experience at DRCOG as it relates to collaborative work and the achievement of desired results.

The 2020 survey will conclude on June 26. A report of the results will be provided to P&E Committee members on Monday, June 29 for review and discussion at the July 1 committee meeting.

PREVIOUS DISCUSSIONS/ACTIONS

N/A

PROPOSED MOTION

N/A

ATTACHMENT

N/A

ADDITIONAL INFORMATION

If you have questions about the assessment, please contact Douglas W. Rex, Executive Director, at 303-480-6701 or drex@drcog.org; or Jerry Stigall, Director of Organizational Development, at 303-480-6780, or jstigall@drcog.org; or Randy Arnold, Director, Human Resources, at 303-480-6709 or rarnold@drcog.org.