



**WECC**

Electric Reliability and Security for the West

**Human Resources and Compensation Committee**

**Meeting Agenda**

**Henderson, NV**

Virtual meeting [link](#), Password: WECC | Dial-in Number: 1-415-655-0003, Attendee Access Code: 2462 826 9360

**September 13, 2022, 10:00 a.m. to 10:30 a.m. Pacific Time**

**1. Welcome, Call to Order—Kris Hafner**

**2. Review WECC Antitrust Policy—Jeanine Wilson**

[WECC Antitrust Policy](#).

Please contact WECC legal counsel if you have any questions.

**3. Approve Agenda**

**4. Review and Approve Previous Meeting Minutes**

*Approval Item: June 14, 2022, minutes*

**5. Review Previous Action Items—Jeanine Wilson**

**6. Appointment of Secretary—Melanie Frye**

*Approval Item: Recommend Secretary appointment for Board approval*

**7. Staffing Update—Jeanine Wilson**

**8. HR Policy Update—Jeanine Wilson**

Reference documents: WECC EEO/Anti-Harassment Policy and WECC Fraternization Policy

**9. Public Comment**

**10. Review New Action Items**

**11. Review Upcoming Meetings**

December 6, 2022 .....Salt Lake City, Utah

June 13, 2023.....Salt Lake City, Utah

September 13, 2023 .....Vancouver, BC



## HRCC Meeting Agenda—September 13, 2022

### 12. Adjourn





**Human Resources and Compensation  
Committee**

**DRAFT Meeting Minutes**

**June 14, 2022**

**Virtual**

**1. Welcome, Call to Order**

Kris Hafner, Human Resources and Compensation Committee (HRCC) Chair, called the meeting to order at 9:45 a.m. MT on June 14, 2022. A quorum was present to conduct business. A list of attendees is attached as [Exhibit A](#).

**2. Review WECC Antitrust Policy**

Jeanine Wilson, Director, Human Resources, read aloud the WECC Antitrust Policy statement. The meeting agenda included a link to the posted policy.

**3. Approve Agenda**

Ms. Hafner introduced the proposed meeting agenda.

**On a motion by Joe McArthur, the HRCC approved the agenda.**

**4. Review and Approve Previous Meeting Minutes**

Ms. Hafner introduced the minutes from the meeting on December 7, 2021.

**On a motion by Joe McArthur, the HRCC approved the minutes from December 7, 2021.**

**5. Review Previous Action Items**

Ms. Wilson commented that there were no action items from the HRCC meeting on December 7, 2021.

**6. HR Annual Review and Update**

Ms. Wilson provided a mid-year update on the Utah and U.S. labor markets, noting that Utah is currently experiencing the lowest unemployment rate on record, and the labor market is incredibly volatile, resulting in challenges for hiring organizations. Ms. Wilson reviewed WECC's recruiting, outreach, and retention initiatives, as well as workforce demographics and turnover by program area.



## HRCC Meeting Minutes—June 14, 2022

### 7. HR Policy Review

Ms. Wilson reviewed WECC's Social Media Policy. Ms. Hafner inquired about employee acceptable use, and Ms. Wilson provided some examples.

### 8. Public Comment

No comments were offered.

### 9. Review New Action Items

- Provide termination-by-tenure data to HRCC.
  - Assigned To: Jeanine Wilson
  - Due Date: September 13, 2022

### 10. Upcoming Meetings

September 13, 2022 .....Henderson, NV\*  
December 6, 2022 .....Salt Lake City, UT\*  
January 2023 .....Virtual

*\*Meeting may be virtual due to the COVID-19 pandemic.*

### 11. Adjourn

Ms. Hafner adjourned the meeting without objection at 10:10 a.m.



## HRCC Meeting Minutes—June 14, 2022

### Exhibit A: Attendance List

#### Members in Attendance

Kris Hafner ..... Chair  
Joe McArthur ..... Member  
Ian McKay ..... Member  
Felicia Marcus ..... Member





**HRCC Meeting  
Recommendation Item  
Appointment of the Secretary  
September 13, 2022**

## **HRCC Resolution**

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*Resolved*, that the Human Resources and Compensation Committee (HRCC) recommends the WECC Board of Directors (Board) approve the appointment of Jeff Droubay, Vice President and General Counsel, to the role of Secretary.

## **Background**

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The WECC Bylaws specify two officers: Chief Executive Officer and Secretary. Following the departure of Mr. Goodwill in April 2022, WECC has not had an incumbent in the role of Secretary and relied on outside counsel to provide guidance and advice. The CEO and Board see an urgency in appointing a Secretary at the earliest convenience.

The Secretary is an invaluable resource to the Board and critical member of the executive team. The Secretary is responsible for ensuring the Board has the resources to fulfill its fiduciary duties to the organization.

## **Recommendation**

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The CEO recommends the appointment of Mr. Droubay to the role of Secretary.

## **Issues and Risks**

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The Secretary acts as a key consultant to the Board, providing legal advice regarding Board responsibilities, logistics, corporate governance, and the design and ongoing maintenance of a sustainable governance framework. It is a best practice for an organization's Board to appoint a corporate secretary to minimize risk.

If appointed, Mr. Droubay will remain Secretary until further action is taken by the Board.



## Staffing Update

September 13, 2022

Jeanine Wilson  
Director, Human Resources

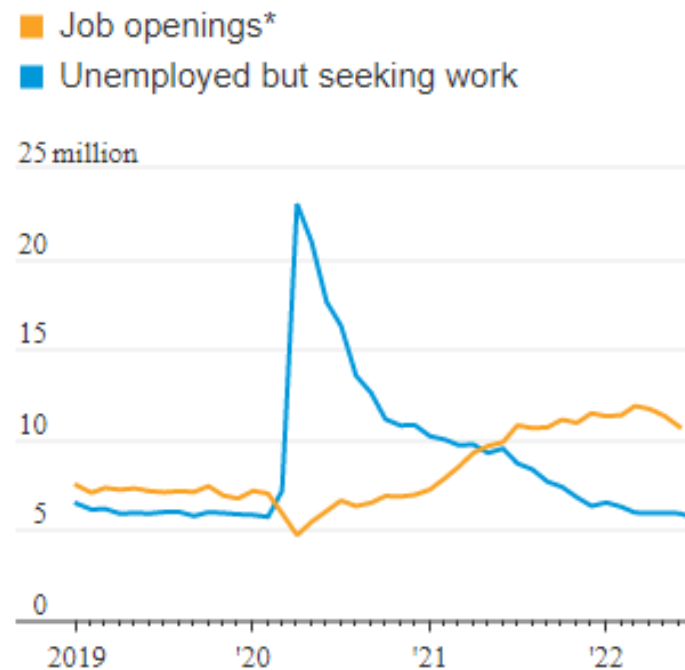
# Utah Labor Market





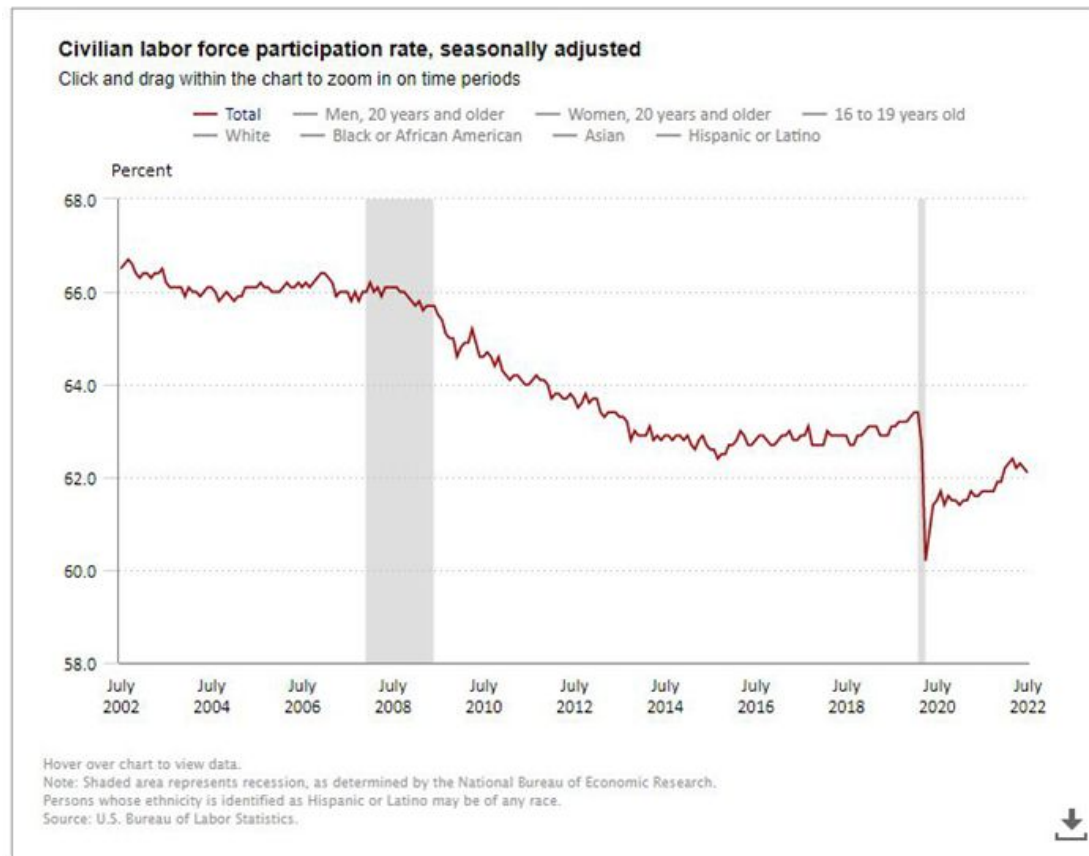
# Job Openings Have Dropped Nationally

Number of people seeking work vs. jobs

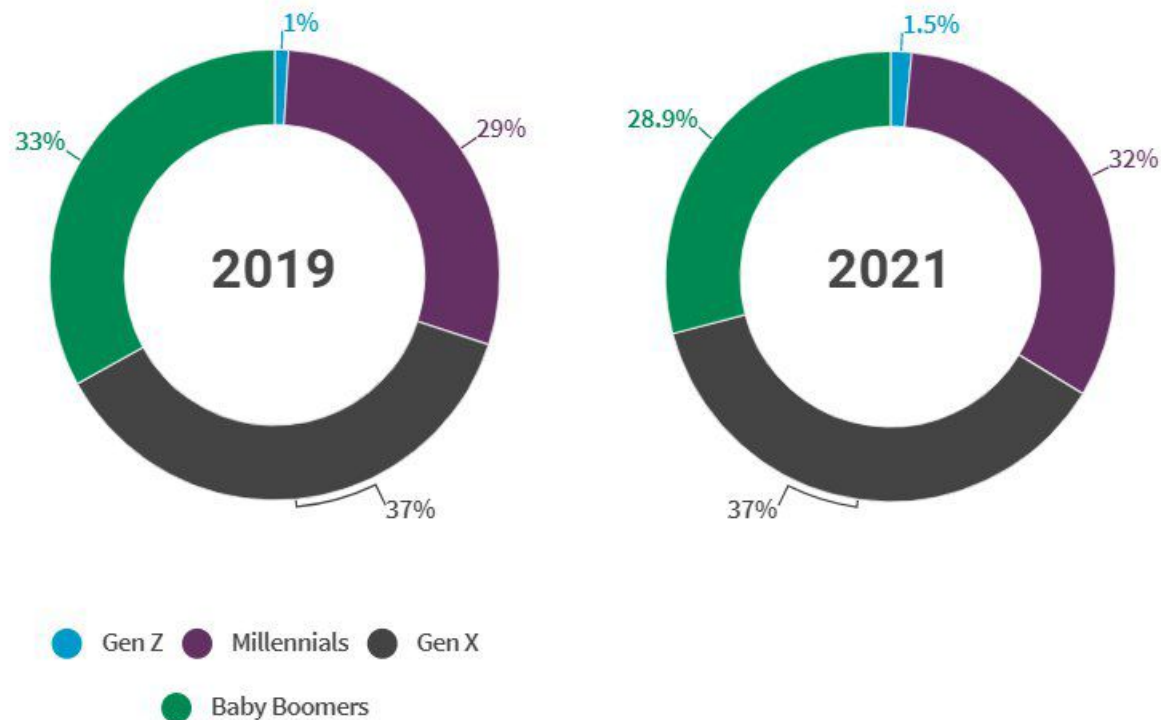


\*Through June. Note: Seasonally adjusted  
Source: Labor Department

# Labor Force Participation



# Energy Workforce is Trending Younger

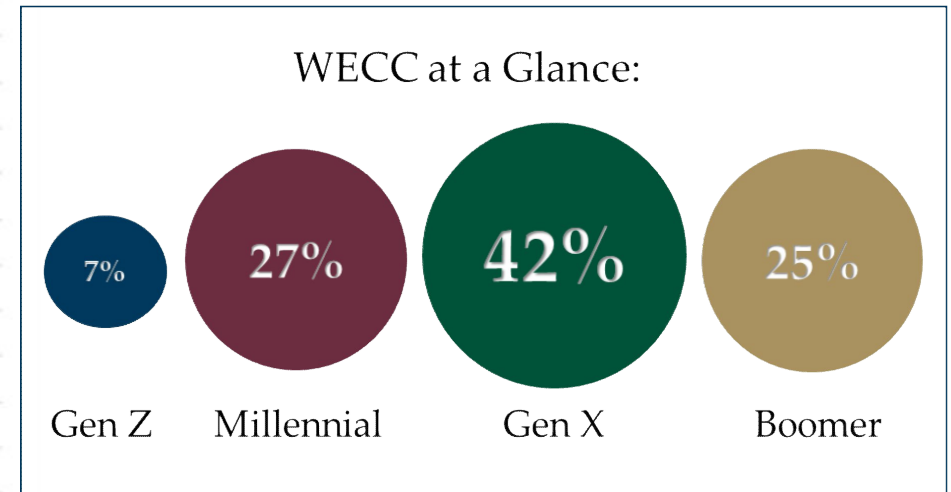


Source: Center for Energy Workforce Development Gaps in the Energy Workforce surveys

# Energy Sector Retirements Are Slowing



Source: Center for Energy Workforce Development Gaps in the Energy Workforce surveys



# Energy Jobs Are In Demand

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Energy jobs in the U.S. are growing faster than employment in the overall domestic economy, driven in particular by renewables and the development of clean transportation

*U.S. Department of Energy, June 2022*

Energy sector jobs grew 4% in 2021, while employment across all industries rose just 2.8% in the same time period.

*2022 U.S. Energy & Employment Report*

“....41% of all US energy jobs last year were oriented towards transforming to a net-zero economy goal. The jobs are growing in industries we need to support a 100% clean power sector, like energy efficiency, transportation and storage”

*Jennifer Granholm, US Secretary of Energy*

## Turnover Rates

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- WECC Turnover
  - Sept 2021 — Aug 2022

**23%**

- Trade, Transportation & Utilities Sector
  - July 2021 — June 2022

**47.2%**

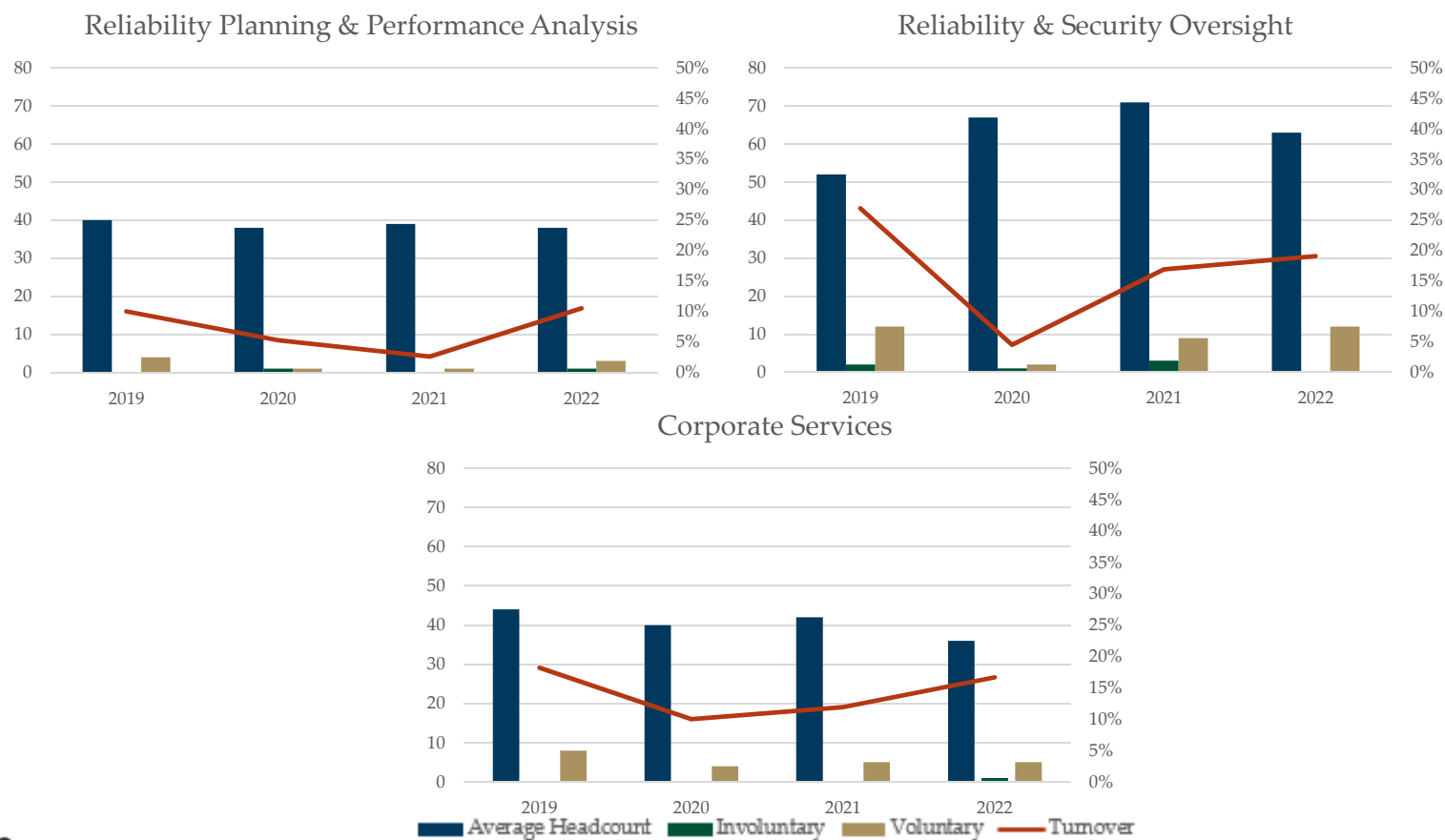
*Bureau of Labor Statistics*

- US employee annual voluntary turnover is likely to jump this year

**20%**

*Bureau of Labor Statistics*

# WECC Turnover by Year and Area



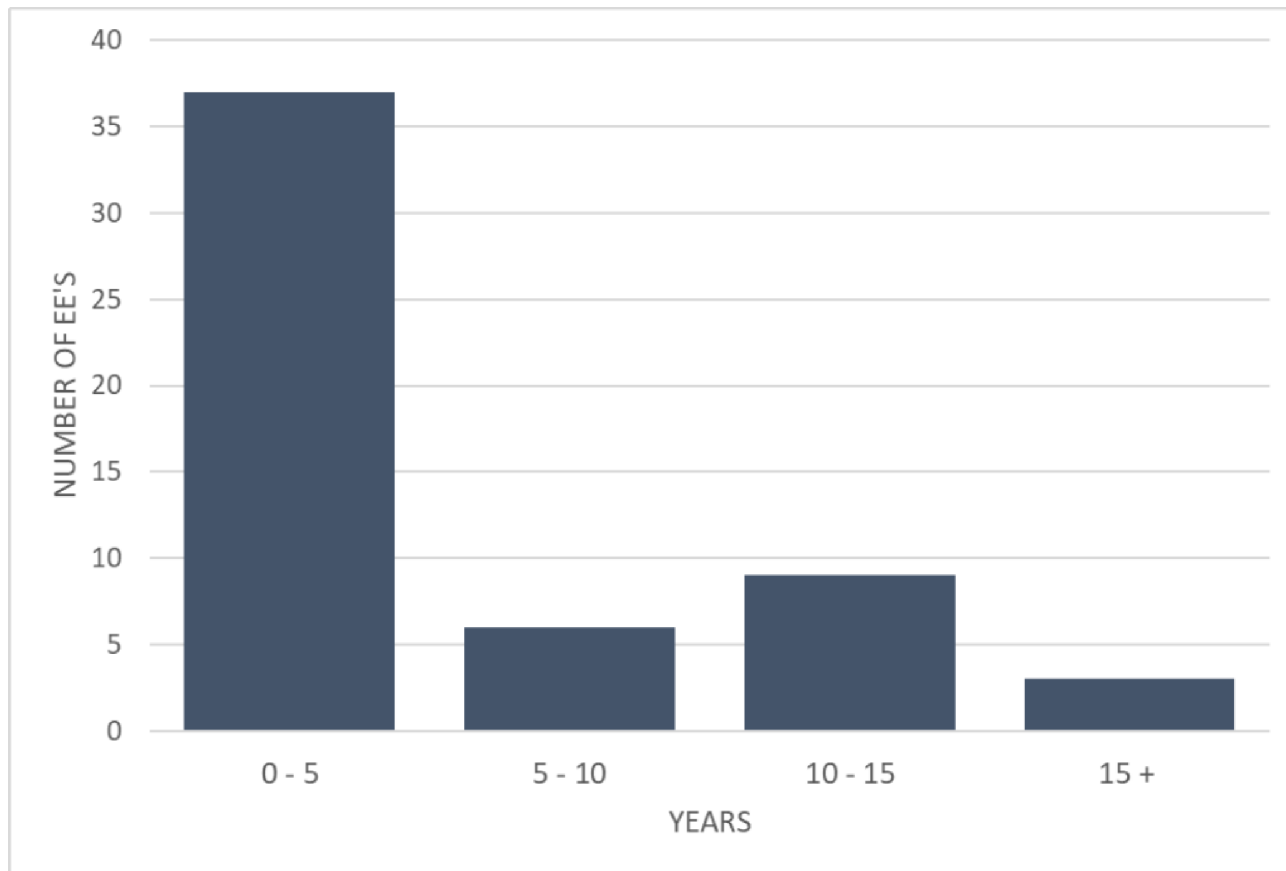
# WECC 2020—2022 Turnover by Reason

- 2020—7%
  - 10 people
  - Jan—Dec
- 2021—13%
  - 20 people
  - Jan—Dec
- 2022—16%
  - 25 people
  - Jan—August

Performance	• 12 people
Promotion/Industry	• 15 people
Promotion/Non-industry	• 7 people
Personal	• 8 people
Relocation	• 4 people
Health	• 2 people
Unknown	• 3 people
Retirement	• 3 people
Death	• 1 person

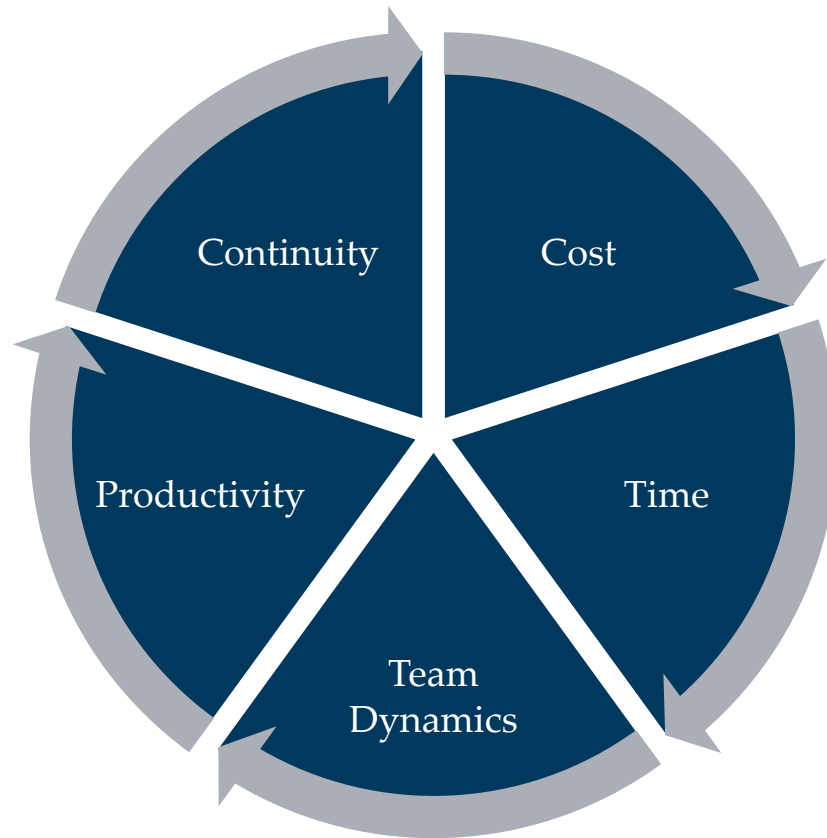


# WECC 2020-2022 Turnover by Tenure



# Impacts of Turnover on WECC

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## Contact:

Jeanine Wilson

Director, Human Resources

[jwilson@wecc.org](mailto:jwilson@wecc.org)

Status **Active** PolicyStat ID **12257721**

Origination 01/2016  
 Last Approved 08/2022  
 Effective 08/2022  
 Last Revised 08/2022  
 Next Review 08/2023

Owner [Jeanine Wilson](#)  
 Area [Human Resources](#)

## Equal Employment Opportunity, Anti-Discrimination, Anti-Harassment, and Anti-Retaliation Policy

### Equal Employment Opportunity, Anti-Discrimination

The Western Electricity Coordinating Council (WECC) prohibits discrimination, harassment, and retaliation as outlined in this policy. WECC will extend equal employment and advancement opportunities to all qualified individuals regardless of their race, color, sex, gender, sexual orientation, gender identity, transgender status, age (40 and over), religion, national origin, ethnic background, citizenship, disability, genetic information (including family members), military service, or any other characteristic protected by applicable local, state, or federal law.

WECC also does not discriminate based on pregnancy, childbirth, breastfeeding, or related conditions. Employees who are pregnant, are breastfeeding, or have other conditions related to pregnancy and childbirth may require some accommodations at work.

- In accordance with applicable laws, WECC provides reasonable accommodations unless doing so would cause undue hardship. Depending on the circumstance, and as allowed under applicable law, WECC may require a medical certification from the employee's health care provider concerning the need for accommodation. However, WECC will not require a medical certification for simple accommodations such as more frequent restroom, food, or water breaks due to pregnancy or breastfeeding. Employees who require accommodations for pregnancy, breastfeeding, or related conditions should contact their manager or Human Resources.
- Any employee who believes they have been discriminated against, or denied reasonable accommodation needed because of pregnancy, childbirth, breastfeeding, or related conditions, should promptly report their concerns to their manager or Human Resources. (See also WECC's ADA Accommodation Policy or Reasonable Accommodation Policy)

All personnel are reminded that each employee is to be treated courteously by fellow employees at all times, so they are free from discrimination or interference based on factors such as those mentioned above. This may include conduct directed at the employee while working by non-employees, or away from the office, or during company-sponsored events.

## Anti-Harassment and Sexual Harassment

Harassment and sexual harassment is against the law and will not be tolerated by WECC. Examples of what may be considered harassment, depending on the circumstances, may include:

- Questions or comments that unnecessarily infringe on personal privacy or offensive, sexist, discriminatory, off-color or sexual remarks, jokes, slurs or propositions or comments based on the characteristics outlined above.
- Derogatory or suggestive posters, cartoons, photographs, calendars, graffiti, drawings, digital images, other materials or gestures.
- Inappropriate physical contact, touching, hitting, pushing, or other aggressive physical contact or threats to take such action.
- Unwelcome or unsolicited sexual advances, requests for sexual favors, demands (explicit or implicit), and other physical, verbal, or visual behaviors when submission to the behavior becomes an implicit or explicit term or condition of employment or it unreasonably interferes with an employee's job performance or creates an intimidating, hostile, or offensive working environment.

## Anti-Retaliation

WECC will not in any way retaliate, or allow retaliation, against an individual who makes a complaint, opposes action in violation of this policy, reports a possible violation of this policy, or participates in any investigation or proceedings related to any such complaint.

Retaliation can take many forms and may include more formal job actions (e.g., termination, discipline, demotion, denial of pay or promotions) and less formal job actions (duty or job changes, verbal abuse), if either action materially deters someone from engaging in activity protected by the law, such as making a complaint.

Retaliation, including retaliatory harassment, is a serious violation of this policy and should be reported immediately in the same manner in which reports of possible harassment, discrimination or other violations of this policy are to be reported. Any person found to have retaliated against another individual will be subject to discipline, up to and including discharge.

## Process

An employee who believes they have been subjected to or who witnesses any discrimination, harassment, or retaliation of any nature, must report such behavior to their manager, any other possible member of WECC management, or Human Resources personnel to minimize the risk to WECC and the employee. If the report is about a supervisor or manager, an employee may report an incident to the next level of management or Human Resources personnel, or the WECC confidential

hotline. The complaint will be promptly investigated, and appropriate remedial action will be taken.

Employees who violate this policy will be subject to corrective action. WECC will promptly and thoroughly investigate all reports of discrimination, harassment, or retaliation. The identity of the individual making a report will be respected insofar as practicable in conducting an investigation of such claims.

If, after the investigation, the company determines that the allegations of misconduct cannot be substantiated, the employee suspected of violating this policy will be allowed to return to work with no loss of pay. If the allegations are substantiated, disciplinary action will be taken up to and including termination of employment. If the employee is discharged, was not fit, or was unavailable to return to work during the investigation, the time off will be without pay.

## Acknowledgement

By acknowledging this policy, I affirm I have reviewed and understand WECC's Equal Employment Opportunity, Anti-Discrimination, Anti-Harassment, and Anti-Retaliation policy.

- I understand I am expected to abide by the guidelines and requirements contained in the policy, and I am obligated to report all acts of possible discrimination/harassment/retaliation that I witness, I am the victim of, or I am involved with.
- I understand I may not retaliate against anyone for exercising their rights under this policy.
- I understand that I can report violations at any time to any member of WECC management, Human Resources, or the WECC confidential hotline.
- I understand that, if I have questions regarding the policy, I can consult with my manager or Human Resources.

*This policy supersedes and revokes all past policies and practices, oral and written representations, or statements regarding terms and conditions of employment concerning the subject matter covered herein. WECC reserves the right to add to, delete, change, or revoke this policy at any time, with or without notice. This policy does not create a contract between WECC and any employee or contractor, nor does it create any entitlement to employment or any benefit provided by WECC to its employees or contractors. Caution! – This document may be out of date if printed.*

## Approval Signatures

Step Description	Approver	Date
Final Approval	Melanie Frye: President & Chief Exec Officer	08/2022
General Counsel Approval	Jeff Droubay: Vice President, General Counsel	08/2022

Legal Review	Chris Albrecht: Senior Legal Counsel	08/2022
Tech Edit	Chad Coleman: Technical Editor	08/2022
First Review	Jeanine Wilson: Director, Human Resources	08/2022
First Review	Jillian Lessner: VP, Chief Fin & Admin Officer	08/2022

COPY

Status **Active** PolicyStat ID **12257722**

Origination 01/2016  
 Last Approved 08/2022  
 Effective 08/2022  
 Last Revised 08/2022  
 Next Review 08/2023

Owner **Jeanine Wilson**  
 Area **Human Resources**

## Fraternization Policy

### Policy

The Western Electricity Coordinating Council (WECC) expects all employees to conduct themselves in a manner that promotes respect, fairness, and trust in the workplace, including conduct that does not violate the law, and refrain from creating actual or perceived conflicts of interest via relationships. This policy does not prevent the development of friendships or even romantic relationships between co-workers, but it does establish boundaries as to how relationships are conducted during working hours and within the working environment. Workplace dating or romantic relationships must not interfere with any employee's professionalism, including treating others with respect and refraining from behavior that may make others uncomfortable (for example, overt physical displays of affection and using sexual language). Employees with family members who are also employed at WECC will be subject to WECC's Employment of Family Members Policy.

### Process

If an employee enters into a romantic relationship with any other employee, the employees should disclose the existence of the relationship to Human Resources in order to minimize the risk to WECC and the employees. Human Resources will review the situation with management and determine appropriate next steps for any or all employees in the relationship.

An employee cannot supervise someone with whom the supervisor is in a dating or romantic relationship due to their actual or perceived ability to affect the terms and conditions of employment, their access to sensitive information, and their ability to influence others. This same rule applies to employees who are separated by more than one level in the chain of command. Any member of management must disclose the existence of a romantic or sexual relationship with a co-worker. Disclosure may be made to the individual's immediate supervisor or Human Resources. Upon disclosure, WECC will work with the involved employees to try to eliminate any conflicts of interest. If that is not possible however, WECC



may transfer or terminate the employment of the involved employees unless prohibited by law.

If an employee violates this policy, it may lead to disciplinary action up to and including termination.

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