

AGENDA

HUMAN RESOURCES COMMITTEE MEETING

January 20, 2015

5:00 P.M. – 1201 S. Washington Ave.

REO Town Depot

Call to Order

Roll Call

Public Comments on Agenda Items

1. Human Resources Committee Meeting Minutes of September 16, 2014 **TAB 1**
2. Draft Contract for Interim General Manager.....**TAB 2**
3. Resolution Designating Commissioners to work with Legal Counsel.....**TAB 3**
4. Sample Performance Evaluation Forms
5. Closed Session Discussion (Attorney – Client Memo)..... **(DISCUSSION ONLY)**
[MCL 15.268 (h); MCL 15.243 (g)]

Other

Adjourn

HUMAN RESOURCE COMMITTEE

September 16, 2014

The Human Resource Committee Chairperson Cynthia Ward called the meeting to order and asked the Secretary to call the roll. The following members were present: Commissioners Cynthia Ward, Tony Mullen and David Price. Also present: Commissioner Sandra Zerkle.

Absent: Commissioner Anthony McCloud

Public Comments

There were no public comments

Approval of Minutes

Motion by Commissioner Mullen, seconded by Commissioner Price to approve the Human Resource Committee meeting minutes of June 10, 2014.

Action: Carried unanimously

PULLED--Benefit Plan Document Update

Commissioner Ward stated that based on a request from General Manager Lark the Benefit Plan Document update would be pulled from the agenda and brought back to the Committee at a later date.

PA 152 Statutorily Required Insurance Co-Pay

General Manager Lark reviewed the details and cost (with various percentages) for the following available options:

- Limit expenditures on health care cost based on a schedule of dollars provided in the Act (the Hard Cap)
- Limit expenditures to a 80/20 percentage split with a majority vote (or)
- Exempt itself entirely from the Act through a 2/3 majority vote. With a 2/3 majority vote, the Board could then implement premium sharing in an amount desired.

After a lengthy discussion regarding PA 152 requirements and the effect on employees the motion was made:

Motion by Commissioner Price, seconded by Commissioner Mullen, to forward the grammatically correct resolution for the implementation of staying at a 12% premium sharing for all active employees for medical benefits, to the full Board for consideration.

Action: Motion Carried.

Planning HR Committee's Work for the Next Year (INFORMATION ONLY)

After some dialogue regarding HR's committee work for the year the following suggestion were proposed:

- Commissioner Price suggested using a new instrument for the appointed employee's evaluations in which he would provide examples at a future meeting. He also wanted to include employee objective to be attained in the year as part of the evaluation process.

- Commissioner Mullen wanted discussion regarding Commissioners signing their names on the employee's evaluations.
- Commissioner Ward proposed an employee survey to be fully contained within the body of the Board of Commissioners.

Other

None

Excused Absence

Motion by Commissioner Price, seconded by Commissioner Mullen to excuse Commissioner McCloud from tonight's meeting.

Public Comments

None

Adjourn

On Motion by Commissioner Price, seconded by Commissioner Mullen, the meeting adjourned at 5:20 p.m.

Respectfully Submitted
Cynthia Ward, Chair
Human Resource Committee

NOT AVAILABLE AT THE TIME OF PACKET PREPARATION

Resolution

BE IT RESOLVED, That the official point of contact for the purpose of working with legal counsel to finalize the termination of J. Peter Lark's contract will be Chair David Price and Human Resources Chair Cynthia Ward; and

BE IT FINALLY RESOLVED, That the full Board of Commissioners will be kept appropriately updated by Commissioners Ward and Price of developments; and any proposals for final resolution will be presented to the full Board of Commissioners for consideration and approval.

Lansing Board of Water and Light Performance Review for the General Manager Survey Form for Board Members

Period under review: July 2014 – June 2015

Period in which review took place: example: June 2014

Rating Scale

- Outstanding: Performance over a sustained period of time clearly and consistently exceeds expectations and is outstanding. Both results and how they are achieved are outstanding. 4 points
- Very good: Performance clearly meets and sometimes exceeds job requirements and significant contributions are made well beyond job demands. 3 points
- Meets expectations. 2 points
- Improvement needed: Performance is frequently unsatisfactory 0 points

All members of the board and the General Manager should complete this form and submit to the Chair of the HR Committee via e-mail XXX@xxxxx.com

This form is meant to raise questions as well as obtain your feedback.

1. Overall organizational performance	
a. Works with the board and management staff to develop strategies for achieving BWL goals and financial viability.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
b. Appropriately provides both support and leadership to the board.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
c. Demonstrates quality of analysis and judgment related to progress and opportunities, and need for changes.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
d. Maintains and utilizes a working knowledge of significant developments and trends in the field.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
e. Builds respect and profile for the organization in its various constituencies.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
f. Establishes ambitious goals for excellence and impact and initiates, maintains, and adapts programs with excellence and impact.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
g. Comments on overall organizational performance:	

2. Community leadership	
a. Serves as an effective spokesperson. Represents the organization well to its constituencies, including customers, government agencies, elected officials, and the general public.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
b. Establishes and makes use of working relationships with organizations and individuals in the field.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
c. Sees that communication vehicles are developed and utilized well.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
d. Comments on community leadership:	

3. Administration and Human Resources	
a. Establishes and leads an effective management team.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
b. Recruits and retains a diverse staff (as the organization has identified diversity).	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input checked="" type="checkbox"/> Improvement Needed
c. Ensures compliance with relevant workplace and employment laws.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
d. Leads staff in maintaining a climate of excellence, accountability, and respect.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
e. Comments on administration and HR:	

4. Financial Management/Accountability	
a. Assures adequate control and accounting of all funds, including maintaining sound financial practices	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
b. Works with the staff, finance committee and the board to prepare budgets, monitor progress, and initiate changes (to operations and/or to budgets) as appropriate	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
d. Sees that official records and documents are retained; sees to compliance with federal state and local laws and regulations.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
e. Develops realistic plans and rationale for product rates	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
f. Jointly with the president and secretary of the board, conducts official correspondence for the organization, and jointly with designated officers, executes legal documents appropriately.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
j. Comments on financial management /accountability	

5. Board Relations	
a. With the board chair, appropriately involves board members in decisions.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
b. Provides appropriate leadership to the board	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
c. Sees that board members are kept fully informed in a timely way on the condition of the organization and important factors influencing it.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed
d. Sees that board committees are appropriately supported.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Improvement Needed

f. Comments on Board Relations:

6. Are there additional comments you would like to make that are not within the above categories?

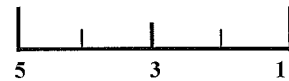
DRAFT

Criteria for CEO Evaluation

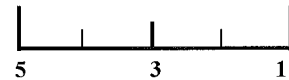
5 = all of the time; 3 = some of the time; 1 = seldom or not at all

I. General CEO Areas

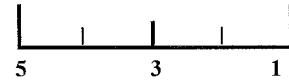
1. Has the CEO successfully managed the organization financially?



2. Does the CEO go beyond short-term financial operating performance—capturing longer-range targets as well?



3. Does the CEO build a strong staff to support the organization's efforts?



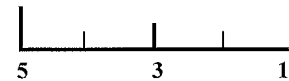
4. Has the CEO met his/her personal goals established during their previous review?



5. Does the CEO perform competently regarding quality/quantity of work, planning/organizing, decision-making, communication, public relations, interpersonal relations with co-workers, and supervision?



6. Does the CEO promote a good working relationship between the board and the CEO?



II. Relations with the Board

1. Accountability/Communications

(A) Does the CEO communicate openly and effectively with board members?

5 3 1

(B) Does the CEO provide useful information to the board that is helpful in board decision making?

5 3 1

(C) Does the CEO openly respect and trust the board?

5 3 1

(D) Does the CEO meet commitments made to the board?

5 3 1

(E) Does the CEO demonstrate skills of conflict management?

5 3 1

(F) Other _____

2. Executive Leadership

(A) Does the CEO develop and promote a clear vision for the organization?

5 3 1

(B) Does the CEO hire and develop quality staff?

5 3 1

(C) Does the CEO direct staff in such a way so as to assure maximum organizational efficiency?

5 3 1

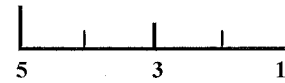
(D) Other _____

3. Purpose and Direction

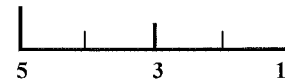
(A) Does the CEO develop and implement the goals and priorities of the utility?

5 3 1

(B) Does the CEO communicate expectations of the board and utility clearly to employees?



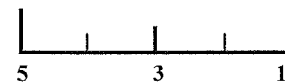
(C) Does the CEO identify current issues, problems, or projects that most concern the board?



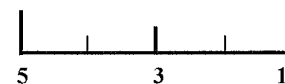
(D) Other _____

4. Technical/Managerial

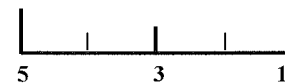
(A) Does the CEO manage the paperwork associated with the position effectively?



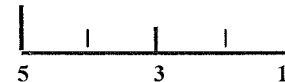
(B) Does the CEO understand and effectively direct the financial and business affairs of the utility?



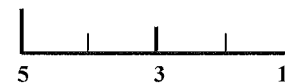
(C) Does the CEO monitor and respond effectively to the changing human resources needs in the utility?



(D) Does the CEO delegate appropriately?



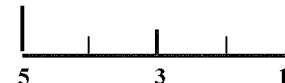
(E) Does the CEO exercise fair-mindedness in dealing with employees, policies, and procedures?



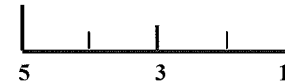
(F) Other _____

5. Political Skills

(A) Does the CEO communicate effectively with the community and business interests?



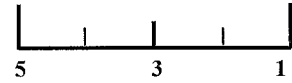
(B) Does the CEO keep abreast of changes in government directives that have implications for the utility?



(C) Does the CEO seek to influence government concerning the emerging needs of the organization?



(D) Does the CEO work to improve the image of the organization in the broader community?



(E) Other _____
