



**HUMAN RESOURCES COMMITTEE MEETING
LANSING BOARD OF WATER & LIGHT BOARD OF COMMISSIONERS**

**Tuesday, June 13, 2023 ♦ 5:30 P.M.
1201 S. Washington Ave., Lansing, MI 48910**

Human Resources Committee: Tony Mullen, Committee Chairperson; Beth Graham, DeShon Leek, Tracy Thomas; Alternates: Semone James, Sandra Zerkle; Non-Voting Members: Douglas Jester, Larry Merrill, Maggie Sanders

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AGENDA

Call to Order

Roll Call

Public Comments on Agenda Items

- 1. Human Resources Committee Meeting Minutes of March 16, 2023 **TAB 1**
- 2. FY 2024 Board Appointee Performance Reviews
 - a. Corporate Secretary/Proposed Reappointment Resolution **TAB 2a**
 - b. General Manager/Proposed Reappointment Resolution **TAB 2b**
- 3. Subsequent Steps for Board Appointed Employees Contracts **DISCUSSION**
- 4. Discussion on Follow-up Communication **TAB 3**
- 5. Board of Commissioners Expenditures Resolution **TAB 4**

Other

Adjourn

**A quorum of the Board of Commissioners may be in attendance.*

HUMAN RESOURCES COMMITTEE
Meeting Minutes
March 16, 2023

Human Resources (HR) Committee: Tony Mullen, Committee Chairperson; Commissioners: Beth Graham, DeShon Leek, Tracy Thomas, Semone James (Alternate), Sandra Zerkle (Alternate).

The HR Committee of the Lansing Board of Water and Light (BWL) met at the BWL Headquarters-REO Town Depot located at 1201 S. Washington Ave., Lansing, MI, at 5:00 p.m. on Tuesday, March 16, 2023.

HR Committee Chairperson Tony Mullen called the meeting to order at 5:02 p.m. and asked the Corporate Secretary to call the roll. The following members were present: Commissioners Tony Mullen, Beth Graham, DeShon Leek (arrived at 5:06 p.m.), Tracy Thomas; Sandra Zerkle (Alternate) and Semone James (Alternate) (arrived at 5:04 p.m.).

Absent: None.

Public Comments

There were no public comments.

Approval of Minutes

Motion by Commissioner Zerkle, **Seconded** by Commissioner Thomas, to approve the HR Committee meeting minutes of November 15, 2022.

Action: Motion Carried.

Salary Review for Appointees

Human Resources Executive Director Michael Flowers spoke on the salary review for appointees.

Performance Management Evaluation Questions for Appointees

A discussion was held regarding the continuation of the use of GoogleDocs for the performance management evaluation questions process. GoogleDocs was affirmed as preferred. The self-evaluations will be sent to the appointed employees by Human Resources Committee Chairperson Mullen within the next two weeks with a return request of the middle of April. The self-evaluations for the Commissioners will be sent to the Commissioners by the Human Resources Committee Chairperson Mullen in conjunction with Smiljana Williams, Ex. Assistant to General Manager Peffley in May with a return request of one month later.

A discussion was held on the planning and monitoring of Board expenditures by the Corporate Secretary, to meet organizational objectives, and the frequency of sharing the budget information with the Board of Commissioners. Commissioner James and Corporate Secretary Todd have proactively worked on the development of a budget and expense report for the Board of Commissioners. There was a discussion amongst the Commissioners as to the frequency of

sharing the budget information with the Board of Commissioners. It was determined that the Corporate Secretary would present the budget and expense report quarterly and will be sent to the Board of Commissioners. A policy / procedure and resolution will be provided to the Human Resources Committee members at the next Human Resources Committee meeting for review and approval to send to the full Board of Commissioners.

Motion by Commissioner Mullen, **Seconded** by Commissioner Graham, to require the Corporate Secretary to compile and submit the expenditures of the Board of Commissioners, to the full Board of Commissioners, quarterly.

Action: Motion Carried.

Procedure for Future Hires and Contract Renewals

A discussion was held regarding the Human Resources Committee Chairperson Mullen, Board Chairperson James and the Human Resources Executive Director Flowers creating a policy and procedure for future hires and contract renewals for review, discussion, and approval by the Board of Commissioners.

Motion by Commissioner Graham, **Seconded** by Commissioner Leek, for Human Resources Committee Chairperson Mullen, Board Chairperson James, and Human Resources Executive Director Flowers to create a policy / procedure and resolution for future hires and contract renewals to be reviewed, discussed, and approval by the Board of Commissioners.

Action: Motion Carried.

Other

There was no other business.

Adjourn

HR Committee Chairperson Mullen adjourned the meeting at 5:31 p.m.

Respectfully Submitted,
Tony Mullen, Chairperson
Human Resources Committee

Proposed Resolution
Appointment of the Charter Position of Corporate Secretary

WHEREAS, the Board's Rules of Procedure specify that the Board is to appoint a Director and General Manager, Internal Auditor, and Corporate Secretary, at its first regular meeting following July 1st of each year or as soon as practicable thereafter.

RESOLVED, That the Board of Commissioners hereby appoints the following individual to the Charter position of Corporate Secretary fiscal year 2023-2024 or until a successor is appointed, whichever last occurs:

LaVella J. Todd, Corporate Secretary

FURTHER RESOLVED, That the Chairperson of the Board of Commissioners is authorized to execute any and all contractual amendment documents which reflect merit adjustments recommended by the Human Resources Committee for fiscal year 2023's performance.

Motion by Commissioner _____, **Seconded** by Commissioner _____, to approve the Re-appointment of the Corporate Secretary for Fiscal Year 2023-2024 at a Board Meeting held on July 18, 2023.

Proposed Resolution
Appointment of the Charter Position of Director and General Manager

WHEREAS, the Board's Rules of Procedure specify that the Board is to appoint a Director and General Manager, Internal Auditor, and Corporate Secretary, at its first regular meeting following July 1st of each year or as soon as practicable thereafter.

RESOLVED, That the Board of Commissioners hereby appoints the following individual to the Charter position of General Manager for fiscal year 2023-2024, or until a successor is appointed, whichever last occurs:

Richard R. Peffley, Director and General Manager

FURTHER RESOLVED, That the Chairperson of the Board of Commissioners is authorized to execute any and all contractual amendment documents which reflect merit adjustments recommended by the Human Resources Committee for fiscal year 2023's performance.

Motion by Commissioner _____, **Seconded** by Commissioner _____, to approve the Re-appointment of the Charter Position of Director and General Manager for Fiscal Year 2023-2024 at a Board Meeting held on July 18, 2023.

May 22, 2023

Commissioner,

On Monday May 15, 2023 a complaint regarding two Commissioners was delivered to the office of the Corporate Secretary. The secretary was requested to share the complaint with all Commissioners, the Mayor's office and include as a communication at tonight Board meeting. Communication with the City has confirmed the complaint was never received. I can only assume that not all of the Commissioners have received the complaint. Even if you feel the complaint does not have merit should it have not been your decision? The Commissioners need to take a hard look at the lack of transparency of the current Board leadership.

As previously stated there are a number of employees that share the concerns and now that it appears the complaint was buried more BWL employees and retirees are asking what is going on with the Commissioners.

I would respectfully request you ask for a copy of the complaint.

Thank you

Archie Bryde

ST. Johns, MI

Proposed Resolution
Board of Commissioners Expenditures

WHEREAS, the Board of Commissioners discussed the planning and monitoring of Board expenditures by the Corporate Secretary at a Human Resources Committee meeting held on March 16, 2023; and a budget and expense report has been developed by the Corporate Secretary for the Board of Commissioners; and

WHEREAS, the Rules of Procedure, Section 19.7.2 states the Executive Committee shall review Member expenses on a quarterly basis; and the Board of Commissioners wishes to meet organizational objectives and to have the budget information shared frequently with the Board of Commissioners; the Board of Commissioners determined that the budget and expense report shall be sent by the Corporate Secretary to the Board of Commissioners quarterly.

RESOLVED, That the Board of Commissioners hereby approves the Board of Commissioners Expenditures reporting procedure.

Motion by Commissioner _____, seconded by Commissioner _____ to approve the Resolution for the Board of Commissioners Expenditures at a Regular Board Meeting held on July 18, 2023.