



AGENDA

HUMAN RESOURCES COMMITTEE MEETING LANSING BOARD OF WATER AND LIGHT BOARD OF COMMISSIONERS

Tuesday, October 26, 2021

4:30 P.M. – 1201 S. Washington Ave., Lansing, MI 48910

REO Town Depot

MEETING PURPOSE:

Interview Candidates for the position of the Board of Water and Light's Internal Auditor in accordance with Section 5-202.2 of the Lansing City Charter.

Call to Order

Roll Call

Public Comments on Agenda Items

1. Human Resources Committee Meeting Minutes of October 12, 2021
2. Interview Candidates for the Charter Appointed Position of Internal Auditor

Other

Adjourn

Based on recommendations from the Centers for Disease Control (CDC), and in accordance with the City of Lansing, the Board of Commissioners are requesting members of the public, staff and Board Members to wear a face covering at Committee and Regular Board Meetings.

*A Quorum of the Board of Commissioners may be in attendance

HUMAN RESOURCES COMMITTEE
Meeting Minutes
October 12, 2021

The Human Resources Committee of the Lansing Board of Water and Light (BWL) met at BWL Headquarters REO Town Depot located at 1201 S. Washington Ave., Lansing, MI on Tuesday, October 12, 2021.

Human Resources (HR) Committee Chairperson David Price called the meeting to order at 4:58 p.m. and asked the Corporate Secretary to call the roll.

Present: Commissioners Chair David Price, DeShon Leek, Tony Mullen and Tracy Thomas. Also present: Commissioners Semone James (arrived @ 5:00 p.m.) and Sandra Zerkle; and Non-Voting Commissioner Brian Ross (DeWitt Township)

Absent: None

The Corporate Secretary declared a quorum.

Public Comments

There were no public comments.

Approval of Minutes

Motion by Commissioner Leek, **Seconded** by Commissioner Mullen, to approve the Human Resources Committee meeting minutes of July 13, 2021.

Action: Motion Carried

Job Description Review – Charter Appointed Position of Corporate Secretary

An edited draft of the job description for the Charter Appointed Position of Corporate Secretary was provided to the Human Resources Committee for review and discussion.

Motion by Commissioner Mullen, **Seconded** by Commissioner Leek, to approve the “DRAFT” October 2021 version of the Charter Appointed Corporate Secretary job description, including the Board of Commissioner’s (Board Chairperson) signature line at the end of the document; and to start the recruitment process for the position of Corporate Secretary.

Action: Motion Carried.

Commissioner Mullen asked if the search for the replacement for the Corporate Secretary position would be conducted in the same manner as the search for the Internal Auditor position. Chair Price responded that when the job description for the Internal Auditor was approved, it was given to the HR Department to recruit for the position. The HR Department has internal and external tools to recruit for the position and the review of the applicants is part of the process,

followed by the interview of the selected candidates by the Board. Chair Price would like to present the selected candidate to the Board for approval at the November Regular Board Meeting. Commissioner James asked if there is an independent research human resources firm that is used for the recruiting. Human Resources Director, Lynnette Keller, responded that two of the candidates for the Internal Auditor position were recruited through external recruiters, two candidates were recruited through the BWL website and two candidates are internal.

Hiring Process Update – Charter Appointed Position of Internal Auditor

Human Resources Director, Lynnette Keller, presented the requirements needed for qualification for the Internal Auditor position and stated that six applications were received. A discussion followed on the qualifications of the applications received.

Commissioner Zerkle asked for the salary range for the Internal Auditor position and GM Peffley responded that the information would be acquired and provided before the end of the meeting.

Commissioner Thomas asked if the job description was sent to the hiring recruiters. Ms. Keller affirmed and added that all applicants are logged through the BWL website to follow compliance. GM Peffley added that all of the applicants have been presented at this meeting.

Commissioner Leek asked if the third party to which was referred was the BWL website or if there was a company used as an external recruiter. Ms. Keller responded that Pinnacle Staffing was used for this recruiting process.

Commissioner Mullen asked what the various acronyms for the requirements represented. Ms. Keller responded that CPA stands for Certified Public Accountant, CIA stands for Certified Internal Auditor, CFE stands for Certified Fraud Examiner, and CISA stands for Certified Information System Auditor.

GM Peffley reported the salary ranges for the Internal Auditor position for the last two auditors. The previous Internal Auditor was at Director Level 4 with a salary range of \$113,000 to \$169,000. The prior Internal Auditor was at Director Level 6 with a salary range of \$139,700 to \$209,000.

GM Peffley commented that if an internal candidate is being considered that may not have the minimum requirements yet, if the internal candidate has 60% of the qualifications, prior practice has been that an internal candidate would be a good selection.

Commissioner Thomas commented that the CISA exam is difficult and asked whether the CISA requirement could be extended from six months to one year. GM Peffley responded that certification requirements have been extended for employees in the past based on the circumstances.

Commissioner Zerkle asked whether or not the CISA requirement is the most crucial because it affects the IT department system and audits. GM Peffley responded that the guidelines can be reviewed and a third party can be consulted. Chair Price commented that due to the recent

cyberattack, in previous discussions the Board decided that the CISA certification in cybersecurity was important.

Commissioner Zerkle asked whether any applications that were received weren't accepted. Ms. Keller responded that all the applicants were brought forward in the meeting. Ms. Keller recommended that five of the applicants be interviewed and that she will follow up with the sixth applicant.

Chair Price recommended that the recruitment process for the position of Internal Auditor be closed with the option to reopen if needed.

Motion by Commissioner Thomas, **Seconded** by Commissioner Mullen to interview the applicants already received and close the recruitment process for the position of Internal Auditor.

Action: Motion Carried.

Ms. Keller reported that the current approved salary range for a fully qualified candidate for the described Internal Auditor position is \$129,800 to \$197,200 with a midpoint of \$163,500.

Commissioner James questioned if the Commissioners that were not on the HR Committee had input in the selection of the Internal Audit candidates that would be interviewed. There was a discussion in response to Commissioner James' question and inquiry about this matter being dealt with in the Committee of the Whole, and it was stated that the HR Committee is the designated committee responsible for the hiring process. During the discussion it was stated that all commissioners could provide their input during the interview meetings, however the HR Committee will vote to make a recommendation to the full Board, and all Commissioners will be able to vote whether to accept the candidate that the Committee brings forward at the Board meeting.

Chair Price stated that the interviews would be conducted at a Human Resources Committee meeting that will be scheduled for October 26th and 27th at 4:30 p.m. Chair Price added that if the Commissioners' selection results in a tie between two candidates, another HR Committee Meeting will be scheduled, and additional interviews will be conducted with the candidates.

Commissioner Thomas requested that a 30/60/90-day plan be provided by each of the Internal Auditor applicants prior to their interviews. The Commissioners agreed that the HR Department request a 30/60/90-day plan from each of the applicants for the Commissioners to review. The 30/60/90-day plans will be provided with the HR packet and in paper copy for the HR Committee meetings.

Other

Commissioner Leek commented about the email that all Commissioner's received regarding Corporate Secretary's Griffin's unused paid time off and offered the follow motion:

Motion by Commissioner Leek, **Seconded** by Commissioner Mullen to authorize the Chairperson and the Vice Chairperson to finalize Corporate Secretary Griffin's exit arrangements between her and the BWL, with details to be completed and agreed upon by November 9, 2021.

Action: Motion Carried

Adjourn

Chair Price adjourned the meeting at 6:37 p.m.

Respectfully Submitted,
David Price, Chair
Human Resources Committee