



## AGENDA

### HUMAN RESOURCES COMMITTEE MEETING

June 21, 2016

5:30 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 May 31, 2016..... **TAB 1**
2. Discussion re: Salary/Benefit Adjustments for BWL's Charter Appointed Employees
3. Other

Adjourn

**HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**May 31, 2016**

The Human Resources 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 5:30 p.m. on Tuesday, May 31, 2016.

Human Resources (HR) Committee Chairperson Tony Mullen called the meeting to order and asked the Corporate Secretary to call the roll. The following members were present: Commissioners Tony Mullen, Sandra Zerkle, and Anthony McCloud. Also present: Commissioners Dennis M. Louney, David Price and Ken Ross (arrived 5:40p.m.); and Non-Voting Commissioners Bill Long (Delta Township) and Robert Nelson (E. Lansing).

Absent: Commissioner Mark Alley

**Public Comments**

None

**Approval of Minutes**

**Motion** by Commissioner McCloud, Seconded by Commissioner Zerkle, to approve the Human Resources Committee meeting minutes of March 15, 2016.

**Action:** Motion Carried.

**FY 2017 Board Appointee Performance Reviews**

***Corporate Secretary***

Corporate Secretary M. Denise Griffin requested a closed session for the purpose of receiving her contractual year-end performance evaluation as permitted by the Open Meetings Act exemption MCL 15.268(a).

**Motion** by Commissioner Zerkle, seconded by Commissioner McCloud, to enter into closed session to discuss the contractual year-end performance evaluation of Corporate Secretary M. Denise Griffin.

**Roll Call Vote:**

**Yeas:** Commissioners Anthony McCloud, Tony Mullen, Sandra Zerkle.

**Nays:** None.

**Action:** Motion Carried.

*The Human Resources Committee went into closed session at 5:33 p.m.*

*The Human Resources Committee reconvened to open session at 6:01 p.m.*

**Internal Auditor**

Internal Auditor, Phil Perkins, requested a closed session for the purpose of receiving his contractual year-end performance evaluation as permitted by the Open Meetings Act exemption MCL 15.268(a).

**Motion** by Commissioner McCloud, seconded by Commissioner Zerkle, to enter into closed session to discuss the contractual year-end performance evaluation of Internal Auditor, Phil Perkins.

**Roll Call Vote:**

**Yeas:** Commissioners Anthony McCloud, Tony Mullen, Sandra Zerkle.

**Nays:** None.

**Action:** Motion Carried.

*The Human Resources Committee went into closed session at 6:02 p.m.*

*The Human Resources Committee reconvened to open session at 6:24 p.m.*

**General Manager**

General Manager Richard Peffley requested a closed session for the purpose of receiving his contractual year-end performance evaluation as permitted by the Open Meetings Act exemption MCL 15.268(a).

**Motion** by Commissioner McCloud, seconded by Commissioner Zerkle, to enter into closed session to discuss the contractual year-end performance evaluation of General Manager, Richard Peffley.

**Roll Call Vote:**

**Yeas:** Commissioners Anthony McCloud, Tony Mullen, Sandra Zerkle.

**Nays:** None.

**Action:** Motion Carried.

*The Human Resources Committee went into closed session at 6:25 p.m.*

*The Human Resources Committee reconvened to open session at 6:45 p.m.*

Upon conclusion of the Closed Sessions, the following motions were offered:

**Motion** by Commissioner McCloud, seconded by Commissioner Zerkle, to forward a resolution reappointing M. Denise Griffin to the Charter position of Corporate Secretary for FY17 to the full Board for the consideration.

**Action:** Motion Carried.

**Motion** by Commissioner McCloud, seconded by Commissioner Zerkle, to forward a resolution reappointing Phil Perkins to the Charter position of Internal Auditor for FY17 to the full Board for consideration.

**Action:** Motion Carried.

**Motion** by Commissioner McCloud, seconded by Commissioner Zerkle, to forward a resolution reappointing Richard (Dick) Peffley to the Charter position of General Manager for FY17 to the full Board for consideration.

**Action:** Motion Carried.

HR Chair Mullen stated that the reappointment resolutions will be taken under consideration at the July regular Board meeting.

#### **Subsequent Steps for Board Appointed Employees Contracts**

**Motion** by Commissioner Zerkle, seconded by Commissioner McCloud, to charge the HR Chair and the Board Chair with the task of working with the appointed employees, on behalf of the Board of Commissioners, on their respective annual merit considerations.

**Action:** Motion Carried.

#### **Excused Absence**

**Motion** by Commissioner McCloud, Seconded by Commissioner Zerkle, to excuse Commissioner Alley from tonight's meeting.

**Action:** Motion Carried.

#### **Other**

Human Resources Chair Mullen reminded everyone that June 7<sup>th</sup> is the cutoff date for submitting the 2016-2017 Officer and Committee Survey forms to the Corporate Secretary.

#### **Public Comments**

None

#### **Adjourn**

**Motion** by Commissioner McCloud, Seconded by Commissioner Zerkle, to adjourn the meeting.

**Action:** Motion Carried

Meeting adjourned at 6:48 p.m.

Respectfully Submitted,  
Tony Mullen, Chair  
Human Resources Committee