



**LANSING BOARD OF WATER & LIGHT BOARD OF COMMISSIONERS  
HUMAN RESOURCES COMMITTEE MEETING  
Tuesday, May 12, 2026 ♦ 5:00 P.M.  
Board of Water & Light Headquarters – REO Town Depot  
1201 S. Washington Ave., Lansing, MI 48910**

Human Resources Committee: Tony Mullen, Committee Chairperson; Semone James, DeShon Leek, Sandra Zerkle; Alternates: David Price, Chris Harkins

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**AGENDA**

Call to Order

Roll Call

Public Comments on Agenda Items

- 1. Human Resources Committee Meeting Minutes of March 17, 2026.....**TAB 1**
- 2. FY2026 Board Appointee Performance Reviews.....**TAB 2**
  - a. General Manager/Proposed Reappointment Resolution
  - b. Internal Auditor/Proposed Reappointment Resolution
  - c. Corporate Secretary/Proposed Reappointment Resolution

Other

Adjourn

**HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**March 17, 2026**

Human Resources (HR) Committee: Commissioner Tony Mullen, Committee Chairperson; Commissioners Semone James, DeShon Leek and Sandra Zerkle; Alternates: David Price, Chris Harkins.

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, on Tuesday, March 17, 2026.

HR Committee Chairperson Tony Mullen called the meeting to order at 5:31 p.m. and asked the Corporate Secretary to call the roll.

The following members were present: Commissioners Tony Mullen, Semone James, DeShon Leek, and Sandra Zerkle; also present, Alternate: Commissioner David Price.

Absent: None.

The Corporate Secretary declared a quorum.

**Public Comments**

There were no public comments.

**Approval of Minutes**

**Motion** by Commissioner Semone James, **Seconded** by Commissioner DeShon Leek, to approve the HR Committee meeting minutes of January 20, 2026.

**Action:** Motion Carried.

**Resolution for Delegation of Authority of Cafeteria Plan Benefit Design and Administration**

Chief Human Resources Officer Michael Flowers presented the Resolution for Delegation of Authority of Cafeteria Plan Benefit Design and Administration. Mr. Flowers stated General Manager Peffley is delegating the authority of the cafeteria plan's benefit design and administration to the Retirement Plan Committee and the financial piece of the delegation has already been presented to the Finance Committee. Mr. Flowers requested the Human Resources Committee move the Resolution forward to the full Board for approval.

**Resolution for Delegation of Authority of Cafeteria Plan Benefit Design and Administration**

**Motion** by Commissioner Sandra Zerkle, **Seconded** by Commissioner DeShon Leek, to forward the Resolution for Delegation of Authority of Cafeteria Plan Benefit Design and Administration to the full Board for approval.

**Action:** Motion Carried.

## **Board Self Survey Evaluation**

Chief Human Resources Officer Michael Flowers presented the results of the Board of Commissioners Self Evaluation Survey. Mr. Flowers thanked the participating commissioners for completing the survey and shared the overall results revealed high commissioner satisfaction, noting commissioners' interest regarding the General Manager's succession plan. (Questions 39: Is there a succession plan for the CEO?)

Commissioner Mullen requested General Manager Peffley prepare a succession plan presentation to share at a future COW meeting. GM Peffley stated he would be happy to do so.

Commissioner Price voluntarily shared clarification of his 'no' answer to the General Manager's succession plan survey question, stating he is aware of the General Manager's succession plan, but it had not been talked about with the full Board, as yet.

Commissioner Mullen stated he also has had discussions with GM Peffley regarding his succession plan, but he was not sure if other commissioners were aware of the succession plan and a presentation to the full Board would be helpful. GM Peffley repeated his willingness to do so.

Mr. Flowers stated Human Resources has a tool for developing and writing succession plans and processes and he will work with GM Peffley to make sure the succession plan is available for commissioners.

Commissioner Zerkle stated she was puzzled by the results of survey question number six regarding the annual calendar, as the annual calendar is approved by the Board and posted by the Corporate Secretary in November.

**(Inaudible)**

Commissioner Semone James shared she did not have an issue with question number six, but there might have been confusion among other commissioners due to its wording.

**(Inaudible)**

Commissioner Zerkle suggested the wording of question number six be changed to clearly state which calendar is being referenced – Committee Meetings or Regular Board Meetings. Commissioner James shared she agreed with Commissioner Zerkle's suggestion.

Commissioner Price commented that Committee Meetings tend to be more flexible and to include those meetings for the whole year does not make a lot of sense.

Mr. Flowers stated survey question number six will be updated to clearly state which calendar it references and those changes would be incorporated into the next survey process.

Commissioner Zerkle stated she believes the Board has done a good job if most of the answers were good or almost always.

General Manager Peffley stated he reviewed the Board Self Evaluation Survey results with Executive Staff and compared to years ago this is a very cohesive and aligned Board and he didn't need any survey to tell him that, but it's nice to see it.

Commissioner Price stated he was pleased we (the Board) were able to use a survey developed by APPA. Commissioner James confirmed she also thought this was a well-done survey.

Mr. Flowers also touched on the last few survey questions, which were in narrative form, stating the questions received a lot of positive feedback, including the need for transparency and the dynamics of groups working together and making certain we pay attention to our internal and external stakeholders and the economics of who we're serving. Mr. Flowers stated he thought the survey came across extremely well.

**(Inaudible)**

Commissioner Mullen stated he would like to see more stakeholders at board meetings, such as city officials, union representatives and rate payers.

**(Inaudible)**

Commissioner Price stated GM Peffley meets every Monday with the mayor as a member of the mayor's cabinet.

GM Peffley confirmed he attends the mayor's cabinet meetings every Monday and if the commissioners wanted him (the mayor), city attorney or deputy mayor to attend a board meeting or speak, they would be happy to do so.

**(Inaudible)**

Mr. Flowers shared introduced Daniel Barnes, who has been promoted to Director of Human Resources, and Jeanie Stittsworth, who has been promoted to Manager of Human Resources.

### **Appointee Position Description Reviews**

Chief Human Resources Officer Michael Flowers presented the job descriptions of the board-appointed positions for review.

Commissioner James stated that the General Manager position description needs to be updated to reflect the current BWL services provided to include heat. GM Peffley stated he and management will review and update his position description to make sure all services are accounted for.

**(Inaudible)**

Commissioner Zerkle recommended adding additional certifications to the Director of Internal Audit position description, not as a requirement but as a preference.

Commissioner James stated that preferred certifications were listed in the position description in the past, but they had been removed.

Mr. Flowers confirmed that Commissioner Zerkle would like to see preferred designations added to the Director of Internal Audit position description, separate from the required certifications already included.

Commissioner Price referred to the General Manager position description, which states that a PE license is preferred but not required. He suggested doing something similar for the Director of Internal Audit position description.

**(Inaudible)**

Mr. Flowers reminded the committee that when they review and change what is preferred versus required in a job description, it will affect the job pay scale. He also stated he would review the old position description to verify what certifications had been removed.

**(Inaudible)**

Mr. Flowers stated that the preferred certifications were removed in the past at the board's request, as they were not deemed requirements for the position. Commissioner Zerkle shared she recalls the previously preferred certifications being removed from the position description because they were having a hard time recruiting candidates who met all the requirements.

**(Inaudible)**

Mr. Flowers stated he could provide examples of the Director of Internal Audit position descriptions with preferred certifications added to share with the Board.

**(Inaudible)**

Commissioner Mullen asked whether there were any questions regarding the Corporate Secretary position description. The committee did not offer any questions.

**Appointee Evaluation Process**

Commissioner Mullen stated that Chief of Staff Smiljana Williams has volunteered again to assist with distributing the appointee self-evaluation for FY26 performance. Commissioner Mullen shared the appointee self-evaluation and board review process and provide Ms. Williams the opportunity to reiterate the process and answer questions.

**(Inaudible)**

Corporate Secretary LaVella Todd shared the dates of the May 2026 Committee and Board Meetings - COW and Finance Committee will now meet on Thursday, May 7<sup>th</sup> and the Human Resources Committee will now meet on Tuesday, May 12<sup>th</sup>. The Regular Board Meeting will meet as previously scheduled on Tuesday, May 19<sup>th</sup>.

**(Inaudible)**

**Other**

There was no other business.

**Adjourn**

**Motion** by Commissioner Sandra Zerkle , **seconded** by Commissioner DeShon Leek to adjourn meeting.

**Action:** Motion carried.

Meeting adjourned at 6:04 p.m.

Respectfully Submitted,

Tony Mullen, Chairperson

Human Resources Committee

**RESOLUTION 2026-05-XX**

**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 2026-2027 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 2026’s performance.

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**Motion** by Commissioner \_\_\_\_\_, **Seconded** by Commissioner \_\_\_\_\_ to approve the reappointment of the Charter Position of Director and General Manager for Fiscal Year 2026-2027 at a Board Meeting held on \_\_\_\_\_.

**Roll Call Vote:**

**Yeas:**

**Nays:**

**Action:**

**RESOLUTION 2026-05-XX**

**Appointment of the Charter Position of Internal Auditor**

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 Internal Auditor for fiscal year 2026-2027 or until a successor is appointed, whichever last occurs:

Elisha Franco, Internal Auditor

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 2026’s performance.

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**Motion** by Commissioner \_\_\_\_\_ **Seconded** by Commissioner \_\_\_\_\_,  
to approve the reappointment of the Internal Auditor for Fiscal Year 2026-2027 at a Board Meeting held on \_\_\_\_\_.

**Roll Call Vote:**

**Yeas:**

**Nays:**

**Action:**

**RESOLUTION 2026-05-XX**

**Appointment of the Charter Position of Corporate Secretary**

WHEREAS, the Board’s Rules of Procedures 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 for fiscal year 2026-2027 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 FY 2026’s performance.

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**Motion** by Commissioner \_\_\_\_\_ **Seconded** by Commissioner \_\_\_\_\_, to approve the reappointment of the Corporate Secretary for Fiscal Year 2026-2027 at a Board Meeting held on \_\_\_\_\_.

**Roll Call Vote:**

**Yeas:**

**Nays:**

**Action:**