



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

**Tuesday, April 26, 2022 ♦ 1:00 P.M.
1201 S. Washington Ave., Lansing, MI 48910
REO Town Depot**

BWL full meeting packets and public notices/agendas are located on the official web site at:
[https://www.lbwl.com/about-bwl/governance.](https://www.lbwl.com/about-bwl/governance)

MEETING PURPOSE:

Interview Candidates for the position of Lansing Board of Water & 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 March 17, 2022
2. Human Resources Committee Meeting Minutes of March 31, 2022
3. Interview Candidates for the Charter Appointed Position of Internal Auditor
4. Other

Adjourn

HUMAN RESOURCES COMMITTEE

Meeting Minutes

March 17, 2022

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 5:00 p.m. on Thursday, March 17, 2022.

Human Resources (HR) Committee Chairperson Tracy Thomas called the meeting to order at 5:00 p.m. and asked the Acting Corporate Secretary to call the roll. The following members were present: Commissioners Tracy Thomas, DeShon Leek, Semone James and David Price. Also present: Commissioners Sandra Zerkle, Executive Director of Human Resources and Labor Relations, Michael Flowers, Global Business Resource Group, William Brewer and Dawn Plenar were also in attendance.

Absent: none

HR Chair Thomas made a motion to move agenda item 5 – Status of Search Process for Director Internal Auditor to follow approval of minutes. Seconded by Commissioner Leek.

Action: Motion Carried

Public Comments

There were no public comments.

Approval of Minutes

Motion by Commissioner Price. Seconded by Commissioner Leek to approve the minutes from the October 26, 2021, Human Resources Committee Meeting.

Action: Motion Carried

Motion by Commissioner Price. Seconded by Commissioner Leek to approve the minutes from the October 27, 2021, Human Resources Committee Meeting.

Action: Motion Carried

Motion by Commissioner Price. Seconded by Commissioner Leek to approve the minutes from the January 20, 2022, Human Resources Committee Meeting.

Action: Motion Carried

Status of Search Process for Director Internal Auditor

Mr. Flowers asked Mr. Brewer to give the Board of Commissioners an update on the search for Internal Auditor position. Mr. Brewer stated that the status for Internal Auditor is a slow but steady process. Placed the job posting on various venues such as LinkedIn, Glass door, Facebook to garner interest in this position. Mr. Brewer will update the Board of Commissioners in a few weeks.

Commissioner's Comments:

Commissioner Zerkle asked about our pay scale compared to others that are posting for same position.

Mr. Brewer stated that if there are concerns regarding pay, he would reach out to the committee.

Commissioner Zerkle asked if there was a timeline for this position as we have been without an Internal Auditor for a year or so.

Mr. Brewer stated that only a few more weeks might be needed. Mr. Brewer wants to fully vet the candidates that he has.

Commissioner Leek asked if the economy/war has any impact.

Mr. Brewer stated that a lot of things are factors in this research. Covid, the Great Reshuffling, Inflation, as well as the war.

Commissioner James wanted to know if stating that this position is a 1-year contract, does that have any impact to the candidate pool/applicants.

Mr. Brewer stated that this does not seem to be of any issue.

Commissioner Thomas asked about poaching someone from another company.

Mr. Brewer stated that they have done that before as potential candidates are passively looking.

Status of Search Process for Corporate Secretary

Commissioner Thomas shared in full transparency that candidate number 2 was a student of his 25+ years ago.

Mr. Brewer sent the candidates resumes, videos and tabulations to the committee earlier this week.

At this time, please refer to the candidates by their numerical number (1-6). Once the reviews are discussed tonight, the next step is to invite the passing candidates to a face-to-face interview.

Commissioner James would like to know that once the committee reviews the scores/assessments, if a candidate does not have a certain score, do they move on or not?

HR Chair Thomas would like the committee to have a discussion around each candidate as well as to look at scores.

Commissioner Price wants to know if there is a limit of how many candidates can move forward for a face-to-face interview.

HR Chair Thomas stated that there should not be a limit and that the committee can move

forward with face-to-face interviews with as many as needed.

Mr. Brewer also gave the committee a brief overview of the video interviewing process.

Review Tabulation of Current Candidates' Interviews and Selection for Next Round

The HR Committee spent some time discussing **Candidate 1**.

Commissioner Price makes a motion to move Candidate 1 forward in the process. Seconded by Commissioner Leek. **Motion declined**

The HR Committee spent some time discussing **Candidate 2**.

Commissioner Price makes a motion to move Candidate 2 forward in the process. Seconded by Commissioner Thomas. **Motion declined**

The HR Committee spent some time discussing **Candidate 3**.

Commissioner Price make a motion to move candidate 3 forward in the process. Seconded by Commissioner Leek. **Motion passes**

The HR Committee spent some time discussing **Candidate 4**.

Commissioner Leek makes a motion to move Candidate 4 forward in the process. Seconded by Commissioner Price. **Motion passes.**

The HR Committee spent some time discussing **Candidate 5**.

Commissioner Price makes a motion to move Candidate 5 forward in the process. Seconded by Commissioner Leek. **Motion passes.**

The HR Committee spent some time discussing **Candidate 6**.

Commissioner Price make a motion to move Candidate 6 forward in the process. Seconded by Commissioner Leek. **Motion passes.**

Next Steps

Four candidates will be moving forward in the process. Mr. Brewer will conduct reference and background checks of those 4 candidates. Once those assessments are back, the face-to-face interviews will be scheduled.

Face to Face interviews to be held on March 31st, 2022, starting at 4pm. Each face-to-face interview will take about 30 to 45 minutes with a buffer time in between to assess each candidate.

Other

This process will be repeated in April for the Director Internal Auditor position.

Will there be a special board meeting to introduce the new candidate to the Board of Commissioners?

HR committee stated that this is a crucial meeting and should be offered.

Mr. Brewer wanted to review the timeline with the Commissioners.

Commissioner Price makes a motion to excuse Commissioner Dusty Horwitt. Seconded by Commissioner Leek. **Motion passes.**

Adjourn

HR Committee Chairperson Thomas adjourned the meeting at 6:21 p.m.

Respectfully Submitted,
Tracy Thomas, Chairperson
Human Resources Committee

HUMAN RESOURCES COMMITTEE

Meeting Minutes

March 31, 2022

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 4:00 p.m. on Thursday, March 31, 2022.

Human Resources (HR) Committee Chairperson Tracy Thomas called the meeting to order at 4:01pm and asked the Acting Corporate Secretary to call the roll. The following members were present: Commissioners Tracy Thomas, Dusty Horwitt, DeShon Leek, David Price and Voting Alternate Commissioner Sandra Zerkle. Also, present: Commissioner Semone James, Executive Director of Human Resources and Labor Relations, Michael Flowers and Global Business Resource Group, William Brewer. **There was a quorum for the March 31, 2022, HR Committee meeting.**

Absent: None

Public Comments

There were no public comments.

Motion by Commissioner Thomas to remove the minutes from the agenda to allow for amendments to be made. **Seconded** by Commissioner Price. **Motion passes.**

Interview Candidates for the Charter Appointed Position of Corporate Secretary

The Human Resources (HR) Committee interviewed three candidates for the Charter Appointed position of Corporate Secretary, in accordance with Section 5-202.2 of the Lansing City Charter, which states: "The Board shall appoint a Corporate Secretary who shall report directly to the Board. The Corporate Secretary shall serve at the pleasure of the Board."

Mr. Brewer discussed with the Commissioners the process for interviewing the three candidates.

Commissioner Thomas covered with the committee the agenda, timing, importance of this position and the next steps for the Corporate Secretary role.

The HR Committee members presented the three candidates with hypothetical situational questions as well as questions about previous experiences in particular work areas. At the liberty of HR Committee Chair Thomas, the Human Resources Committee meeting recessed upon the conclusion of each interview to allow the interviewing candidate to exit. Upon conclusion of each interview, the Human Resources Committee completed the rubrics scoring and deliberated on each candidate. The meeting reconvened at the arrival of the next interviewing candidate.

Once all three interviews were completed, the following motion was offered upon conclusion of deliberations: to forward Ms. LaVella J. Todd for full board review for Corporate Secretary for fiscal year of 2022 with clarification from Mr. Matus (BWL General Counsel) on review of timing. Mr. Flowers will check with Mr. Matus and report back to HR Chair Thomas.

Motion made by Commissioner Price, **Seconded** by Commissioner Horwitt to submit by Resolution the selected candidate for the Charter appointed position of Corporate Secretary, to the full Board for consideration. **Motion passes.**

Should there be a special meeting in April for full board review? Before the COW meeting?
Yes, there should be a special meeting for full board review.

Still to be completed before position is offered will be:

Mr. Matus to review timing/contract

References checked

Background check completed

Other

None

Adjourn

Motion made by Commissioner Thomas, **Seconded** by Commissioner Leek, to adjourn the meeting.

Action: Motion Carried

Meeting adjourned at 7:01p.m.

Respectfully Submitted,
Tracy Thomas, Chair
Human Resources Committee