



**LANSING BOARD OF WATER & LIGHT BOARD OF COMMISSIONERS  
HUMAN RESOURCES COMMITTEE MEETING  
Tuesday, August 15, 2023 ♦ 5:30 P.M.  
1201 S. Washington Ave., Lansing, MI 48910  
REO Town Depot**

Human Resources Committee: Tony Mullen, Committee Chairperson; Semone James, DeShon Leek, Tracy Thomas; Alternates: Beth Graham, Sandra Zerkle

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

**MEETING PURPOSE:**

Interview Candidates for position of 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 June 13, 2023.....**TAB 1**
2. Remote Work Agreement for All Contracted Employees Resolution..... **TAB 2**
3. Discussion of Possible Candidates for Director of Internal Auditor Position .....**TAB 3**

Other

Adjourn

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

**HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**June 13, 2023**

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

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 5:30 p.m. on Tuesday, June 13, 2023.

HR Committee Chairperson Tony Mullen called the meeting to order at 5:38 p.m. and asked the Corporate Secretary to call the roll. The following members were present: Commissioners Tony Mullen, Beth Graham, DeShon Leek and Tracy Thomas; Semone James (Alternate) and Sandra Zerkle (Alternate). Also present: Commissioners Dusty Horwitt and David Price.

Absent: None.

The Corporate Secretary declared a quorum.

**Public Comments**

There were no public comments.

**Approval of Minutes**

**Motion** by Commissioner Tracy Thomas, Seconded by Commissioner Beth Graham, to approve the HR Committee meeting minutes of March 16, 2023.

**Action:** Motion Carried.

**FY 2024 Board Appointee Performance Reviews**

HR Committee Chairperson Tony Mullen opened the floor for the Board Appointee Performance Reviews.

**Corporate Secretary**

Corporate Secretary LaVella J. Todd 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 Tracy Thomas, Seconded by Commissioner DeShon Leek, to go into closed session to discuss the contractual year-end performance evaluation of Corporate Secretary LaVella J. Todd.

**Roll Call Vote:**

**Yeas:** Commissioners Tony Mullen, Beth Graham, DeShon Leek and Tracy Thomas.

**Nays:** None.

**Action:** Motion Carried.

Commissioners Semone James, Sandra Zerkle, David Price, and Dusty Horwitt and Corporate Secretary, LaVella J. Todd were also requested to go into closed session.

The Human Resources Committee went into closed session at 5:43 p.m.

**Motion** by Commissioner DeShon Leek, Seconded by Commissioner Beth Graham, to reconvene into open session.

**Action:** Motion Carried.

The Human Resources Committee reconvened to open session at 6:00 p.m.

Upon conclusion of the Closed Session, the following motion was offered:

**Motion** by Commissioner DeShon Leek, Seconded by Commissioner Beth Graham, to forward the resolution reappointing LaVella J. Todd to the Charter position of Corporate Secretary for FY24 to the full Board for consideration.

**Action:** Motion Carried.

#### **General Manager**

General Manager Richard R. 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 Tony Mullen, Seconded by Commissioner Beth Graham, to enter into closed session to discuss the contractual year-end performance evaluation of General Manager, Richard R. Peffley.

#### **Roll Call Vote:**

**Yeas:** Commissioners Tony Mullen, Beth Graham, DeShon Leek, and Tracy Thomas.

**Nays:** None.

**Action:** Motion Carried.

Commissioners Semone James, Sandra Zerkle, David Price, and Dusty Horwitt and General Manager, Richard R. Peffley were also requested to go into closed session.

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

**Motion** by Commissioner Beth Graham, Seconded by Commissioner Tracy Thomas, to reconvene into open session.

**Action:** Motion Carried.

The Human Resources Committee reconvened to open session at 6:31 p.m.

Upon conclusion of the Closed Session, the following motion was offered:

**Motion** by Commissioner DeShon Leek, Seconded by Commissioner Beth Graham, to forward the resolution reappointing Richard R. Peffley to the Charter position of General Manager for FY24 to the full Board for consideration.

**Action:** Motion Carried.

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

A discussion was held on the subsequent steps for Board Appointed Employees contracts and the direction by which to proceed for filling the position of Internal Auditor. Chairperson Tony Mullen stated a procedure would be put in place for the hiring of new employees and the review of current employees. Hiring in-house and hiring a headhunter were the two choices offered by which to proceed. Suggestions were made for hiring a local candidate and adjusting the required credentials for the Internal Auditor position.

**Motion** by Commissioner Tony Mullen, Seconded by Commissioner Beth Graham, to charge the HR Chairperson and the Board Chairperson with the task of working with the appointed employees on their respective annual merit considerations on behalf of the Board of Commissioners.

**Action:** Motion Carried.

#### **Discussion on Follow-Up Communication**

A discussion was held on the receipt of communication received from a member of the public.

#### **Board of Commissioners Expenditures Resolution**

A discussion was held regarding whether the Board of Commissioners quarterly budget and expense report should be reviewed by the Executive Committee as stated in the Rules of Procedure, or by the Finance Committee. The resolution was tabled to be placed on the agenda of the July 11, 2023 Committee of the Whole meeting.

#### **Other**

A discussion was held regarding the Remote Work Agreement for all contracted employees. A resolution will be placed on the agenda for the July 11, 2023 Committee of the Whole meeting.

#### **Adjourn**

Meeting adjourned at 7:12 p.m.

Respectfully Submitted,  
Tony Mullen, Chairperson  
Human Resources Committee

**RESOLUTION 2023-XX-XX**  
**Board Appointees Remote Work Authorization**

WHEREAS, the Board of Commissioners of the Lansing Board of Water & Light (BWL) desires to provide for the authorization of remote work for each of its Board Appointees.

NOW, THEREFORE, BE IT RESOLVED, Board Appointees may work remotely in accordance with the requirements of the BWL's Remote Work Policy and the Chairperson of the Board is authorized to effectuate such agreements by signing the BWL's Remote Work Agreement with the Appointee.

Motion by Commissioner \_\_\_\_\_, Seconded by Commissioner \_\_\_\_\_, to approve the Resolution for Board Appointees Remote Work Authorization at a Board meeting held on \_\_\_\_\_, 2023.