



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

Thursday, May 8, 2025 ♦ 5:30 P.M.

**Board of Water & Light Headquarters – REO Town Depot
1201 S. Washington Ave., Lansing, MI 48910**

Human Resources Committee: Beth Graham, Committee Chairperson; Chris Harkins, DeShon Leek, Sandra Zerkle; Alternates: Tony Mullen, Dale Schrader; Non-Voting Members: J.R. Beauboeuf, Robert Worthy, Stuart Goodrich

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

AGENDA

Call to Order

Roll Call

Public Comments on Agenda Items

1. Human Resources Committee Meeting Minutes of March 18, 2025..... **TAB 1**
2. Appointed Employees FY25 Performance Evaluation **INFORMATION ONLY**
 - a. Corporate Secretary FY25 Performance Evaluation
 - b. General Manager FY25 Performance Evaluation
 - c. Internal Auditor FY25 Performance Evaluation

3. Process for Appointee Market Analysis and Compensation **INFORMATION ONLY**

Other

Adjourn

HUMAN RESOURCES COMMITTEE
Meeting Minutes
March 18, 2025

Human Resources (HR) Committee: Commissioner Beth Graham, Committee Chairperson; Commissioners Chris Harkins, DeShon Leek and Sandra Zerkle; Alternates: Tony Mullen, Dale Schrader; Non-Voting Members: Commissioners J. R. Beauboeuf, Stuart Goodrich and Robert Worthy.

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 18, 2025.

HR Committee Chairperson Beth Graham called the meeting to order at 5:00 p.m. and asked the Corporate Secretary to call the roll. The following members were present: Commissioners Beth Graham, Chris Harkins, DeShon Leek, and Sandra Zerkle; also present: Alternate Commissioner Dale Schrader; Commissioner Semone James; and Non-Voting Commissioner Robert Worthy (Delta Township)
Absent: None.

The Corporate Secretary declared a quorum.

Public Comments

There were no public comments.

Approval of Minutes

Motion by Commissioner DeShon Leek, **Seconded** by Commissioner Sandra Zerkle, to approve the HR Committee meeting minutes of September 10, 2024.

Action: Motion Carried.

Market Analysis Review for Appointees

Executive Director of Human Resources, Michael Flowers, presented the process for going through a market analysis for the three appointed employees' salaries and position descriptions, including the placement in pay grades, reviewing any movements in the markets, and a comparison with similar industries. Recommendations for the appointed employees are brought to the Human Resources Committee Chairperson and members, and then to the full Board for approval.

Commissioner Leek asked whether the current volatility of the market has been experienced before and what was done for the point system in that situation. Mr. Flowers responded that projection and what makes sense is evaluated.

Commissioner Harkins asked for a general timeline for the market analysis and position descriptions. Mr. Flowers stated that a market analysis takes one to four weeks to obtain. Mr. Flowers added that a structured compensation philosophy is in place that has been followed for the last couple of years.

Commissioner Zerkle commented that it is requested by the HR Committee to have the evaluation process completed by July 1 and Mr. Flowers responded that the schedule will be presented in the next agenda item.

Performance Management Evaluation Questions for Appointees

Mr. Flowers presented the timeline and process that will be followed for the performance evaluations to be in place by July 1, and to be ready for the committee meeting for the reappointment of the appointees and extension of their contracts. The first step is sending the self-evaluations to the appointed employees and receiving those evaluations back from them. The second step is sending the returned self-evaluations to the Commissioners to review and to complete the appointed employees' performance evaluations, and the third step is to send the completed performance evaluations to the HR Committee Chairperson and Mr. Flowers to compile prior to the HR Committee Meeting in May and then for the Board Meeting in May. Mr. Flowers added that communication will be sent to the Commissioners when the self-evaluations have been sent to the appointed employees and additional communications will be sent for each subsequent step.

Commissioner Zerkle asked if Chief of Staff Smiljana Williams would be the point person this year also for the collection and distribution of the information to be sent to the Commissioners prior to the finalization of the information. Mr. Flowers affirmed.

Commissioner Schrader asked when the appointees can expect the self-evaluation questions. Mr. Flowers asked Chairperson Graham when she wanted the self-evaluations sent out. Mr. Flowers added, for example, he could send the self-evaluations on March 19 with a requested return date of April 2nd. Chairperson Graham responded that sending out the self-evaluations by March 24th with a return date of two weeks is reasonable.

Commissioner James requested copies of the current contracts of the appointed employees be sent to the Commissioners as the Commissioners are bound by the contract. Chairperson Graham asked when copies of the contracts should be sent and Commissioner James responded that copies should be sent right after the contracts have been signed. Chairperson Graham responded that copies of the current contracts will be sent to the Commissioners with the self-evaluations.

Mr. Flowers proposed the schedule of sending the self-evaluations on March 24th, receiving back the appointed employees self-evaluations on April 7th, allow a couple days to review the compilation, and then sending the completed self-evaluations, along with copies of the contracts, to the Commissioners on April 10th.

Commissioner James requested confirmation that the Board will receive on April 10th the self-evaluations, etc. and are to return them by May 2nd in order to be ready for the May 13th

Committee meeting. Chairperson Graham and Mr. Flowers affirmed that was what was being proposed. Commissioner James suggested the return date be April 28th. Chairperson Graham responded that the interviews could be conducted on May 6th, and the HR Committee would meet on May 13th.

Commissioner Zerkle asked if that would be enough time to put the contracts together. Mr. Flowers responded that there are usually only minor adjustments needed.

Commissioner Harkins asked what was done previously for the scheduling of the appointed employees re-appointment items. Commissioner James and Mr. Flowers responded that Commissioners' schedules have fluctuated and the schedule is determined annually by the Commissioners.

Commissioner Zerkle requested the wage averages of the three appointed employees be sent to the Commissioners. Mr. Flowers responded that the pay grade and amount for the appointees can be provided to the Commissioners.

Mr. Flowers proposed that the final schedule will be to send out the appointee self-evaluations and an email notification to Commissioners on March 24th with a request to return by April 7th. Upon compilation by Mr. Flowers, a copy of each contract, salary, and pay grade for the appointed employees will also be sent along with the self-evaluations and performance questions to the Commissioners on April 10th. The completed performance evaluations will be sent to the HR Committee Chairperson and Mr. Flowers by April 28th. On May 6th, a special meeting will be held and on May 13, an HR Committee Meeting will be held.

Commissioner James asked if a copy of the evaluations can be sent to the Commissioners. Mr. Flowers responded that he would send them.

Commissioner James asked whether the special meeting on May 6th would be a special HR or COW Meeting. Commissioner Zerkle responded it would be an HR Committee meeting. Commissioner James asked whether there would be closed sessions at the May 6th meeting. Mr. Flowers responded that there will be closed sessions to discuss the evaluations.

Commissioner Harkins asked if the meeting to be held on May 6th was to be voted on or was it a set date. Chairperson Graham responded that May 6th is the day that is being proposed to conduct the evaluation part of the process. Commissioner James added that the special meeting allows the Chairperson to meet with the appointed employees to negotiate their contracts.

Motion by Commissioner Chris Harkins, **Seconded** by Commissioner Sandra Zerkle to distribute the self-evaluations to the appointed employees on March 19th; for the self-evaluations to be due back to Michael Flowers on April 7th; for the existing contracts, the compiled evaluations and

the performance evaluation questions to be sent to the Commissioners on April 10th; for the latter to be due back to Michael Flowers and the HR Committee Chairperson on April 28th; for a special HR Committee Meeting to be held on May 6th; and for discussion to be held at an HR Committee Meeting on May 13th.

Action: Motion Carried.

Commissioner Worthy asked if there was a process for modifying the appointed employee job descriptions. He noted that the General Manager's job description doesn't include responsibility for chilled water. Chairperson Graham responded that Mr. Flowers can make the modification.

Other

There was no other business.

Adjourn

Meeting adjourned at 5:41 p.m.

Respectfully Submitted,
Beth Graham, Chairperson
Human Resources Committee