



HUMAN RESOURCES COMMITTEE MEETING
LANSING BOARD OF WATER AND LIGHT BOARD OF COMMISSIONERS
Tuesday, October 12, 2021 ♦ 5:00 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>.

Call to Order

Roll Call

Public Comments on Agenda Items

1. Human Resources Committee Meeting Minutes of July 13, 2021..... **TAB 1**
2. Job Description Review - Charter Appointed Position of Corporate Secretary **TAB 2**
3. Hiring Process Update - Charter Appointed Position of Internal Auditor

Other

Adjourn

Based on recommendations from the Centers for Disease Control (CDC), and in accordance with the City of Lansing, the Board of Commissioners are requesting members of the public, staff and Board Members to wear a face covering at Committee and Regular Board Meetings.

HUMAN RESOURCES COMMITTEE

Meeting Minutes

July 13, 2021

The Human Resources Committee of the Lansing Board of Water and Light (BWL) met at BWL Headquarters REO Town Depot located at 1201 S. Washington Ave., Lansing, MI at 5:15 p.m. on Tuesday, July 13, 2021.

Human Resources (HR) Committee Chairperson Tony Mullen called the meeting to order at 5:15 p.m. and asked the Corporate Secretary to call the roll.

Present: Commissioners Tony Mullen, DeShon Leek, Tracy Thomas, and Sandra Zerkle. Also present: Commissioners Beth Graham, David Lenz, and David Price; and Non-Voting Commissioners Douglas Jester (East Lansing), and Larry Merrill (Delta Township)

Absent: None

The Corporate Secretary declared a quorum.

Public Comments

There were no public comments.

Approval of Minutes

Motion by Commissioner Zerkle, **Seconded** by Commissioner Leek, to approve the Human Resources Committee meeting minutes of June 15, 2021.

Action: Motion Carried.

Collective Bargaining Agreement—BWL and IBEW

General Manager (GM) Dick Peffley spoke about the Collective Bargaining Agreement between BWL and IBEW and presented a resolution to be forwarded to the Board for consideration. GM Peffley presented two points regarding the contract.

- The tentative agreement was made four months ahead of the deadline and contains a four-year contract with a 3.5% increase in the first year and three 3% increases in the remaining years. The contract is from November 2021 through November 2024. The goal was for an economic package to be settled in advance in order that there would be less distraction and stress for the work force while coming out of the pandemic. There are projects and opportunities where flexibility in the work force will be needed and the tentative agreement will smooth the process with the option of continuing negotiations as needed.

Commissioner Zerkle commended GM Peffley, the IBEW and the staff for putting the contract together quickly and within financial guidelines. GM Peffley responded that he was pleased with the contract result, as he had requested that Ron Byrnes, IBEW (Local 352) Business Manager and Michael Flowers, Executive Director of Labor Relations, put together a contract and bring it to him for discussion. The contract he received from the above mentioned, differentiated only 0.5% in what he had looked-for, and that was very pleasing.

Commissioner Leek also congratulated GM Peffley and IBEW Local 352 on the contract negotiations process.

Motion by Commissioner Thomas, **Seconded** by Commissioner Zerkle, to forward the Resolution for the Collective Bargaining Agreement between BWL and IBEW dated and signed June 1, 2021 to the full Board for consideration.

Action: Motion Carried.

Excused Absence

There were no excused absences.

Other

There was no other business.

Adjourn

HR Chair Mullen adjourned the meeting at 5:25 p.m.

Respectfully Submitted,
Tony Mullen, Chair
Human Resources Committee

Job Code: 9004
Skill Family: Director
Grade: 2

Title: Corporate Secretary-Charter Appointed Position-Updated

JOB SUMMARY:

Responsible to the Board of Commissioners as their official central point of contact representative and the BWL's Corporate. Core function of position also handles the day-to-day liaison activities between the Commissioners, Senior Management and City Officials.

In essence this position serves at the Board of Commissioner's pleasure, which includes interacting on both an individual and collective manner with diplomacy and confidentiality.

PRINCIPAL JOB DUTIES:

Directing the activities related to official business of the Board of Directors of Commissioners

Coordinating and attending board, special board and committee meetings, public hearings and drafting minutes (which include resolutions and actions of the Board of Commissioners).

Serves as a liaison activity between the Commissioners, Senior Management and City Officials. Arranges meetings with new Commissioners and Senior Management; prepares orientation materials, including Commissioner roster, City Charter, Rules of Procedure, Organizational Chart, Budget and Audit reports and related governance materials.

Maintaining key corporate documents and records

Manage and Maintain the Commissioner's access to all corporate records, communications and informational material (both internal and external to the BWL) This also includes facilitating the administrative for policies, whether it's through Board of Commissioner approval or acknowledging and filing those that are operational under the General Manager's approval authority. Maintains a broad corporate records system to assure efficient record retrieval, record security and record retention.

Certain corporate administrative responsibilities include, but are not limited to the following

Accepts legal service and official legal notice on behalf of the BWL.

Accepts service of Legal process against the company.

Authorized signatory for Board of Water and Light Checks.

Maintain an updated vehicle title holding list.

Authorized signatory for formal Board of Water and Light contracts and agreements; certifies corporate documents and attests to their legitimacy (including vehicle titles.)

Maintain follow up validations for legally required and timely filed Financial and budget documents with the State of Michigan and City of Lansing.

Assist Legal Department with Freedom of Information Officer (FOIA) compilations, complies with procedures of the Open Meetings Act, and accepts legal service on behalf of the Board of Water and Light and the Board of Commissioners.

Coordinate travel arrangements and registrations for Commissioner to attend national conferences and or governance training seminars.

CORE COMPETENCIES:

Understanding the BWL’s business thoroughly

Having knowledge of the BWL’s corporate and legal transactions

Demonstrating an “executive presence,” backed up with solid communication skills

Being sensitive and intuitive to the perspective of the Board of Commissioners, General Manager and Internal Auditor

Being able to lead and work within a multi-disciplinary setting to achieve consensus

Knowing how to overcome bureaucratic thinking

Being detail-oriented

Being flexible and creative

Maintaining the appropriate perspective, no matter how pressured a situation

THE ABOVE STATEMENTS GENERALLY DESCRIBES THE PRINCIPAL AND ESSENTIAL FUNCTIONS OF THE JOB BUT SHOULD NOT BE CONSTRUED AS A DETAILED DESCRIPTION OF ALL ESSENTIAL FUNCTIONS THAT MAY BE INHERENT IN THE JOB.

SPECIFICATIONS

Corporate Secretary

9004

Director 2

Job Title

Job Code

Job Grade

EXPERIENCE, KNOWLEDGE, RESPONSIBILITIES

Bachelor’s degree or equivalent in Business Administration, or related field.

Approximately 5 to 10 years of related corporate and office administration experience.

Project management skills

Excellent oral/written communication skills.

Knowledge of Roberts Rules of Order

Ability to:

- plan, direct and manage the work of others
- manage and supervise staff
- organize, plan and prioritize projects
- identify problems and propose and implement solutions
- conduct group presentations

Knowledge of:

- software applications to include Word, Access, Excel, Adobe Acrobat, and PowerPoint
- company procedures and departmental functions
- finance, budget and planning issues
- board processes, procedures and functions
- developing and work in a team-based environment

Created:

Revised:

Job Code: 9004

Board of Commissioner's Approval

Date

Human Resources Sign Off

Date