



**LANSING BOARD OF WATER & LIGHT BOARD OF COMMISSIONERS
HUMAN RESOURCES COMMITTEE MEETING
Thursday, March 17, 2022 ♦ 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>.

Agenda

Call to Order

Roll Call

Public Comments on Agenda Items

1. Approval of Minutes
 - a. Human Resources Committee Meeting Minutes of October 26, 2021**TAB 1a**
 - b. Human Resources Committee Meeting Minutes of October 27, 2021**TAB 1b**
 - c. Human Resources Committee Meeting Minutes of January 20, 2022**TAB 1c**
2. Status of Search Process for Corporate Secretary **INFORMATION**
3. Review Tabulation of Current Candidates' Interviews and Selection for Next Round**ACTION ITEM**
4. Next Steps **DISCUSSION**
5. Status of Search Process for Director Internal Auditor..... **INFORMATION**

Other

Adjourn

HUMAN RESOURCES COMMITTEE

Meeting Minutes

October 26, 2021

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 4:30 p.m. on Tuesday, October 26, 2021.

Human Resources (HR) Committee Chairperson David Price called the meeting to order at 4:30 p.m. and asked the Corporate Secretary to call the roll. The following members were present: Commissioners Chair David Price, DeShon Leek, Tony Mullen and Tracy Thomas. Also present: Commissioners Dusty Horwitt and Sandra Zerkle; and Non-Voting Commissioner Brian Ross (DeWitt Township)

Absent: None

Public Comments

None

Approval of Minutes

Motion by Commissioner Mullen, **Seconded** by Commissioner Thomas, to approve the Human Resources Committee meeting minutes and the Closed Session meeting minutes of October 12, 2021.

Action: Motion Carried.

Interview Candidates for the Charter Appointed Position of Internal Auditor

The Human Resources (HR) Committee conducted the first set of interviews with three of the five applicants for the Charter Appointed position of Internal Auditor, in accordance with Section 5-202.2 of the Lansing City Charter, which states: "The Board shall appoint an Internal Auditor who shall report directly to the Board. The Internal Auditor shall serve at the pleasure of the Board."

The HR Committee members presented the three applicants with hypothetical situation questions as well as questions about previous experiences in particular work areas.

Upon conclusion of each applicant's interview, the HR Committee engaged in discussion, reviewed, and considered each applicant.

Other

None

Adjourn

Chair Price adjourned the meeting at 7:40 p.m.

Respectfully Submitted,
David Price, Chair
Human Resources Committee

HUMAN RESOURCES COMMITTEE

Meeting Minutes

October 27, 2021

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 4:30 p.m. on Wednesday, October 27, 2021.

Human Resources (HR) Committee Chairperson David Price called the meeting to order at 4:30 pm and asked the Corporate Secretary to call the roll. The following members were present: Commissioners Chair David Price, DeShon Leek, Tony Mullen and Tracy Thomas. Also present: Commissioners Semone James (by phone), Dusty Horwitt and Sandra Zerkle; and Non-Voting Commissioner Brian Ross (DeWitt Township)

Absent: None

Public Comments

None

Interview Candidates for the Charter Appointed Position of Internal Auditor

The Human Resources (HR) Committee conducted the second set of interviews with two of the five applicants for the Charter Appointed position of Internal Auditor, in accordance with Section 5-202.2 of the Lansing City Charter, which states: "The Board shall appoint an Internal Auditor who shall report directly to the Board. The Internal Auditor shall serve at the pleasure of the Board."

The HR Committee members presented the two candidates with hypothetical situation questions as well as questions about previous experiences in particular work areas.

Upon conclusion of each applicant's interview, the HR Committee engaged in discussion, reviewed, and considered each applicant.

Commissioner Zerkle recommended that the Director of the Human Resources Department forward the information of all applicants to the Human Resources Committee with an indication of the level of qualification for the Internal Auditor position.

Commissioner Thomas commented that the interviewing process should be thorough in order to obtain the right applicant who would fill the position for a lengthy amount of time. Commissioner Thomas also asked for a search firm independent of BWL Management to search for candidates for the Internal Auditor position.

Chair Price reported the scoring values for each candidate and noted that Commissioner Thomas didn't vote.

Commissioner Thomas commented that it is the Board of Commissioners' responsibility to appoint a qualified person for the position of the three employees. The process is to be perceived

as fair and objective and the applicant should possess the qualifications to perform the job and work well with the BWL culture. Commissioner Thomas added that additional time should be taken to find the best applicant, the application should be opened to a broader pool of applicants, and a search firm should be enlisted to assist with the selection. Commissioner Thomas stated that in the previous hiring process, the Board of Commissioners interviewed the applicants, along with the search firm, and the Human Resources Department didn't. Commissioner Thomas stated that he would vote no as he didn't feel comfortable with the current process. Human Resources Executive Director, Lynnette Keller, responded that a search firm had been contracted from which the top two candidates were obtained. Ms. Keller added that the job posting was sent out through multiple mechanisms, such as the BWL website, Indeed.com, and Glassdoor.com.

Commissioner Mullen commented that a search firm was hired for the last interviewing process for the position of Internal Auditor and it didn't work out. Commissioner Mullen thought BWL's internal service through the Human Resources Department would be adequate for this interview process. Commissioner Mullen added that he thought the current candidates were adequate but has no problem with the application process being reopened.

Chair Price stated that the hiring process started with an approved Internal Auditor job description, then the HR Department utilize their contracted search firm and posted the job opening on several sites. When the applications were received in house, the applications were sent to all of the Commissioners to review and five candidates were selected to interview. Chair Price asked what else could be done to improve the process. Commissioner Thomas responded that the information wasn't received until right before the Committee meeting. Commissioner Leek commented that the Commissioners were provided the information from the applicants but weren't included by the HR Department in the process. Commissioner Thomas added that the Commissioners are not involved in the hiring process of the 650+ BWL employees but the three employees are their responsibility. The process should involve extensively searching for an applicant as the Internal Auditor position is a major position in the company with a large financial responsibility. Chair Price stated that the HR Department does the vetting of the qualifications of the applicants and the Commissioners conduct the interviews of the applicants just like managers of BWL departments conduct the interviews of applicants for their departments.

Motion by Chair David Price, **Seconded** by Commissioner Tony Mullen to reopen the hiring process for additional candidates and to have the Human Resources Department hire an additional independent search firm.

Action: Motion failed. (Yeas 2: Commissioners DeShon Leek and Tracy Thomas; Nays 2: Chair Price and Commissioner Tony Mullen)

Commissioner Mullen commented that he didn't think the hiring process needed to be reopened or that an additional search firm was needed but was not completely opposed to it. Commissioner Mullen is willing to change his vote to obtain additional applicants from a wider net. Commissioner Thomas stated that the current applicants would still be considered.

Commissioner Zerkle asked if there would be guidelines put in place for the length of time to receive additional applications. Commissioner Mullen stated that he had no problem with delegating authority to the Human Resources Department for proceeding with recruiting applications for the Internal Auditor position.

Commissioner Mullen made a motion to reopen the application process for the Internal Auditor position with an independent search firm and finish the process by the end of November.

Commissioner Thomas requested that the Board of Commissioners be mentioned and included in the motion to reopen the application process and search with an independent search firm and that by the end of November be removed from the motion.

Commissioner Horwitt commented that it was important to have the appearance of independence in the process, the search firm should report to the Board of Commissioners and it would give added confidence to the Board that the decision was made without BWL management's influence.

Commissioner Mullen asked that the hiring of a new Internal Auditor be done as expeditiously as possible. Commissioner Thomas asked for a copy of the previous hiring process to be sent to the Commissioners. Chair Price stated that the previous Internal Auditor hiring process transpired from January to May 2019 and included acquiring a search firm, searching for applicants, survey responses from Commissioners, initial screening of candidates by the HR Director, and scheduling interviews.

Commissioner Mullen withdrew his previous motion and another motion was made.

Motion by Commissioner Mullen, **Second** by Commissioner Leek to start the process to hire an independent search firm for both the Corporate Secretary and Internal Auditor positions.

Action: Motion Failed (Yeas 2: Commissioner Leek, Commissioner Mullen; Nays 2: Chair Price, Commissioner Thomas)

Another motion was made.

Motion by Commissioner Mullen, **Second** by Commissioner Thomas to start the process to hire an independent search firm to produce candidates for the positions of Corporate Secretary and Internal Auditor, which will be thoroughly vetted by the HR Committee

Action: Motion Carries (Yeas 3: Commissioner Leek, Commissioner Mullen, Commissioner Thomas; Nays 1: Commissioner Price)

Other

None

Adjourn

Chair Price adjourned the meeting at 7:20 p.m.

Respectfully Submitted,
David Price, Chair
Human Resources Committee

**JANUARY 20, 2022 HUMAN RESOURCES COMMITTEE MEETING MINUTES TO BE DISTRIBUTED AT THE
MARCH 17, 2022 HUMAN RESOURCES COMMITTEE MEETING**