

AGENDA

HUMAN RESOURCES COMMITTEE MEETING

May 31, 2016

5:30 P.M. – 1201 S. Washington Ave.

REO Town Depot

Call to Order

Roll Call

Public Comments on Agenda Items

1. Human Resources Committee Meeting Minutes of March 15, 2016..... **TAB 1**

2. FY 2017 Board Appointee Performance Reviews

a) Corporate Secretary/Reappointment Resolution..... **TAB 2**

b) Internal Auditor/Reappointment Resolution..... **TAB 3**

c) General Manager/Reappointment Resolution..... **TAB 4**

3. Subsequent Steps for Board Appointed Employees Contracts.....**DISCUSSION ONLY**

4. Other

Adjourn

HUMAN RESOURCES COMMITTEE

March 15, 2016

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 5:30 p.m. on Tuesday, March 15, 2016.

Human Resources (HR) Committee Chairperson Tony Mullen called the meeting to order and asked the Corporate Secretary to call the roll. The following members were present: Commissioners Tony Mullen, Sandra Zerkle, Anthony McCloud. Also present: Commissioners Ken Ross and Non-Voting Commissioners Mike Froh (Meridian Township), Bill Long (Delta Township) and Robert Nelson (E. Lansing).

Absent: Commissioner Alley

Public Comments

None

Approval of Minutes

Motion by Commissioner McCloud, Seconded by Commissioner Zerkle, to approve the Human Resources Committee meeting minutes of November 10, 2015.

Action: Motion Carried.

Cafeteria and Post Retirement Benefit Plan Update/Proposed Amendments Resolution

General Manager Peffley introduced Brandie Ekren, General Counsel, who provided plan update and the proposed changes on the Cafeteria and Post Retirement Benefit Plan.

Proposed Resolution

Adoption of the Amendments to the Cafeteria Plan and Post-Retirement Benefit Plan

WHEREAS, the Lansing Board of Water and Light (the "BWL") maintains the Lansing Board of Water and Light Cafeteria Plan (the "Cafeteria Plan'1) and the Post-Retirement Benefit Plan for Eligible Employees of Lansing Board of Water and Light (the "Post-Retirement Benefit Plan"), for the benefit of certain of its employees and retirees; and

WHEREAS, the BWL desires to amend the Cafeteria Plan (for certain technical regulatory changes) and the Post-Retirement Benefit Plan (for certain plan design changes for consistency with Plan operations and administration).

NOW THEREFORE, the BWL does hereby authorize, approve and adopt the following resolutions:

RESOLVED, that the Amendment and Restatement of the Cafeteria Plan (as of February 1, 2016, in the form attached hereto) is hereby adopted and approved; and
BE IT FURTHER RESOLVED, that the Amendment and Restatement of the Post-Retirement Benefit Plan (as of February 1, 2016, in the form attached hereto) is hereby adopted and approved; and

BE IT FURTHER RESOLVED, that the officers of the BWL, and their designee(s), are hereby authorized and directed to take such actions and to implement and execute such documents and instruments (including the amendments referenced above as well as ancillary documentation) as necessary or desirable to effectuate the intent of these resolutions.

Commissioner Ross stated that he submitted some question concerning today's Agenda items. General Counsel Ekren advised that she would be immediately providing written responses to the submitted questions.

Motion by Commissioner McCloud, Seconded by Commissioner Zerkle, to forward the proposed resolution for Adoption of the Amendments to the Cafeteria Plan and Post-Retirement Benefit Plan to full Board for consideration.

Action: Motion Carried.

Defined Contribution Plan Update/Proposed Amendment Resolution

Brandie Ekren, General Counsel, provided an update to the Defined Contribution Plan for the general employees and for board appointed employees. Ms. Ekren stated that the major proposed change to the plan is to allow individuals who are on military leave to accrue Defined Contribution payments, opposed to receiving pension contribution at the time of return from military leave.

The second change is concerning the board appointed plan, which removes the General Manager from the plan.

Proposed Resolution
Restated and Amended Defined Contribution Plan
With International City/County Management Association (ICMA) Plan

Resolved, that the Board of Commissioners hereby amends and restates the ICMA Retirement Corporation Governmental Money Plan & Trust and any associated amendments provided by the two Plan Adoption Agreements for the Lansing Board of Water & Light (BWL) 401a Defined Contributions for Plan # 106696 and Plan # 108824 respectively.

Further Resolved the Plan Adoption Agreements restate the same benefits as previously adopted, with a change to the Plans that for Active duty in the Military the BWL will continue plan contributions while on Active duty.

Further Resolved that the General Manager is removed from Plan # 108824.

Further Resolved, that the Chair is hereby authorized to execute the above referenced documents on behalf of the Board of Commissioners.

Motion by Commissioner McCloud, Seconded by Commissioner Zerkle, to forward the proposed resolution for Restated and Amended Defined Contribution Plan With International City/County Management Association (ICMA) Plan to full Board for consideration.

Action: Motion Carried.

Other

None

Excused Absence

Motion by Commissioner Zerkle, Seconded by Commissioner McCloud, to excuse Commissioner Alley from tonight's meeting.

Action: Motion Carried

Public Comments

None

Adjourn

Motion by Commissioner McCloud, Seconded by Commissioner Zerkle, the meeting adjourned at 5:49 p.m.

Action: Motion Carried

Respectfully Submitted
Tony Mullen, Chair
Human Resources Committee

Proposed Resolution
Appointment of the Charter Position of Corporate Secretary

The Board's Rules of Administrative Procedures specify that the Board is to appoint a Director and General Manager, Internal Auditor, and Corporate Secretary, at its first regular meeting following July 1st of each year or as soon as practicable thereafter.

RESOLVED, That the Board of Commissioners hereby appoints the following individual to the Charter position of Corporate Secretary for fiscal year 2016-2017, or, until a successor is appointed, whichever last occurs:

M. Denise Griffin, Corporate Secretary

Proposed Resolution
Appointment of the Charter Position of Internal Auditor

The Board's Rules of Administrative Procedures specify that the Board is to appoint a Director and General Manager, Internal Auditor, and Corporate Secretary, at its first regular meeting following July 1st of each year or as soon as practicable thereafter.

RESOLVED, That the Board of Commissioners hereby appoints the following individual to the Charter position of Internal Auditor for fiscal year 2016-2017, or, until a successor is appointed, whichever last occurs.

Philip Perkins, Internal Auditor

Proposed Resolution
Appointment of the Charter Position of Director and General Manager

The Board's Rules of Administrative Procedures specify that the Board is to appoint a Director and General Manager, Internal Auditor, and Corporate Secretary, at its first regular meeting following July 1st of each year or as soon as practicable thereafter.

RESOLVED, That the Board of Commissioners hereby appoints the following individual to the Charter position of Director and General Manager for fiscal year 2016-2017, or, until a successor is appointed, whichever last occurs:

Richard R. Peffley, Director and General Manager
