



**HUMAN RESOURCES COMMITTEE MEETING Via WEBEX  
LANSING BOARD OF WATER AND LIGHT BOARD OF COMMISSIONERS**

**Tuesday, June 15, 2021 ♦ 5:30 P.M. ♦ 1201 S. Washington Ave., Lansing, MI 48910**

**AGENDA**

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

Due to public safety concerns resulting from the COVID-19 Pandemic, this meeting will be conducted via WebEx Conferencing. Instructional options to be in attendance are as follows:

**1. Event Address for Attendees:**

<https://lbwlevents.webex.com/lbwlevents/onstage/g.php?MTID=e31f1898a5116bb599080eb3f46b268aa>

**Event Number for Attendees: 132 102 7716**

**Event password: B7u7JdVKW9p**


**2. Audio conference: United States Toll +1-408-418-9388 Access code: 132 102 7716**

Call to Order

Roll Call

Public Comments on Agenda Items

Options for Public Comment (PC) participation include:

- Raising your hand by clicking on the hand  icon button in the Participants panel
- Submitting written comments by email to [mdenise.griffin@lbwl.com](mailto:mdenise.griffin@lbwl.com) (By the End of PC)
- Submitting written comments to 1201 S. Washington Ave., Lansing, MI 48910

1. Human Resources Committee Meeting Minutes of May 18, 2021..... **TAB 1**

2. FY 2022 Board Appointee Performance Reviews

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

b) General Manager/Proposed Reappointment Resolution..... **TAB 3**

c) Internal Auditor/Proposed Reappointment Resolution..... **TAB 4**

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

Other

Adjourn

In compliance with the order from the Director of the Michigan Department of Health and Human Services and the order from the Ingham County Health Department, in an effort to protect the health and safety of the public, to mitigate the spread of COVID-19 and to provide essential protections to vulnerable Michiganders and this State’s health care system and other critical infrastructure, it is crucial that all

Michiganders take steps to limit in person contact, particularly in the context of large groups. Therefore, the above meeting will be conducted via audio/video conference in accordance with the Open Meetings Act, as amended by Public Act 228 of 2020 effective on October 16, 2020. Members of the public wishing to participate in the meeting may do so by logging into or calling into the meeting using the website or phone number and the meeting ID provided above.

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the Office of the BWL Corporate Secretary at (517) 702-6033 or [mdenise.griffin@lbwl.com](mailto:mdenise.griffin@lbwl.com), or utilize TTY by dialing 7-1-1. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

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

## HUMAN RESOURCES COMMITTEE

### Meeting Minutes

May 18, 2021

The Human Resources Committee of the Lansing Board of Water and Light (BWL) met via WebEx (BWL Headquarters-REO Town Depot located at 1201 S. Washington Ave., Lansing, MI) at 5:30 p.m. on Tuesday, May 18, 2021.

Event Address for Attendees:

<https://lbwlevents.webex.com/lbwlevents/onstage/g.php?MTID=ecbb071b695d2ff0afd75dc61559be7e4>

Event Number for Attendees: 132 881 6463 Event Password: DFsAw7rNS22

Audio Conference: United States Toll +1-408-418-9388 Access Code: 132 881 6463

Human Resources (HR) Committee Chairperson Tony Mullen called the meeting to order at 5:30 p.m. and asked the Corporate Secretary to call the roll.

The following Commissioners were present via audio/video:

Tony Mullen remotely, Lansing, MI (Member)	DeShon Leek remotely, Lansing, MI (Member)
Tracy Thomas remotely, Lansing, MI (Member)	Sandra Zerkle remotely, Lansing, MI (Member)
Stuart Goodrich remotely, Delhi Township, MI	Larry Merrill remotely, Delta Township, MI
David Price remotely, Lansing, MI	Ken Ross remotely, Lansing, MI

Absent: None

The Corporate Secretary declared a quorum.

#### **Public Comments**

None.

#### **Approval of Minutes**

**Motion** by Commissioner Thomas, **Seconded** by Commissioner Leek, to approve the Human Resources Committee meeting minutes of March 16, 2021.

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

**Yeas:** Commissioners Tony Mullen, Deshon Leek, Tracy Thomas, and Sandra Zerkle.

**Nays:** None.

**Action:** Motion Carried.

#### **Retirement Plan Committee (RPC) Administrative Updates: Nationwide Transition**

General Manager Peffley introduced CFO Heather Shawa to present the Retirement Plan Committee (RPC) Administrative updates. CFO Shawa introduced CAPTRUST advisor, Ms. Dori Drayton, who was available to answer questions. CFO Shawa reported that the transition to Nationwide became effective on April 29, 2021. Nationwide held 12 virtual workshops to assist participants with the transition and a BWL account representative was reserved the first two weeks of May. There was an overwhelming response with positive feedback for both of these. Ms. Shawa reported that updates to the 457 Plan document and adoption agreements were made to ensure and clarify alignment with IRS Code requirements and that all plan documents and adoption agreements will be made accessible in an updated Trustee resource. Ms. Shawa concluded with an update that an official request for reimbursement from ICMA-RC for applicable expenses/fees related to the Voluntary Correction Program had been made.

Commissioner Mullen asked if the reimbursements from ICMA have been completed or if there could be future disputes made. CFO Shawa responded that ICMA is required per agreement to reimburse and the full amount had been requested.

Commissioner Zerkle asked whether participants will pay for both ICMA and Nationwide fees if the Roth IRA account that participants had with ICMA are not available with Nationwide. CFO Shawa responded that participants will pay the fee for the Roth IRA product as it is outside BWL's plan. Human Resources Executive Director, Ms. Lynnette Keller, clarified that there is a post-tax election Roth option that is sponsored by the BWL 457 Plan and a Roth IRA that is outside of the plan.

### **Human Resources Department – A Year In Review**

GM Peffley gave the floor to Human Resources (HR) Executive Director, Ms. Lynnette Keller, to present the HR Department Year in Review. Ms. Keller reported alignment with HR Key Priorities to the Utility of the Future Vision and Strategic plan such that cultivating a generative safety culture; attracting, developing and retaining a highly skilled, diverse and culturally intelligent workforce; cultivating employee engagement that promotes a positive work environment, professional development, and career growth with emphasis on succession planning are the three main strategies in the strategic plan. Ms. Keller reported on the areas where HR contributed: some examples include recruiting and retention; safety and security; benefits and retirement; organizational development and training including ISO certification and the Leadership Academy; organizational change management including the training of 25 new Prosci certified change practitioners; employee engagement; technology upgrades including implementing the Pacycor Recruiting and Onboarding Systems; performance management including deployment of the Performance Review Application tool; compensation management including reviewing and updating all non-bargaining position descriptions; diversity, equity and inclusion; and internal improvements. The key priorities shared align with the utility of the future vision, and the strategic priority of engagement and diversity.



Commissioner Thomas commented that Ms. Keller's presentation was informative and that the portion that was presented regarding equity, inclusion, recruiting and retention were explained well, but did have some questions or concerns regarding the lack of information in regard to diversity. Commissioner Thomas suggestions to include the Word diversity in the wheel (see graphic above) to emphasize the important of the great work that was presented in the strategic plan.

Commissioner Zerkle requested definitions for some of the HR terminology, asked whether a quarterly or semi-annual report on the results of the diversity plans implemented would be provided, and what was being considered for employees as the COVID-19 mask restrictions have been lifted. GM Peffley responded that BWL is governed by MIOSHA and that employees who want to return to in-person work will start to return on May 24, 2021. The remainder of the employees will return in phases in July 2021.

MIOSHA requirements are being reviewed to ensure that there is adherence to their guidelines. GM Peffley also responded that definitions for the HR terminology will be provided.

**Appointed Employee Development Process**

Human Resources Committee Chairperson Tony Mullen stated that this document is a skeleton of what it could be and that this was the beginning of developing a process for Board Appointed Employee's development process. Attending Commissioners engaged in dialogue, suggested language and word-smithed the proposed process document.

**Other**

None.

**Adjourn**

Chair Mullen adjourned the meeting at 6:59 p.m.

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 1<sup>st</sup> 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 fiscal year 2021-2022 or until a successor is appointed, whichever last occurs:

M. Denise Griffin, Corporate Secretary

FURTHER RESOLVED, That the Chair of the Board of Commissioners is authorized to execute any and all contractual amendment documents which reflect merit adjustments recommended by the Human Resources Committee for FY 2021's performance.

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 1<sup>st</sup> 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 2021-2022 or until a successor is appointed, whichever last occurs:

Richard R. Peffley, Director and General Manager

FURTHER RESOLVED, That the Chair of the Board of Commissioners is authorized to execute any and all contractual amendment documents which reflect merit adjustments recommended by the Human Resources Committee for FY 2021's performance.

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 1<sup>st</sup> 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 2021-2022 or until a successor is appointed, whichever last occurs.

Wesley Lewis, Internal Auditor

FURTHER RESOLVED, That the Chair of the Board of Commissioners is authorized to execute any and all contractual amendment documents which reflect merit adjustments recommended by the Human Resources Committee for FY 2021's performance.