



**HUMAN RESOURCES COMMITTEE MEETING Via WEBEX
LANSING BOARD OF WATER AND LIGHT BOARD OF COMMISSIONERS
Thursday, July 16, 2020 ♦ 4:00 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=e5591df9157513c5e5f4bf709bca0234d>

Event Number for Attendees: 132 263 3645

Event password: qxNT35H5MCn


2. Audio conference: United States Toll +1-408-418-9388 **Access code:** 132 263 3645

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 (By the End of PC)
- Submitting written comments to 1201 S. Washington Ave., Lansing, 48911

1. Human Resources Committee Meeting Minutes of June 23, 2020 **TAB 1**

2. Charter Appointed Employees Performance Reviews

- a) Corporate Secretary
- b) General Manager
- c) Internal Auditor

Other

Adjourn

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 or utilize TTY by dialing 7-1-1 (a statewide **telephone** relay number that connects deaf, deaf-blind, hard of hearing, and/or speech impaired people who use text telephones (TTYs) with standard (voice) **telephone** users). A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.

STATE OF MICHIGAN EXECUTIVE ORDER #2020-4: Declaration of a statewide State of Emergency due to the spread of the novel coronavirus (COVID-19).

EXECUTIVE ORDER 2020-75 - Temporary authorization of remote participation in public meetings and hearings, public bodies subject to the Open Meetings Act, including boards, commissions, committees, subcommittees, authorities, councils and nonprofit boards, can use telephone- or video- conferencing methods to continue meeting and conducting business during the coronavirus (COVID-19) public health crisis, so long as they follow certain procedures to ensure meaningful access and participation by members of the public body and the general public. (**Rescission of Executive Order 2020-48**)

HUMAN RESOURCES COMMITTEE
Meeting Minutes
June 23, 2020

Due to public safety concerns resulting from the COVID-19 Pandemic, the Human Resources Committee meeting of the Lansing Board of Water and Light (BWL) was conducted via WebEx Conferencing in Lansing, MI, at 4:45 p.m. on Tuesday, June 23, 2020.

Human Resources (HR) Committee Chairperson Tracy Thomas called the meeting to order and asked the Corporate Secretary to call the roll.

Present: Commissioners Tracy Thomas, Beth Graham, Deshon Leek, and Sandra Zerkle. Also present: Commissioners David Lenz, Anthony Mullen, David Price, Ken Ross, and Non-Voting Commissioner Larry Merrill (Delta Township)

Absent: None

Public Comments

None

Approval of Minutes

Motion by Commissioner Zerkle, Seconded by Commissioner Leek, to approve the Human Resources Committee meeting minutes of November 5, 2019.

Action: Motion Carried.

Memorandum of Understanding (MOU) for Labor Agreement

General Manager Peffley spoke about the Labor Agreement MOU which requests, due to COVID 19 budget issues, a one-year extension of the contract from October 31, 2020 to October 31, 2021 to offset labor increases. Bargaining employees will receive a lump sum payment of \$641.00 for extending the contract. BWL will save \$1.1 million with this agreement. Additionally, bargaining employees will be able to sign up for the Green Plan during the September 2020 open enrollment. It is optional but the more employees that sign up for the Green Plan the lower health costs will be for BWL. GM Peffley recommended forwarding the resolution for the labor agreement to the full board for approval.

Commissioner Thomas asked if the lump sum payment would be compounded on the salary of bargaining employees. GM Peffley responded that it is a one-time payment that doesn't go into the employees' base pay.

Commissioner Leek asked for a description of the Green Plan. Human Resources Executive Director Lynette Keller described the Green Plan design change. The Green Plan has the same benefits of the Blue Plan but with a different cost structure. The Blue Plan deductible is \$250 per individual and \$500 per family and there is no co-insurance. The Green Plan deductible is \$1000

per individual and \$2000 per family and the co-insurance is \$1000 per individual and \$2000 per family. There is a difference of 90% and 100% coverage in the plans where the 10% difference goes toward the co-insurance. The total out of pocket maximum and prescription program are the same for both plans. The major difference is the cost to the employee which is lower for the Green Plan.

Commissioner Ross asked if the Green Plan is an HSA Plan. Ms. Keller responded that it isn't and are standard PPO plans with a very high level of coverage for the employees. The deductible and co-insurance are the major differences. Commissioner Ross also asked about the plan for non-bargaining employees and an HSA for bargaining units. Chief Financial Officer Heather Shawa responded that an HSA plan such as the Green Plan for the bargaining employees is under consideration and currently an FSA plan is in effect.

Commissioner Zerkle commented that all employees pay 20% of the premiums and asked if a copy of the Green Plan information can be provided to Commissioner Leek. Corporate Secretary Griffin will send the information to Commissioner Leek.

Motion by Commissioner Zerkle, Second by Commissioner Leek to forward the Resolution for the Memorandum of Understanding Extending the 2016-2020 Collective Bargaining Agreement between LBWL and the IBEW, AFL-CIO, Local 352 to the full board for consideration.

Roll Call Vote:

Yeas: Commissioners Tracy Thomas, Beth Graham, Deshon Leek, and Sandra Zerkle.

Nays: None.

Action: Motion Carried.

FY 2021 Charter Appointed Reappointments

Human Resources Chair Tracy Thomas said, "In Accordance with Section 8.1 of our Administrative Rules of Procedure and the City Charter, the Board must appoint or reappoint its 3 Charter Appointed Employees each fiscal year". Chair Thomas explained that usually the reappointment resolutions are considered upon completion of the annual performance reviews, however due to public safety concerns resulting from the COVID-19 Pandemic and the social distancing requirements, the Committee will move forward with the reappointment resolutions today, and reserve the opportunity to conduct in-person performance reviews at a later date.

Motion by Commissioner Thomas, **Seconded** by Commissioner Graham to forward the resolution reappointing M. Denise Griffin to the Charter position of Corporate Secretary, Wesley Lewis to the Charter position of Internal Auditor, and Richard R. Peffley to the Charter position of General Manager for FY21 to the full Board for consideration.

Action: Motion Carried by the following Roll Call Vote:

Roll Call Vote:

Yeas: Commissioners Tracy Thomas, Beth Graham, Deshon Leek, and Sandra Zerkle.

Nays: None.

Action: Motion Carried.

Subsequent Steps for Board Appointed Employees Contracts

Motion by Commissioner Thomas, Seconded by Commissioner Zerkle to charge the HR Chair and the Board Chair with the task of working with the appointed employees on their respective annual merit considerations after the performance reviews have taken place, on behalf of the Board of Commissioners.

Roll Call Vote:

Yeas: Commissioners Tracy Thomas, Beth Graham, Deshon Leek, and Sandra Zerkle.

Nays: None.

Action: Motion Carried.

Excused Absence

None

Other

Adjourn

Motion by Commissioner Graham, **Seconded** by Commissioner Leek, to adjourn the meeting.

Action: Motion Carried

Meeting adjourned at 5:06 p.m.

Respectfully Submitted,
Tracy Thomas, Chair
Human Resources Committee