



**HUMAN RESOURCES COMMITTEE MEETING Via WEBEX
LANSING BOARD OF WATER AND LIGHT BOARD OF COMMISSIONERS
Tuesday, October 27, 2020 ♦ 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=e7ca10a2642bf510c451dbe02041824cb>

Event Number for Attendees: 132 620 4526 Event password: qiN4RQwC9K3

2. Audio conference: United States Toll +1-408-418-9388 Access code: 132 320 0774


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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, MI 48910

1. Approval of Minutes **TAB 1**
a. Human Resources Committee Meeting Minutes of July 16, 2020
b. Special Human Resources Meeting Minutes of July 27, 2020

2. PA 152 Health Care Premium Resolution **TAB 2**

3. Retirement Plan Committee (RPC) Update **INFO ONLY**

4. Personnel Matter

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, 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. Actions and Motions will be considered by the Human Resource Committee Members only.*

HUMAN RESOURCES COMMITTEE

Meeting Minutes

July 16, 2020

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 4:00 p.m. on Thursday, July 16, 2020.

Human Resources (HR) Committee Chairperson Tracy Thomas called the meeting to order and asked the Corporate Secretary to call the roll. The following members were present: Commissioners Tracy Thomas, Beth Graham, Deshon Leek, Sandra Zerkle. Also present Commissioners David Lenz, Tony Mullen, David Price, Ken Ross, and Non-Voting Commissioner Larry Merrill.

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 May 21, 2019.

Action: Motion Carried.

Board Appointee Performance Reviews

HR Committee Chair Thomas opened the floor for the Board Appointee Performance Reviews.

Corporate Secretary

Corporate Secretary M. Denise Griffin requested a closed session via MS Teams for the purpose of receiving her contractual year-end performance evaluation as permitted by the Open Meetings Act exemption MCL 15.268(a).

Motion by Commissioner Thomas, **Seconded** by Commissioner Leek, to enter into closed session MS Teams to discuss the contractual year-end performance evaluation of Corporate Secretary M. Denise Griffin.

The Human Resources Committee went into MS Teams closed session at 4:05 p.m.

Roll Call Vote:

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

Nays: None.

Action: Motion Carried.

Motion by Commissioner Graham, **Seconded** by Commissioner Leek, to reconvene into open session via WebEx.

Action: Motion Carried.

The Human Resources Committee reconvened to WebEx open session at 4:30 p.m.

General Manager

General Manager Richard Peffley requested a MS Teams closed session for the purpose of receiving his contractual year-end performance evaluation as permitted by the Open Meetings Act exemption MCL 15.268(a).

Motion by Commissioner Thomas, **Seconded** by Commissioner Graham, to enter into a MS Teams closed session to discuss the contractual year-end performance evaluation of General Manager, Richard Peffley.

Roll Call Vote:

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

Nays: None.

Action: Motion Carried.

The Human Resources Committee went into MS Teams closed session at 4:32 p.m.

Motion by Commissioner Zerkle, **Seconded** by Commissioner Graham, to reconvene into WebEx open session.

Action: Motion Carried.

The Human Resources Committee reconvened to WebEx open session at 5:17 p.m.

Internal Auditor

Internal Auditor, Wesley Lewis, requested a MS Teams closed session for the purpose of receiving his contractual year-end performance evaluation as permitted by the Open Meetings Act exemption MCL 15.268(a).

Motion by Commissioner Thomas, **Seconded** by Commissioner Graham, to enter into MS Teams closed session to discuss the contractual year-end performance evaluation of Internal Auditor, Wesley Lewis.

Roll Call Vote:

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

Nays: None.

Action: Motion Carried.

The Human Resources Committee went into MS Teams closed session at 5:18 p.m.

Motion by Commissioner Graham, **Seconded** by Commissioner Zerkle, to reconvene into WebEx open session.

Action: Motion Carried.

The Human Resources Committee reconvened to WebEx open session at 6:28 p.m.

Other

None

Adjourn

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

Action: Motion Carried

Meeting adjourned at 6:32 p.m.

Respectfully Submitted,
Tracy Thomas, Chair
Human Resources Committee



**LANSING BOARD OF WATER AND LIGHT
BOARD OF COMMISSIONERS**

**HUMAN RESOURCES COMMITTEE SPECIAL MEETING MINUTES
July 27, 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 5:00 p.m. on Monday, July 27, 2020.

Chairperson Tracy Thomas called the meeting to order at 5:00 p.m.

Corporate Secretary Denise Griffin called the roll.

Present: Commissioners Tracy Thomas, Deshon Leek, Tony Mullen (arrived @5:04 p.m.), and Sandra Zerkle. Also present, Commissioners David Lenz, David Price (arrived @5:05p.m.), Ken Ross and Non-Voting Commissioner Larry Merrill (arrived@5:05 p.m.)

Absent: None

The Corporate Secretary declared a quorum.

PUBLIC COMMENT

None.

MEETING PURPOSE:

Closed Session (Attorney – Client Memorandum)...MCL 15.268 (h) & MCL 15.243 (g).
Personnel Issue.

Chair Thomas stated that BWL General Counsel Mark Matus has provided the Human Resources Committee with an Attorney Client Privilege memorandum and he is present and available to discuss the contents of that memorandum with us.

Motion by Commissioner Zerkle, Seconded by Commissioner Leek to go into closed session for the purpose of reviewing the contents of the attorney-client privileged memorandum as permitted by the Open Meetings Act, specifically MCL 15.268(h) and MCL 15.243(g).

Roll Call Vote:

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

Nays: None.

Action: Motion Carried.

The Special Human Resources Committee Meeting went into closed session at 5:04 p.m.

Motion by Commissioner Leek, Seconded by Commissioner Mullen, to return to open session.

Roll Call Vote:

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

Nays: None.

Action: Motion Carried.

The Special Human Resources Committee Meeting reconvened to open session at 6:03 p.m.

COMMISSIONERS' REMARKS/COMMENTS

None

EXCUSED ABSENCE

Motion by Commissioner Leek, **Seconded** by Commissioner Mullen, to excuse Commissioner Beth Graham from tonight's meeting.

Roll Call Vote:

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

Nays: None.

Action: Motion Carried.

ADJOURNMENT

Motion by Commissioner Leek, **Seconded** by Commissioner Mullen, to adjourn tonight's meeting.

Roll Call Vote:

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

Nays: None.

Action: Motion Carried

Chair Thomas adjourned the meeting at 6:04 p.m.

Respectfully Submitted
Tracy Thomas, Chair
Human Resources Committee

Proposed Resolution
PA 152 - Health Care Premium Sharing

WHEREAS, Governor Rick Snyder, on September 27, 2011, signed legislation known as the “Public Funded Health Insurance Contribution Act”, Public Act 152 of 2011 (the “Act”) limiting the amount public employers may pay for government employee medical benefits, and;

WHEREAS, the Act took effect January 1, 2012 and applies to all public employers including the Lansing Board of Water & Light, and;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

- 1) Section 3 - “Hard Caps” Option - limits a public employer’s total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - “80%/20%” Option - limits a public employer’s share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - “Exemption” Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the Board of Commissioners desires to maintain premium sharing at 20% for all active employees for medical benefits effective January 1, 2021 through December 31, 2021;

RESOLVE that the Board of Commissioners by a majority vote has decided to adopt the 80%/20% option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioners of the Lansing Board of Water & Light elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year January 1, 2021 through December 31, 2021.