



AGENDA

HUMAN RESOURCES COMMITTEE MEETING

June 29, 2017

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 May 23, 2017..... **TAB 1**
 2. FY 2018 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**
 4. Other
- Adjourn

HUMAN RESOURCES COMMITTEE
Meeting Minutes
May 23, 2017

The Human Resources Committee (HR) 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 5:00 p.m. on Tuesday, May 23, 2017.

Human Resources Committee Chairperson Sandra Zerkle called the meeting to order and asked the Corporate Secretary to call the roll. The following members were present: Commissioners Anthony McCloud, Tony Mullen. Also, present: Commissioners Beth Graham; and Non-Voting Commissioners Stuart Goodrich and Robert Nelson.

Public Comments

None

Approval of Minutes

Motion by Commissioner Mullen, Seconded by Commissioner McCloud, to approve the Human Resources Committee meeting minutes of January 10, 2017.

Action: Motion Carried.

Discussion re: Charter Appointed Employees Evaluation Process

Human Resources (HR) Chair Sandra Zerkle led the discussion on the evaluation process for the three employees. The HR and Board Chair agreed to be charged with the task of working with the appointed employees, on behalf of the Board of Commissioners, on their respective annual merit considerations.

HR Chair Zerkle explained that although the evaluations are easier to do electronically, this year they were printed and handed out as some words were omitted in the electronic preparation process. She informed the Committee that the next HR meeting would take place on June 27, 2017 to review the appointees' evaluations.

Other

None

Public Comments

None

Excused Absence

Motion by Commissioner McCloud, Seconded by Commissioner Mullen, to excuse Commissioner Thomas from tonight's meeting.

Adjourn

With **Motion** by Commissioner McCloud, Seconded by Commissioner Mullen, the meeting adjourned at 5:16 p.m.

Respectfully Submitted,
Sandra Zerkle, Chair
Human Resources Committee

Proposed Resolution- Corporate Secretary Reappointment
Fiscal Year 2018

WHEREAS, 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 2017-2018, 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 2017's performance.

Proposed Resolution- Internal Auditor Reappointment
Fiscal Year 2018

WHEREAS, 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 2017-2018, or, until a successor is appointed, whichever last occurs:

Philip Perkins, 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 2017's performance.

Proposed Resolution- Director and General Manager Reappointment
Fiscal Year 2018

WHEREAS, 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 2017-2018, 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 2017's performance.