



AGENDA

HUMAN RESOURCES COMMITTEE MEETING

May 14, 2019

5:00 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 September 18, 2018.....**TAB 1**
 2. FY 2020 Board Appointee Performance Reviews
 - a) Corporate Secretary/Proposed Reappointment Resolution.....**TAB 2**
 - b) General Manager/Proposed Reappointment Resolution.....**TAB 3**
 - c) Internal Auditor/Final Performance Review.....**DISCUSSION**
 3. Subsequent Steps for Board Appointed Employees Contracts.....**DISCUSSION**
 4. Other
- Adjourn

HUMAN RESOURCES COMMITTEE
Meeting Minutes
June 28, 2018

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 4:30 p.m. on Thursday, June 28, 2018.

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, Anthony McCloud, Tony Mullen, and Sandra Zerkle (arrived at 4:49 p.m.) Also present: Commissioners Beth Graham, Dennis Louney, and David Price.

Absent: None

Public Comments

None

Approval of Minutes

Motion by Commissioner Mullen, Seconded by Commissioner McCloud, to approve the Human Resources Committee meeting minutes of September 12, 2017.

Action: Motion Carried.

FY 2018 Board Appointee Performance Reviews

HR Committee Chair Thomas noted that the charter appointed employees' evaluations and statistical results were emailed to all Commissioners a week prior to today's committee meeting.

Corporate Secretary

Corporate Secretary M. Denise Griffin requested a closed session for the purpose of receiving her contractual year-end performance evaluation as permitted by the Open Meetings Act exemption MCL 15.268(a) and requested that the BWL HR Executive Director, Michael Flowers, attend.

Motion by Commissioner McCloud, Seconded by Commissioner Mullen, to enter into closed session to discuss the contractual year-end performance evaluation of Corporate Secretary M. Denise Griffin.

Roll Call Vote:

Yeas: Commissioners Tracy Thomas, Anthony McCloud, Tony Mullen.

Nays: None.

Action: Motion Carried.

The Human Resources Committee went into closed session at 4:37 p.m.

Motion by Commissioner Mullen, Seconded by Commissioner McCloud, to reconvene into open session.

Action: Motion Carried.

The Human Resources Committee reconvened to open session at 4:48 p.m.

Upon conclusion of the Closed Session, the following motion was offered:

Motion by Commissioner McCloud, Seconded by Commissioner Mullen, to forward a resolution reappointing M. Denise Griffin to the Charter position of Corporate Secretary for FY19 to the full Board for consideration.

Action: Motion Carried.

Internal Auditor

Internal Auditor, Phil Perkins, requested a 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) and requested that the BWL HR Executive Director, Michael Flowers, attend.

Motion by Commissioner McCloud, Seconded by Commissioner Mullen, to enter into closed session to discuss the contractual year-end performance evaluation of Internal Auditor, Phil Perkins.

Roll Call Vote:

Yeas: Commissioners Tracy Thomas, Anthony McCloud, Tony Mullen, Sandra Zerkle.

Nays: None.

Action: Motion Carried.

The Human Resources Committee went into closed session at 4:51 p.m.

Motion by Commissioner Zerkle, Seconded by Commissioner McCloud, to reconvene into open session.

Action: Motion Carried.

The Human Resources Committee reconvened to open session at 5:04 p.m.

Upon conclusion of the Closed Session, the following motion was offered:

Motion by Commissioner McCloud, Seconded by Commissioner Mullen, to forward a resolution reappointing Phil Perkins to the Charter position of Internal Auditor for FY19 to the full Board for consideration.

Action: Motion Carried.

General Manager

General Manager Richard Peffley requested a 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) and requested that the BWL HR Executive Director, Michael Flowers, attend.

Motion by Commissioner McCloud, Seconded by Commissioner Mullen, to enter into closed session to discuss the contractual year-end performance evaluation of General Manager, Richard Peffley.

Roll Call Vote:

Yeas: Commissioners Tracy Thomas, Anthony McCloud, Tony Mullen, Sandra Zerkle.

Nays: None.

Action: Motion Carried.

The Human Resources Committee went into closed session at 5:08 p.m.

Motion by Commissioner Zerkle, Seconded by Commissioner Mullen, to reconvene into open session.

Action: Motion Carried.

The Human Resources Committee reconvened to open session at 5:37 p.m.

Upon conclusion of the Closed Session, the following motion was offered:

Motion by Commissioner McCloud, Seconded by Commissioner Mullen, to forward a resolution reappointing Richard (Dick) Peffley to the Charter position of General Manager for FY19 to the full Board for consideration.

Action: Motion Carried.

Subsequent Steps for Board Appointed Employees Contracts

HR Chair Thomas requested a motion for the HR Committee to charge the HR Chair and the Board Chair with the task of working with the appointed employees on their respective annual merit considerations on behalf of the Board of Commissioners.

Motion by Commissioner Mullen, 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 on behalf of the Board of Commissioners.

Action: Motion Carried.

Excused Absence

None

Other

HR Committee Chair Thomas thanked Commissioner Mullen for meeting with HR Chair Thomas and going through the transition process.

HR Committee Chair Thomas also thanked Smiljana for helping the Commissioners with the addressing of some issues.

Commissioner Price thanked HR Committee Chair Commissioner Tracy Thomas for his work as the HR Committee Chair.

Adjourn

Motion by Commissioner McCloud, Seconded by Commissioner Thomas, to adjourn the meeting.

Action: Motion Carried

Meeting adjourned at 5:41 p.m.

Respectfully Submitted,
Tracy Thomas, 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 fiscal year 2019-2020 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 2019'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 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 2019-2020 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 2019's performance.