



**LANSING BOARD OF WATER & LIGHT BOARD OF COMMISSIONERS  
HUMAN RESOURCES COMMITTEE MEETING  
Tuesday, October 3, 2023 ♦ 5:30 P.M.  
1201 S. Washington Ave., Lansing, MI 48910  
REO Town Depot**

Human Resources Committee: Tony Mullen, Committee Chairperson; Tracy Thomas, DeShon Leek, Semone James; Alternates: Beth Graham, Sandra Zerkle

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

**MEETING PURPOSE:**

Interview Candidates for the position of the Board of Water & Light's Internal Auditor in accordance with Section 5-202.2 of the Lansing City Charter.

Call to Order

Roll Call

Public Comments on Agenda Items

1. Human Resources Committee Meeting Minutes of August 15, 2023
2. Interview Candidates for the Charter Appointed Position of Internal Auditor

Other

Adjourn

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

**HUMAN RESOURCES COMMITTEE**  
**Meeting Minutes**  
**August 15, 2023**

Human Resources (HR) Committee: Tony Mullen, Committee Chairperson; Commissioners Tracy Thomas, DeShon Leek and Semone James; Alternates: Commissioners Beth Graham, Sandra Zerkle; Non-Voting Members: Commissioners J. R. Beauboeuf, Brian Pillar, Robert Worthy

The HR 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 5:30 p.m. on Tuesday, August 15, 2023.

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 members were present: Chairperson Tony Mullen; Commissioners Tracy Thomas, DeShon Leek and Semone James. Also present: Commissioners Sandra Zerkle (Alternate) and David Price; and Non-Voting Commissioner J.R. Beauboeuf (East Lansing).

Absent: None.

The Corporate Secretary declared a quorum.

Human Resources Committee Chairperson Tony Mullen welcomed new Commissioner J. R. Beauboeuf representing East Lansing.

**Public Comments**

There were no public comments.

**Approval of Minutes**

**Motion** by Commissioner DeShon Leek, **Seconded** by Commissioner Semone James, to approve the HR Committee meeting minutes of June 13, 2023.

**Action:** Motion Carried.

**Remote Work Agreement for All Contracted Employees Resolution**

HR Committee Chairperson Tony Mullen led the discussion on the Remote Work Agreement for All Contracted Employees Resolution. Whether the resolution should be edited by removing that the Board employees need to sign a form to work remotely was discussed. It was decided that since all other BWL employees are required to sign the remote work agreement, it is best to keep in accordance with the current procedure of the formal agreement. Commissioners discussed requesting Board-Appointee(s) provide a generic schedule for remote workday(s) to ensure the full Board is kept informed.

**Motion** by Commissioner Semone James, **Seconded** by Commissioner DeShon Leek to forward as presented the Resolution for the Remote Work Agreement for All Contracted Employees Resolution to the full Board for consideration.

**Action:** Motion Carried.

**Discussion of Possible Candidates for Director of Internal Auditor Position**

HR Chairperson Tony Mullen started the discussion by introducing Human Resources Executive Director Michael Flowers and asked for recommendations on the candidates for the position of Internal Auditor. Mr. Flowers introduced Lisa Benson, Senior HR Generalist, Dan Barnes, Interim Supervisor of Talent and Acquisition, and Tracy Strudwick, HR Manager, who worked on the recruiting process. Mr. Flowers provided the candidates recommended and the qualifications of the candidates were reviewed. Chairperson Tony Mullen and Commissioners Tracy Thomas, DeShon Leek, Sandra Zerkle, Semone James and David Price discussed candidates recommended. The next step in the hiring process will be interviewing the candidates.

Mr. Flowers will send the interview questions to the Commissioners by end of day on August 17, 2023, and additional questions that Commissioners want asked during the interview will be sent to Mr. Flowers by Thursday, August 24, 2023.

**Other**

There was no other business.

**Adjourn**

Meeting adjourned at 6:47 p.m.

Respectfully Submitted,  
Tony Mullen, Chairperson  
Human Resources Committee