



**LANSING BOARD OF WATER & LIGHT BOARD OF COMMISSIONERS
HUMAN RESOURCES COMMITTEE MEETING
Thursday, March 31, 2022 ♦ 4:00 P.M.
1201 S. Washington Ave., Lansing, MI 48910
REO Town Depot**

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 Lansing Board of Water & Light's Corporate Secretary in accordance with Section 5-202.2 of the Lansing City Charter.

AGENDA

Call to Order

Roll Call

Public Comments on Agenda Items

1. Human Resources Committee Meeting Minutes of March 17, 2022
2. Interview Candidates for the Charter Appointed Position of Corporate Secretary
3. Other

Adjourn

HUMAN RESOURCES COMMITTEE

Meeting Minutes

March 17, 2022

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 5:00 p.m. on Thursday, March 17, 2022.

Human Resources (HR) Committee Chairperson Tracy Thomas called the meeting to order at 5:00 p.m. and asked the Acting Corporate Secretary to call the roll. The following members were present: Commissioners Chairperson Tracy Thomas, DeShon Leek, Semone James and David Price. Also present: Commissioners Sandra Zerkle. Michael Flowers, William Brewer and Dawn Plenar were also in attendance.

Absent: none

Commissioner Tracy Thomas made a motion to move agenda item 5 – Status of Search Process for Director Internal Auditor to follow approval of minutes. Seconded by Commissioner DeShon Leek.

Action: Motion Carried

Public Comments

There were no public comments.

Approval of Minutes

Motion by Commissioner David Price. Seconded by Commissioner DeShon Leek to approve the minutes from the October 26, 2021, Human Resources Committee Meeting

Action: Motion Carried

Motion by Commissioner David Price. Seconded by Commissioner DeShon Leek to approve the minutes from the October 27, 2021, Human Resources Committee Meeting

Action: Motion Carried

Motion by Commissioner David Price. Seconded by Commissioner DeShon Leek to approve the minutes from the January 20, 2022, Human Resources Committee Meeting

Action: Motion Carried

Status of Search Process for Director Internal Auditor

Michael Flowers asked William Brewer to give the Board of Commissioners an update on the search for Internal Auditor position. William Brewer stated that the status for Internal Auditor is a slow but steady process. Placed the job posting on various venues such as LinkedIn, Glass door, Facebook to garner interest in this position. William Brewer will update the Board of Commissioners in a few weeks.

Commissioner's comments:

Sandra Zerkle asked about our pay scale compared to others that are posting for same position. William Brewer stated that if there are concerns regarding pay, he would reach out to the committee.

Sandra Zerkle asked if there was a timeline for this position as we have been without an Internal Auditor for a year or so.

William Brewer stated that only a few more weeks might be needed. William Brewer wants to fully vet the candidates that he has.

DeShon Leek asked if the economy/war has any impact.

William Brewer stated that a lot of things are factors in this research. Covid, the Great Reshuffling, Inflation, as well as the war.

Semone James wanted to know if stating that this position is a 1-year contract, does that have anything impact to the candidate pool/applicants.

William Brewer stated that this does not seem to be of any issue.

Tracy Thomas asked about poaching someone from another company.

William Brewer stated that they have done that before as potential candidates are passively looking.

Status of Search Process for Corporate Secretary

In full transparency candidate number 2 was a student of Tracy Thomas 25 years ago.

William Brewer sent the candidates resumes, videos and tabulations to the committee earlier this week.

At this time, please refer to the candidates by their numerical number (1-6). Once the reviews are discussed tonight, the next step is to invite the passing candidates to a face-to-face interview.

Semone James would like to know that once the committee reviews the scores/assessments, if a candidate does not have a certain score, do they move on or not? Tracy Thomas would like the committee to have a discussion around each candidate as well as to look at scores.

David Price wants to know if there is a limit of how many candidates can move forward for a face-to-face interview. Tracy Thomas stated that there should not be a limit and that the committee can move forward with face-to-face interviews with as many as needed.

William Brewer also have the committee a brief overview of the video interviewing process.

Review Tabulation of Current Candidates' Interviews and Selection for Next Round

Candidate 1 was unprepared and did not look the part during the video interview. Tracy Thomas gave this candidate a 1-star rating. David Price and DeShon Leek agree with Tracy Thomas's assessment. David Price makes a motion to eliminate from the next round. Seconded by DL. Motion passes.

Candidate 2 was vague and did not answer questions well. Not much information gathered with the answers given. Sandra Zerkle agrees with this assessment. David Price was more impressed with resume than the video. David Price makes a motion to move Candidate 2 forward in the process. Seconded by Tracy Thomas. Motion declined.

Candidate 3 she was one of the only one that had detailed answers to the interview questions. Semone James found this candidate very professional, hardworking and interested in the job. Only concern is that can she work for 11 commissioners. This candidate spoke of current issues, flexibility, and work processes. David Price makes a motion to move candidate 3 forward in the process. Seconded by DeShon Leek. Motion passes.

Candidate 4 had a lot of energy. Did a lot of research on the BWL and is a member of this community. David Price agreed with Tracy Thomas's assessment of candidate. Semone James felt that this candidate had the most experience of the candidates but concerned that candidate does not understand this position works for the Commissioners. DeShon Leek liked her energy and professionalism. DeShon Leek Makes a motion to move candidate 4 forward in the process. Seconded by David Price. Motion passes.

Candidate 5 was highly qualified with experiences. Nervous that we will not be able to keep this person though based on past positions. Tracy Thomas has the same thoughts regarding nervousness, but we can't decide based on that fear. Not sure if this person knows that this position is not a public relations position. DL stated that this candidate thought this person was too good to be true. David Price makes a motion to move candidate 5 forward in the process. Seconded by DeShon Leek. Motion passes.

Candidate 6 has a great resume, qualified and is very thorough. David Price, Sandra Zerkle both agree with that assessment. Tracy Thomas stated this candidate would be great at tasks. David Price makes a motion to move candidate 6 forward in the process. Seconded by DeShon Leek. Motion passes.

Next Steps

Four candidates will be moving forward in the process. William Brewer will conduct reference and background checks of those 4 candidates. Once those assessments are back, the face-to-face interviews will be scheduled.

Face to Face interviews to be held on March 31st, 2022, starting at 4pm. Each face-to-face interview will take about 30 to 45 minutes with a buffer time in between to assess each candidate.

Other

This process will be repeated in April for the Internal Auditor position.

Will there be a special board meeting to introduce the new candidate to the Board of Commissioners? HR committee stated that this is a crucial meeting and should be offered. William Brewer wanted to review the timeline with the Commissioners. David Price makes a motion to excuse Commissioner Horwitt. Seconded by DeShon Leek. Motion passes.

Adjourn

Chairperson Thomas adjourned the meeting at 6:21 p.m.

Respectfully Submitted,
David Price, Board Chairperson