



**HUMAN RESOURCES COMMITTEE MEETING  
LANSING BOARD OF WATER & LIGHT BOARD OF COMMISSIONERS**

**Tuesday, June 21, 2022 ♦ 5:30 P.M.  
1201 S. Washington Ave., Lansing, MI 48910**

Human Resources Committee: Tracy Thomas, Committee Chairperson; Dusty Horwitt, DeShon Leek, David Price; Alternate: Sandra Zerkle  
Non-Voting: Douglas Jester, Larry Merrill, Brian Ross

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

**AGENDA**

Call to Order

Roll Call

Public Comments on Agenda Items

- 1. Human Resources Committee Meeting Minutes of April 26, 2022 ..... **TAB 1**
- 2. FY 2023 Board Appointee Performance Review - General Manager ..... **DISCUSSION**
- 3. General Manager/Proposed Reappointment Resolution ..... **TAB 2**
- 4. Revised Employment Contract for Corporate Secretary and Internal Auditor – Resolutions ..... **TAB 3**

Other

Adjourn

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

## HUMAN RESOURCES COMMITTEE

### Meeting Minutes

April 26, 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 1:00 p.m. on Tuesday, April 26, 2022.

Human Resources (HR) Committee Chairperson Tracy Thomas called the meeting to order at 1:00 p.m. and asked the Interim Corporate Secretary to call the roll. The following members were present: Commissioners Tracy Thomas, Dusty Horwitt (arrived at 1:01 p.m.), DeShon Leek, David Price and Voting Alternate Commissioner Sandra Zerkle. Also, present: Commissioner Semone James, Executive Director of Human Resources and Labor Relations, Michael Flowers, Global Business Resource Group CEO, William Brewer, and CFO Heather Shawa. There was a quorum for the April 26, 2022, HR Committee meeting.

Absent: None

#### **Public Comments**

There were no public comments.

#### **Approval of Minutes**

**Motion** by Commissioner Price, Seconded by Commissioner Leek to approve the minutes from the March 17, 2022 and March 31, 2022 HR Committee Meetings.

**Action:** Motion carried.

#### **Interview Candidates for the Charter Appointed Position of Internal Auditor**

The Human Resources (HR) Committee interviewed two candidates for the Charter Appointed position of Internal Auditor, in accordance with Section 5-202.2 of the Lansing City Charter, which states: "The Board shall appoint an Internal Auditor who shall report directly to the Board. The Internal Auditor shall serve at the pleasure of the Board."

Mr. Brewer discussed with the Commissioners the process for interviewing the two candidates.

The HR Committee members presented the two candidates with hypothetical situational questions as well as questions about previous experiences in particular work areas. HR Committee Chair Thomas recessed the Human Resources Committee meeting upon the conclusion of each interview to allow the interviewing candidate to exit. Upon conclusion of each interview, the Human Resources Committee completed the rubrics scoring and deliberated on each candidate. The meeting reconvened at the arrival of the next interviewing candidate.

Once both interviews were completed, a motion was offered upon conclusion of deliberations to recommend Mr. Frank Macciocca to the full board to review and approve as Internal Auditor for fiscal year of 2022-2023.

**Motion** made by Commissioner Price, **Seconded** by Commissioner Leek to recommend Mr. Frank Macciocca for the Charter appointed position of Internal Auditor by Resolution and forward to the full Board for consideration.

**Action:** Motion carried.

The Commissioner discussed that the candidate will be given a conditional offer of employment, references will be checked, a background check will be completed and a pre-employment physical will be required.

**Other**

There was no other business.

**Adjourn**

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

**Action:** Motion Carried

The meeting was adjourned at 4:47 p.m.

Respectfully Submitted,  
Tracy Thomas, Chair  
Human Resources Committee

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 1<sup>st</sup> 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 2022-2023 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 2022's performance.

Proposed Resolution  
Appointment of the Charter Position of Corporate Secretary

WHEREAS, the Board's Rules of Procedure specify that the Board is to appoint a Director and General Manager, Internal Auditor, and Corporate Secretary, respectively at its first regular meeting following July 1<sup>st</sup> of each year or as soon thereafter as may be appropriate; and

WHEREAS, at the Special Board meeting on April 26, 2022, the Board approved extending an offer of employment effective May 9, 2022 to May 8, 2023 for the position of Corporate Secretary to LaVella J. Todd prior to July 1<sup>st</sup> and to conform with its Rules of Procedure, the Board anticipated a reappointment after July 1<sup>st</sup>; and

WHEREAS, the Board desires to appoint LaVella J. Todd for a new 12-month period commencing July 1, 2022 and ending June 30, 2023 to align the employment contract with the Rules of Procedure for annual review and appointment of its three employees at the end of each fiscal year ending June 30.

RESOLVED, that the Board of Commissioners hereby appoints LaVella J. Todd to the Charter position of Corporate Secretary for a one year term.

FURTHER RESOLVED, that LaVella J. Todd shall be extended an employment contract which shall be effective from July 1, 2022, and expire on June 30, 2023, or until such new date as may be set forth in an amended contract or a successor is appointed, whichever later occurs.

**Motion** by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, to approve the appointment of LaVella J. Todd as the Corporate Secretary at a Board meeting held on \_\_\_\_\_.

Proposed Resolution  
Appointment of the Charter Position of Internal Auditor

WHEREAS, the Board's Rules of Procedure specify that the Board is to appoint a Director and General Manager, Internal Auditor, and Corporate Secretary, respectively at its first regular meeting following July 1<sup>st</sup> of each year or as soon thereafter as may be appropriate; and

WHEREAS, at the Special Board meeting on May 3, 2022, the Board approved extending an offer of employment effective May 9, 2022 to May 8, 2023 for the position of Internal Auditor to Frank J. Macciocca prior to July 1<sup>st</sup> and to conform with its Rules of Procedure, the Board anticipated a reappointment after July 1<sup>st</sup>; and

WHEREAS, the Board desires to appoint Frank L. Macciocca for a new 12-month period commencing July 1, 2022 and ending June 30, 2023 to align the employment contract with the Rules of Procedure for annual review and appointment of its three employees at the end of each fiscal year ending June 30.

RESOLVED, that the Board of Commissioners hereby appoints Frank J. Macciocca to the Charter position of Internal Auditor for a one year term.

FURTHER RESOLVED, that Frank J. Macciocca shall be extended an employment contract which shall be effective from July 1, 2022, and expire on June 30, 2023, or until such new date as may be set forth in an amended contract or a successor is appointed, whichever later occurs.

**Motion** by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, to approve the appointment of Frank J. Macciocca as the Internal Auditor at a Board meeting held on \_\_\_\_\_.