



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

Tuesday, June 4, 2024 ♦ 5:30 P.M.

1201 S. Washington Ave., Lansing, MI 48910

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

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 November 7, 2023..... **TAB 1**
- 2. FY 2025 Board Appointee Performance Reviews
 - a. Corporate Secretary/Proposed Reappointment Resolution **TAB 2a**
 - b. General Manager/Proposed Reappointment Resolution **TAB 2b**
 - c. Internal Auditor/Proposed Reappointment Resolution **TAB 2c**
- 3. Subsequent Steps for Board Appointed Employees Contracts **INFORMATION**

Other

Adjourn

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

HUMAN RESOURCES COMMITTEE
Meeting Minutes
November 7, 2023

Human Resources (HR) Committee: Tony Mullen, Committee Chairperson; Commissioners Semone James, DeShon Leek and Tracy Thomas; 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 5:00 p.m. on Tuesday, November 7, 2023.

HR Committee Chairperson Tony Mullen called the meeting to order at 5:00 p.m. and asked the Corporate Secretary to call the roll. The following members were present: Chairperson Tony Mullen; Commissioners Semone James, DeShon Leek and Tracy Thomas. Also present: Commissioners Beth Graham (Alternate) and Sandra Zerkle (Alternate); and Non-Voting Commissioners Brian Pillar (Meridian Township) and Robert Worthy (Delta Township).

Absent: None.

The Corporate Secretary declared a quorum.

Public Comments

There were no public comments.

Approval of Minutes

Motion by Commissioner Semone James, **Seconded** by Commissioner Tracy Thomas, to approve the HR Committee meeting minutes of October 3, 2023.

Action: Motion Carried. The minutes were approved.

2023 PA 152 Healthcare Premium Sharing

Executive Director of Human Resources Michael Flowers introduced Human Resources Manager Tracy Strudwick who presented the 2023 PA 152 Healthcare Premium Sharing information and requested approval of the Resolution.

Motion by Commissioner Tracy Thomas, **Seconded** by Commissioner DeShon Leek to forward the 2023 PA 152 Healthcare Premium Sharing Resolution to the full Board for consideration.

Action: Motion Carried.

Other

There was no other business.

Adjourn

Meeting adjourned at 5:10 p.m.

Respectfully Submitted,
Tony Mullen, Chairperson
Human Resources Committee

RESOLUTION 2024-07-XX

Appointment of the Charter Position of Corporate Secretary

WHEREAS, the Board's Rules of 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 2024-2025 or until a successor is appointed, whichever last occurs:

LaVella J. Todd, Corporate Secretary

FURTHER RESOLVED, That the Chairperson 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 2024's performance.

Motion by Commissioner _____, **Seconded** by Commissioner _____, to approve the reappointment of the Corporate Secretary for Fiscal Year 2024-2025 at a Board Meeting held on July 23, 2024.

Roll Call Vote:

Yeas:

Nays:

Action:

RESOLUTION 2024-07-XX

Appointment of the Charter Position of Director and General Manager

WHEREAS, the Board’s Rules of Procedure 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 General Manager for fiscal year 2024-2025, or until a successor is appointed, whichever last occurs:

Richard R. Peffley, Director and General Manager

FURTHER RESOLVED, That the Chairperson 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 fiscal year 2024’s performance.

Motion by Commissioner _____, **Seconded** by Commissioner _____, to approve the reappointment of the Charter Position of Director and General Manager for Fiscal Year 2024-2025 at a Board Meeting held on July 23, 2024.

Roll Call Vote:

Yeas:

Nays:

Action:

RESOLUTION #2024-07-XX

Appointment of the Charter Position of Internal Auditor

The Board’s Rules of Administrative Procedures 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 1st of each year or as soon thereafter as may be appropriate.

RESOLVED, That the Board of Commissioners hereby appoints the following individual to the Charter position of Internal Auditor fiscal year 2024-2025, or, until a successor is appointed, whichever last occurs:

Elisha Franco, Internal Auditor

FURTHER RESOLVED, That the Chairperson 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 2024’s performance.

Motion by Commissioner _____, **Seconded** by Commissioner _____, to approve the reappointment of the Internal Auditor for Fiscal Year 2024-2025 at a Board Meeting held on July 23, 2024.

Roll Call Vote:

Yeas:

Nays:

Action: Motion Carried.