

# HUMAN RESOURCES COMMITTEE MEETING LANSING BOARD OF WATER & LIGHT BOARD OF COMMISSIONERS Tuesday, July 16, 2024 ◆ 5:00 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 <a href="https://www.lbwl.com/about-bwl/governance">https://www.lbwl.com/about-bwl/governance</a>.

#### **AGENDA**

Call to Order  Roll Call  Public Comments on Agenda Items  1. Human Resources Committee Meeting Minutes of June 4, 2024	
	TAB 1
2. Appointee Re-Appointment Next Steps	INFORMATION
Other	
Other Adjourn	

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

## HUMAN RESOURCES COMMITTEE Meeting Minutes June 4, 2024

Human Resources (HR) Committee: Commissioner Tony Mullen, Committee Chairperson; Commissioners Semone James, DeShon Leek and Tracy Thomas; Alternates: 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, June 4, 2024.

HR Committee Chairperson Commissioner 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: Commissioners Semone James, DeShon Leek, Tony Mullen, and Tracy Thomas; also present: Commissioners David Price, Dale Schrader, and Sandra Zerkle (Alternate); and Non-Voting Commissioners J. R. Beauboeuf (East Lansing) and Bob 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 DeShon Leek, to approve the HR Committee meeting minutes of November 7, 2023.

Yeas: Commissioners Semone James, DeShon Leek, Tony Mullen and Tracy Thomas.

Nays: None.

Action: Motion Carried.

#### FY 2024 Board Appointee Performance Reviews

HR Committee Chairperson Tony Mullen opened the floor for the Board Appointee Performance Reviews.

#### **Corporate Secretary**

Corporate Secretary LaVella J. Todd 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).

**Motion** by Commissioner Tony Mullen, **Seconded** by Commissioner Semone James, to go into closed session to discuss the contractual year-end performance evaluation of Corporate Secretary LaVella J. Todd.

#### **Roll Call Vote:**

Yeas: Commissioners Semone James, DeShon Leek, Tony Mullen and Tracy Thomas.

Nays: None.

Action: Motion Carried.

The Human Resources Committee went into closed session at 5:32 p.m.

**Motion** by Commissioner DeShon Leek, **Seconded** by Commissioner Tracy Thomas, to reconvene into open session.

Yeas: Commissioners Semone James, DeShon Leek, Tony Mullen and Tracy Thomas.

Nays: None.

Action: Motion Carried.

The Human Resources Committee reconvened to open session at 6:19 p.m.

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

**Motion** by Commissioner DeShon Leek, **Seconded** by Commissioner Semone James, to forward the resolution reappointing LaVella J. Todd to the Charter position of Corporate Secretary for FY25 to the full Board for consideration.

Yeas: Commissioners Semone James, DeShon Leek, Tony Mullen and Tracy Thomas.

Nays: None.

**Action**: Motion Carried.

Commissioner Thomas thanked Corporate Secretary Todd for the work she has done for the 2023-2024 season.

Commissioner James thanked Corporate Secretary Todd for all her hard work and being a consummate professional.

Commissioner Beauboeuf thanked Corporate Secretary Todd for her professionalism and respect for her job.

#### **General Manager**

General Manager Richard R. 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).

**Motion** by Commissioner Tony Mullen, **Seconded** by Commissioner Semone James, to go into closed session to discuss the contractual year-end performance evaluation of General Manager, Richard R. Peffley.

#### **Roll Call Vote:**

Yeas: Commissioners Semone James, DeShon Leek, Tony Mullen and Tracy Thomas.

Nays: None.

Action: Motion Carried.

Human Resources Executive Director Michael Flowers was also requested to go into closed session.

The Human Resources Committee went into closed session at 6:22 p.m.

**Motion** by Commissioner DeShon Leeks, **Seconded** by Commissioner Semone James, to reconvene into open session.

Yeas: Commissioners Semone James, DeShon Leek, Tony Mullen and Tracy Thomas.

Nays: None.

Action: Motion Carried.

The Human Resources Committee reconvened to open session at 6:53 p.m.

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

**Motion** by Commissioner Semone James, Seconded by Commissioner Tracy Thomas, to forward the resolution reappointing Richard R. Peffley to the Charter position of General Manager for FY25 to the full Board for consideration.

Yeas: Commissioners Semone James, DeShon Leek, Tony Mullen and Tracy Thomas.

Navs: None.

Action: Motion Carried.

Commissioner Thomas commended GM Peffley for doing a great job and always doing a great job.

#### **Internal Auditor**

Internal Auditor Elisha Franco 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).

**Motion** by Commissioner Tony Mullen, Seconded by Commissioner Tracy Thomas, to go into closed session to discuss the contractual year-end performance evaluation of Internal Auditor, Elisha Franco.

#### **Roll Call Vote:**

Yeas: Commissioners Semone James, DeShon Leek, Tony Mullen and Tracy Thomas.

Nays: None.

Action: Motion Carried.

Human Resources Executive Director Michael Flowers was also requested to go into closed session.

The Human Resources Committee went into closed session at 6:56 p.m.

**Motion** by Commissioner DeShon Leek, Seconded by Commissioner Semone James, to reconvene into open session.

Yeas: Commissioners Semone James, DeShon Leek, Tony Mullen and Tracy Thomas.

Nays: None.

Action: Motion Carried.

The Human Resources Committee reconvened to open session at 7:15 p.m.

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

**Motion** by Commissioner Semone James, **Seconded** by Commissioner Tracy Thomas, to forward the resolution reappointing Elisha Franco to the Charter position of Internal Auditor for FY25 to the full Board for consideration.

Yeas: Commissioners Semone James, DeShon Leek, Tony Mullen and Tracy Thomas.

Nays: None.

Action: Motion Carried.

Commissioner Thomas thanked Internal Auditor Franco for her work.

Commissioner James commended all three Board appointed employees for doing a good job and for the work they had accomplished.

Chairperson Mullen also commended all three appointed employees for the work they have accomplished.

#### **Subsequent Steps for Board Appointed Employees Contracts**

**Motion** by Commissioner Tony Mullen, **Seconded** by Commissioner Tracy Thomas, to charge the HR Chairperson and the Board Chairperson with the task of working with the appointed employees on their respective annual merit considerations on behalf of the Board of Commissioners.

Yeas: Commissioners Semone James, DeShon Leek, Tony Mullen and Tracy Thomas.

Nays: None.

Action: Motion Carried.

Chairperson Mullen announced that there will be a Human Resources Committee scheduled before the next Committee of the Whole Meeting.

Page 4 of 5

## <u>Other</u>

There was no other business.

### <u>Adjourn</u>

Meeting adjourned at 7:19 p.m.

Respectfully Submitted, Tony Mullen, Chairperson Human Resources Committee