



MINUTES
Committee on Personnel
Thursday, May 22, 2025 @ 4:00 p.m.
City Council Conference Room, 10th Floor City Hall

CALL TO ORDER

Council Member Carter called the meeting to order at 4:00 pm

PRESENT

Council Member Tamera Carter, Chair
Council Member Ryan Kost, Vice Chair
Council Member Trini Pehlivanoglu, Member
Council Member Brian T. Jackson, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Lisa Hagen-Lawrence, OCA
Elizabeth O'Leary, HR

PUBLIC COMMENT

No public comment on the time.

DISCUSSION/ACTION ITEMS

DISCUSSION – Filling Vacancy of Council Appointed Internal Auditor

Council Member Carter spoke briefly about the packet materials and noted this would be preliminary on how to proceed. Council Member Carer then spoke on the Committee on Municipal Audit, which had planning, field work, product work and follow up. There was also outside those for other audit processes, and if there were urgent topics, that would be brought to the auditor. With that, there were conversations on capacity, getting things in a timely manner. This would lean towards with filling this that the next auditor would have the tools get all the appropriate reporting in a timely manner.

The Committee discussed how to move forward; continue process posting and interviews; look at an RFP for a bigger picture. Council Member Jackson asked the OCA about individuals through HR or potentially an RFP, and does it matter how this person comes, or can they be part of a firm. Ms. Hagen-Lawrence was not able to speak to it at this time, and she could look into it at that time.

Council Member Jackson stated he believes that with a qualified person the person can complete the role off site, and maybe the Committee could consider making the position hybrid and they would stay longer. Council Member Pehlivanoglu supported a hybrid option, but also look at taking steps to make sure this a competitive position, and what is the pros and cons for this person being in person. She then asked for historical details on barriers and issues that have come up with previous auditors and have left; looking for a trend. Ms. O'Leary was asked if there are sunset interviews with auditors who have left the Council offices to other departments. Ms. O'Leary stated she can not speak to Council staff. There are lots of applicants that look for those hybrid roles, and some roles cannot be hybrid, but generally hybrid could bring in a larger pool. Council Member Carter noted that the charter speaks to

onsite role with the auditor, and that might need to speak to that as well; with the language eluded to the auditor being on site. This could be looked at the job description. Council Member Pehlivanoglu noted she is open to discussions on options, and there is an opportunity to determine if hybrid or in-person, there is a section in the job posting so it can be clarified.

Ms. Hagen-Lawrence was asked to look at the RFP process, directed the Committee to look at job descriptions. Council Member Jackson asked OCA if the Charter allows for remote or hybrid.

Council Member Kost with previous auditors, the Administration appears to have taken the last two auditors; asked OCA if they can there be a non-compete clause so they cannot move to other departments, she stated she would speak to the City Attorney. Council Member Kost then stated with the hybrid it would have to be equal for other employees; also there are some files and records stored on site. Council Member Jackson stated there are political optics; federal state and local, that remote work is no efficient or effective. Then he stated when it comes to hybrid there could be weeks planned for when needing to be in the office, and supported hybrid for all council staff employees.

Council Member Carter noted the remote should be determined by OCA if possible.

Council Member Pehlivanoglu asked if there is a remote policy in place, and Ms. O'Leary stated she believes the do and she was asked to get it the Committee. Council Member Carter there is another option to see what other communities have remote internal auditor. Council Member Pehlivanoglu asked for urgency to keep moving forward.

Ms. Boak asked for Committee consensus of the job posting to mark up, and it was determined the most recent job description. Council Member Pehlivanoglu noted they should look at the experience they are looking at for experience and credentials. Council Member Jackson stated in his past experience there was a struggle with getting more robust field of applicants.

Other

Council Member Carter then reminded the Committee will have to speak to the Legislative Analyst position, and bring discussion to that as well at the next meeting. Council Member Pehlivanoglu if there has been anything in the past, and Ms. O'Leary stated she did not find that title in the past. Council Member Kost stated the State House and Senate probably has that position.

Ms. O'Leary stated she can provide the hybrid policy but would need more time on reaching out to other communities on their positions.

ADJOURN

Adjourn: 4:28 p.m.

Submitted by

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on June 5, 2025