



**MINUTES**  
**Committee on Personnel**  
**Thursday, June 26, 2025 @ 4:00 p.m.**  
**Tony Benavides Lansing City Council Chambers, 10<sup>th</sup> Floor City Hall**

**CALL TO ORDER**

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

**PRESENT**

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

**OTHERS PRESENT**

Renee Richmond, Council Administrative Assistant  
Greg Venker, OCA  
Elizabeth O'Leary, HR

**MINUTES**

MOTION BY COUNCIL MEMBER PEHLIVANOGLU TO APPROVE THE MINUTES FROM JUNE 5, 2025 AS PRESENTED. MOTION CARRIED 3-0.

**PUBLIC COMMENT**

No public comment on the time.

**DISCUSSION/ACTION ITEMS**

**DISCUSSION – Council Appointed Internal Auditor Job Posting**

**Scope of Work**

Councilmember Carter recapped the last meeting discussing what the Internal Auditor (IA) job description will entail and asked HR for a synopsis, including language with Council rules, education, and salary. Noting Councilmember Jackson in a previous meeting regarding hybrid/remote work to not be too broad but tailored to functions. Councilmember Pehlivanoglu spoke that Attachment A speaks to the type of work expectations, adding the most recent IA also laid out detailed outline of how audits would be performed throughout the calendar year, and would be helpful for a new IA and suggested adding a timeline to scope of work. Councilmember Carter agreed adding the timeline template from the Municipal Audit Committee already developed timeframe. Ms. O'Leary offered maybe style as a yearly audit plan. TP – maybe also an exercise process example during the interview. TC – again for scope making sure language is there, education piece keeping at BA.

**Posting Locations**

Councilmember Pehlivanoglu referenced the Job Advertisement under education that states if not already a CPA, CIA, CFE etc. must obtain within 1 year of employment as condition of employment. Agreeing with it, however, can't obtain 5yr experience without those credentials. She also asked Ms. O'Leary if they'd ever altered the 30 days posting. Ms. O'Leary answered it's been extended but

cautions to close early. Councilmember Kost noted a typo Physical Capacity Requirements, 2<sup>nd</sup> line should read Good vision required (d was missing). Agreeing with Councilmember Pehlivanoglu on 4<sup>th</sup> bullet point, and perhaps changing to “Maintain CPA, CIA, CFE and/or CISA, certification as a condition of continued employment”. Councilmember Pehlivanoglu asked if the good vision requirement poses any ADA issues in posting. Ms. O’Leary noted it is in the posting, but language includes if require reasonable accommodation needed, then will see if can grant. Councilmember Kost also noted under same section last sentence, remove “some” and leave at NIGHT meetings required. Ms. O’Leary confirmed the edits.

Councilmember Carter moved to Item D.

#### DISCUSSION – Council Staff Personnel Rule Amendments to Include Staff Hybrid/Remote Work/Flexible Hours Policy

Councilmember Carter supports since not having the non-compete in that the evaluation/amendments can be reviewed on a six month basis. Believes Council does not have a remote work agreement and need once draft if chosen. Councilmember Pehlivanoglu is under the impression some City off Lansing employees have a remote work agreement that could be used. Ms. O’Leary stated she sent over language in CBA on Teamsters 243 that states, “The department head or designee may determine set hours for their department staff. The determination amount based shall be made in consultation with the employee within the department and may select flexible hours or combination of in person so long as department is sufficiently staffed. Flex/hybrid schedules will be assessed every 90 days or as needed, and the city may terminate hybrid schedules at any time if necessary to meet dept needs.

Councilmember Kost asked law is work agreement a Council rule or something need a change in rules. Mr. Venker responded Council rules are silent on remote work, could have language to flexible schedule similar to what the City has with some CBAs, or have as an addendum to the rules. Adding, when talking remote agreement, wording is going to play apart. Councilmember Pehlivanoglu noted the agreement itself asked if has the ability to say it isn’t working and therefore going to walk back with this employee, Mr. Venker agreed just make clear on language.

Councilmember Kost noted in several sections specifically Cancellation and Modification that state Council, President, Vice-President, or Supervisor and feels Leadership or something that is consistent across the board. Mr. Venker responded that if there was no objection, he would be happy to find each instance and provide optionality in what direction they prefer and send back notes, as a Committee how do they want it. Committee consensus was to see it both ways.

Councilmember Kost suggested that the cancellation and modification sections could be struck because under work schedule it does define those points, with Councilmember Pehlivanoglu suggested merging those two into one section of 1-2 sentences. Councilmember Kost confirmed edits from Mr. Venker at the next meeting.

Councilmember Carter asked when they are looking to have this effective this fiscal year, Councilmember Kost noted that begins in a few days and confirmed calendar year. Councilmember Kost asked on the application on Detroit’s they had non-discrimination clause on telework, do we need to add. Ms. O’Leary answered from an HR perspective she doesn’t mind if put anywhere.

Councilmember Carter moved to Item C.

#### C - DISCUSSION – Council Legislative Analyst Job Posting

Councilmember Pehlivanoglu believes the education experience of 2-5yrs is fair. Councilmember Kost indicated he is good with bachelor’s degree but, should it also say and/or equivalent combination of education/experience. Ms. O’Leary stated just above that it states the equivalent compass. Councilmember Pehlivanoglu suggested adding as a bullet point instead next to title to make it clearer, then asking the Committee how they feel changing to associate’s degree, the Committee concurred.

**Other**

The Committee consensus concurred to hold next meeting on July 17, 2025, at 4pm in Chambers if needed to not interfere with another possible Committee.

**ADJOURN**

Adjourn: 4:50p.m.

Submitted by

Renee Richmond, Recording Secretary

Lansing City Council

Approved by the Committee on July 17, 2025