



**MINUTES**  
**Committee on Personnel**  
**Thursday, July 17, 2025 @ 4:00 p.m.**  
**City Council Conference Room**

**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  
Greg Venker, OCA

**Minutes**

MOTION BY COUNCIL MEMBER KOST TO APPROVE THE MINUTES FROM JUNE 26, 2025, AS PRESENTED. MOTION CARRIED 4-0.

**PUBLIC COMMENT**

No public comment at this time.

**DISCUSSION/ACTION ITEMS**

DISCUSSION – Council Appointed Internal Auditor Job Posting

Scope of Work

Posting Locations

The committee reviewed the most recent draft of the job posting from HR dated July 14, 2025.

Council Member Jackson referred to “Environmental Conditions” – “determined by mutual agreement”, if certain council members not there, how is it mutual. Mr. Venker stated with the initial establishment would be both, but under the hybrid it would be President. It was clarified that President and Vice President are always on Personnel Committee. Council Member Pehlivanoglu asked what “mutual agreement” means, the new hire and leadership, or determined and then agreed upon.

Council Member Carter noted the agenda item for rule amendments, it does speak to written request, and asked law if that could be classified as the “agreement”. Mr. Venker stated that with personnel rule amendment, leadership would determine what positions and then staff can apply, and leadership would sit down. Council Member Carter stated this is an option but not required. Council Member Pehlivanoglu asked if the Committee should look at agenda D. first.

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

The committee reviewed with no questions on the amendments. Council Member Carter noted that if Committee is okay, then it can be taken to Council for adoption. Council Member Kost acknowledged the amendments. Mr. Venker referred to page 3 of the document “Standardized Travel Regulations”, and asked if this was pointing to something specific, and if not, they should just adopt the City’s vehicle use regulations. Council Committee concurred with removing “standard travel regulations”. Council Member Jackson asked about the number of days in bullet point 1 under 2 for dates of response and suggested “10 days”. Committee concurred, changing language to “within 10 business days”.

MOTION BY COUNCIL MEMBER KOST TO APPROVE THE RESOLUTION AS PRESENTED WITH THE AMENDMENTS MADE. MOTION CARRIED 4-0.

DISCUSSION – Council Appointed Internal Auditor Job Posting

Scope of Work

Posting Locations

Council Committee returned to review this posting.

MOTION BY COUNCIL MEMBER KOST TO APPROVE THE JOB POSTING, SCOPE OF WORK, AND LISTING LOCATIONS. MOTION CARRIED 4-0.

The Committee spoke about posting the positions and waited on HR for scheduling dates. It was confirmed that the rules needed to be adopted first on July 28<sup>th</sup>.

DISCUSSION – Council Legislative Analyst Job Posting

Council Committee reviewed the posting, and Council Member Jackson referred to the education portion, noting he did not believe that Political Science would apply, or law, but appreciated the addition of the “related field”. With an associates degree it is not specified. Council Member Pehlivanoglu referred to the LCC paralegal associates degree, and a candidate coming out of that degree could qualify and bring in a legal manner that all could relate to. Suggested adding “paralegal”. Council Member Jackson concurred that it could be a related field, and Council Member Carter stated they wanted to make it broader. Council Member Kost suggested associates degree or associated experience. Council Member Jackson stated the applicant should have to explain that. Council Member Pehlivanoglu stated it is important that it is helpful to the candidate, that in addition to other items, the candidate has to have an understanding there has to have some background to legislative analyst. As a question to HR, with NEOGOV, they have screening tools, and therefore asked would potential candidates be screened out in a related field. Council Member Carter stated she was going to speak to that later, and they can request to see all applications. She noted it currently also says “experience working in legislative office, public agency or advocacy”. She agreed to have all applications come to Council instead of being screened in HR so they can share all their expertise. Mr. Venker stated that Ms. O’Leary concurred that they could set it up so no one gets screened out, and they can set up a minimum necessary.

Council Member Kost suggested bullet point 2 – associate degree or preferred equivalent experience necessary. Council Member Carter noted equivalent to.

Mr. Venker referred to first bullet point – per Ms. O’Leary the first bullet point is the catch all.

The Committee decided to remove the 2<sup>nd</sup> bullet point.

Council Member Jackson recommended changing “two years or more” instead of “two to five”.

MOTION BY COUNCIL MEMBER KOST TO MOVE POSTING AS AMENDED.

Other

Council Member Carter then began discussion; all candidates will be brought to this Committee. Mr. Venker stated that Ms. O’Leary concurred internally HR can post July 29<sup>th</sup>, and she will speak to MML on posting datelines. The Committee concluded 30 days posting. The Committee decided to post the Legislative Analyst position in the same locations.

Council Member Carter asked Ms. O'Leary to confirmed the actual posting date to Council staff.

**ADJOURN**

Adjourn:4:36 p.m.

Submitted by

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on September 3, 2025