



MINUTES
Committee on Personnel
Wednesday, September 3, 2025 @ 2:30 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Carter called the meeting to order at 2:30 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
Elizabeth O'Leary, HR
Kyla Moore, HR

Minutes

MOTION BY COUNCIL MEMBER KOST TO APPROVE THE MINUTES FROM JULY 17, 2025, AS PRESENTED. MOTION CARRIED 4-0.

PUBLIC COMMENT

No public comment at this time.

DISCUSSION/ACTION ITEMS

DISCUSSION/ACTION – Determination on top applicants to interview for Internal Auditor Vacancy & Determine Interview Dates

Council Member Carter noted there were 7 applications, and asked the Committee if they would consider interviewing all or top 5.

Council Member Kost stated since 7 would be fine with doing interviews on all, and Council Member Pehlivanoglu concurred. Council Member Jackson asked about having not as many questions as in the past.

Council Member Carter asked about scheduling with the HR director, and Ms. O'Leary stated they should consider 2 days, and an hour is generally good. Council Member Jackson stated they should consider one day. Council Member Pehlivanoglu stated there should be a brief window between each interview of 15-20 minutes, but would be open to 2 days. Ms. O'Leary asked the Committee about remote so candidates do not. Council Member Kost stated about live but not posting until after, and Council Member Carter asked about not live until deliberations. Ms. Hagen-Lawrence stated she would look into the Council Rules and options. Council Member Carter noted also making the considerations

live but not the interview. Council Member Kost asked about the wording in the Council Rules, is there a way around the live option.

Ms. Moore stated that if candidates are aware it is live, they might not be prepared.

Council Member Carter noted that if a candidate is not physically here and have to interview remotely what is that.

Ms. Hagen – Lawrence noted Rule 48, Electronic Participation with the option, and that can still be maintained, and suggested not posting any of it until all interviews are done. But this is an open meeting, and an applicant does come early and want to sit in they can hear the questions in advance. This is the difficulty in making the public body make decisions publicly. Council Member Carter noted if they arrive early they can sit in lobby, and Ms. Hagen-Lawrence noted they cannot be told they cannot enter. Council Member Kost noted they can have public comment, announce they will do interviews and post it later. Ms. Hagen-Lawrence stated she does not believe that would be a violation of the rules. Council Member Pehlivanoglu stated that even if TEAMS, it would be captured in the video which is being shown at a later date.

Council Member Carter stated they will do interviews for all 7, then post the video after all interviews are completed, and will work with OCA on the correct language to state during the meeting.

The Committee considered two (2) days. There would be a hour between interviews. Council Member Jackson suggested less than an hour. Ms. O'Leary asked if it was questions with discussion or points, and it was confirmed just questions. Council Member Kost deferred to Council Member Jackson if 45 minutes would be too long. Council Member Jackson stated 45 minutes would be good, and a longer deliberation after the last applicant. Council Member Kost concurred, and setting aside 45 minutes for each, and if they are shorter that is safe as well. It was concurred 30-45 minutes interviews with 15 minutes between.

Thursday - September 18th in the morning with first interview at 9 am with three (3) applicants.
Wednesday – September 17th in the afternoon with first interview at noon with four (4) applicants.

DISCUSSION/ACTION – Determination on top applicants to interview for Legislative Analyst Vacancy & Determine Interview Dates

Council Member Carter noted there were 81 applicants and asked if the Committee would consider top 10. Council Member Jackson asked how many applicants got 3-4 votes. Council Member Carter stated there were 10 total. Council concurred they would interview 10. Ms. O'Leary stated she wanted to make sure all qualifications were followed, but Council applicants were all sent and did not want to disqualify someone that had the same qualifications. Council Member Jackson stated they do not just look at qualifications, but work experience, duties, etc. Ms. O'Leary stated it would be helpful to have the reasoning for choosing the 10.

Council Member Kost asked the Committee concern about filling one position first. Council Member Carter concurred.

Ms. Moore asked if the Committee would like HR to communicate with the top 10. Council Member Kost asked if they could notify that they were selected to interview.

Council Member Jackson asked about picking dates at the September meeting dates for those October dates.

Other

Ms. Boak distributed copies of questions used in the past. The Committee reviewed each, Council Member Pehlivanoglu noted on Internal Auditor that #8. and #9. were similar, eliminating #8. The

Committee concurred. Council Member Kost referred to page 2 Interpersonal questions of the Internal Auditor questions to strike #7, #8 and #10 and the Committee concurred.

With the Legislative Analyst position it was concurred to eliminate #7, #8 and #10 on interpersonal.

The committee concurred all 9 on the first page of the Legislative Analyst.

Ms. Boak asked about if the meetings could occur without 4 members and it was concurred they could. Ms. O'Leary stated they should consider equal membership present.

Ms. Moore spoke on the audit trail of the positions and why applicants were already screened out. Council Member Carter stated with internal auditor, it was scheduling if they stated they are not past 4 pm. Ms. Moore wants to defend if an applicant calls as to why they were not chosen. The consensus was that it was either lack of work experience they were looking for, or where they had specific educational backgrounds in policy, legislative analyst, experience and educational piece. Ms. Moore asked if someone calls, can they call Council offices and ask why they were screened out. Council Member Jackson stated they can be told they were not chosen by the Committee. Ms. O'Leary stated sometimes they meet with applicants afterwards to talk about. Ms. Moore stated they want to be consistent. Council Member Pehlivanoglu stated there were many applicants who did not provide all experience outside of; if they did not have the work experience they did not offer other work where they would apply for the role.

ADJOURN

Adjourn: 3:14 p.m.

Submitted by

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on September 17, 2025