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MINUTES
Committee on Personnel
Monday, May 11, 2025 @ 4:30 p.m.
10th Floor City Hall

CALL TO ORDER

Council Member Pehlivanoglu called the meeting to order at 4:30 pm

PRESENT

Council Member Trini Pehlivanoglu, Chair
Council Member Peter Spadafore, Vice Chair
Council Member Adam Hussain, Member
Council Member Jeremy Garza, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Greg Venker, OCA
Elizabeth O’Leary, HR Director
Keisha McKitty, HR

PUBLIC COMMENT

No public comment on the time.

DISCUSSION/ACTION ITEMS

DISCUSSION – Legislative Analyst Position Vacancy

Council Member Pehlivanoglu opened by referring to the posting from 2025, and noting there were additional questions on detail from that time period that were answered:

It was posted in the City of Lansing Career Portal, MML, CAMW and Handshake. There were 81 applicants, 8 interviewed and posted for 30 days.

The Committee discussed the options for posting, locations for posting, timeframe for posting, and how to receive the applications. Council Member Spadafore stated he reached out to Mr. Bingman for input on what worked or not, and has not spoken to him yet.

Regarding the process of what this will look like, Council Member Pehlivanoglu noted it was developed last year with HR, and Committee consensus feels comfortable at this time. Last time it was on four sites for 30 days, and a couple months, but asking for input on expediting the process. She then asked HR if they could post for 14 days, and HR confirmed. Council Member Hussain noted his concern also on last time and wanting to streamline it this time. With a 3-4 weeks posting, would look like to start screening as they come in, and once closed setting up interviews. Council Member Pehlivanoglu noted that last time, the position was new, wasn’t sure of the applicant pool would look like and not sure how many would apply. She concurred with posting for 2 weeks. The applicants came in, in batches, and last time HR did not screen, the Committee saw all of them. The committee in 2025 reviewed independently, provided their choices. Council Member Pehlivanoglu then asked if Committee would feel comfortable HR screening for minimal requirements, and the consensus of the Committee was that

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to occur, and if they do not meet the minimum credentials. Council Member Hussain asked if there was any testing, and Ms. McKitty confirmed and said at the interviews they were encouraged to bring in a writing sample. Council Member Pehlivanoglu recited the 4 sites it was posted on, and asked HR if they recommended. Ms. McKitty stated that Indeed was not posted because their cost is per day, and had issues getting it posted in the time frame. Council Member Spadafore stated there is a downtown Lansing newsletter – GONGWER – is for capital jobs, but the City does not have a subscription. Ms. McKitty stated they are connected to Govjobs.com, but not with public service jobs. Council Member Garza asked if the legislative analyst position should have memberships to sites.

Council Member Pehlivanoglu spoke briefly on the interview process, record the interviews and not live, but play at a later date when all interviews were concluded. The consensus of the committee was to follow that process again.

The committee concurred the posting, the sites to post, and the time to post. Ms. McKitty stated it can get posted as early as Friday. It would be posted from 5/15- 5/29, with obtaining applications, and Ms. O’Leary stated they screen ongoing. Council Member Pehlivanoglu suggested reviewing the applications the week of June 1st, and mark top candidates on June 8th and determine who to interview. Council Member Hussain stated he would feel comfortable having the Chair review the applications and start interviews June 8th. Consensus of the committee was to have chair to review and make the applications.

Ms. McKitty based on pool of applicants, have extended deadline, and last time the interviews were done over multiple days. Council Member Pehlivanoglu suggested top 5 and interviews in one day. If there is not a strong pool, HR can update Committee and they can determine if they need to flex for a new date.

The committee concurred the same rate, \$45,000 - \$62,000.

The committee concurred a time of 11 am to 5 pm.

Draft questions will be sent to Committee with a deadline by this Friday, end of day with updates.

A writing sample should be provided at the interview.

Other

The Committee consensus concurred to hold next meeting

ADJOURN

Adjourn: 4:51p.m.

Submitted by

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on