



MINUTES
Committee on Personnel
Monday, February 17, 2020 @ 4:00 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 4:03 p.m. by Chairman Hussain

ROLL CALL

Council Member Adam Hussain, Chairperson
Council Member Peter Spadafore, Vice Chairperson
Council Member Carol Wood, Member
Council Member Jeremy Garza, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Jim Smiertka, City Attorney
Lisa Hagen, Assistant City Attorney/Council Research Assistant
Linda Sanchez-Gazella, HR Director

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVED THE FEBRUARY 3, 2020 MINUTES AS PRESENTED. MOTION CARRIED 4-0.

Discussion

City Council Administrative Vacancy

Temporary Vacancy Update

Council Staff informed the Committee that Ms. Richmond is currently assisting the office on a part time basis. Her hours are from 1pm – 5pm , Monday – Friday. In the morning hours she is working for Treasury, and the Treasurer has been in conversations with Council Staff on flexibility of the schedule if more time is needed. Ms. Richmond will be with the office until May 1, 2020.

Finalize Job Posting

The Committee reviewed the most recent job description and what will be also used for the job posting. Ms. Sanchez-Gazella noted the changes from the original included the details to Associates Degree and 3-5 year experience but a high school diploma with experience would be accepted. Council Member Hussain asked how many applications to expect, and Ms. Sanchez-Gazella noted it could be up to 75. It will be listed on the City website, Indeed and LinkedIn. With a cost they can post on MML website as well. Council Member Hussain stated to the Committee that the posting is ready and the dates will be moved up to start on 2/24/2020 and close 3/6/2020; internally and externally, with testing on 3/9/2020-3/20/2020

and interviews at Committee on 3/27/2020. Ms. Sanchez- Gazella noted they will do the background checks at the time of the interviews.

Position Benefits and Council Fringe Benefits Update (OCA)

Mr. Smiertka referenced material his office submitted to Council Member Spadafore, however Council Member Spadafore noted he thought the OCA was waiting on outside counsel so he did not forward to the complete Committee. Council Member Hussain asked Ms. Boak to email the documents to the Committee. Mr. Smiertka briefly went through the documents, and confirmed there are two (2) resolutions updating the Council Personnel Rules and latest Fringe Benefits. One resolution would be to amend the rules, eliminating the time bank and no retiree health care as of 2/15/2020. A new employee after 2/15/2020 will not be eligible for membership or benefits in employee retirement. The new employees will be in defined contribution which will have a 5% mandatory, 0-6% by employee, and new provision where City can match up to 6%, totaling the potential for 17%. Vesting will be 33% in the 1st year, 66% after 2 years, and 100% after 3 years. Resolution 2, Mr. Smiertka continued, would be the changes to the Personnel Rules.

Other

Council Member Wood asked for an update on the filling of the recently vacated Internal Auditor positions, particularly with the upcoming budget season. Council Member Hussain confirmed they are working with the Administration (2/18/2020) on potential options, making sure the new employee has interfacing access to system, but there will be no changes to the job description, so they can post and start the process anytime. Council Member Spadafore asked if they filled it with a temporary person, if they had to put that out to bid, and Ms. Sanchez-Gazella noted if it was a salary for the time period that would exceed more than \$15,000, but to consider if they would want temporary considering the confidential information the person would see. Council Member Wood asked about utilizing the retired former Internal Auditor, Jim DeLine. Council Member Spadafore stated they will report back to the Committee after they meet with the Administration on 2/18/2020. He then inquired with Council Member Wood what key tasks she would be looking for in the Internal Auditor during the budget season, and she stated the person should analyze the budget based on what was submitted in past budgets, along with research into the questions by Council Members and answers provided by staff. The position would need to research and work through the budget on the potential unknowns, considering the historical nature of the budget the City is currently in. Council Member Hussain stated that after they meet with the Administration, they will report back to the Committee. Mr. Smiertka briefly cited the Charter on the Internal Auditor, and Council shall appoint a qualified person.

Ms. Sanchez-Gazelle recommended Mr. DeLine, the former Council Internal Auditor as a temporary option.

ADJOURN

The meeting was adjourned 4:24 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on March 9, 2020