



MINUTES
Committee on Personnel
Friday, December 18, 2020 @ 3:00 p.m.

<https://us02web.zoom.us/j/85777560476>; ID: 857 7756 0476; Dial In; (312) 626 6799

Email comments prior to the meeting to sherrie.boak@lansingmi.gov

Held virtually in an effort to protect the health and safety of the public & to mitigate the spread of COVIE-19

CALL TO ORDER

The meeting was called to order at 3:00 p.m.

ROLL CALL-Via audio/video conferencing

Council Member Adam Hussain, Chairperson, remotely from Lansing, Michigan
Council Member Peter Spadafore, Vice Chairperson, remotely from Lansing, Michigan
Council Member Carol Wood, Member, remotely from Lansing, Michigan
Council Member Jeremy Garza, Member, remotely from Lansing Michigan

OTHERS PRESENT- Via audio/video conferencing

Sherrie Boak, Council Staff
Kesha McKitty, HR Hiring Specialist
Jim Smiertka, City Attorney
Larry Trice, III

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE SEPTEMBER 29, 2020 MINUTES AS PRESENTED. ROLL CALL VOTE, MOTION CARRIED 4-0.

Discussion

Council Internal Auditor Interview – Larry Trice, III

Council Member Hussain briefly outlined the interview process to Mr. Trice, introduced the Committee Members and staff. Committee Members introduced themselves. Mr. Trice introduced himself providing past and current work experience in a non-profit organization. The Committee then took turns asking the interview questions.

Council Member Hussain - Tell us about some of your experiences conducting audits within governmental agencies. Mr. Trice confirmed he graduated with MSU and his current job is a financial position, making this being his first audit experience. Council Member Hussain asked if he had experience in financials, and Mr. Trice confirmed he does do accounting work for Tabernacle of David. He clarified his tasks are audit related, but not classified as an auditor.

Council Member Spadafore - Please describe how your responsibilities have changed during your career in auditing, and the scope of your current responsibilities in this field or how this question would fit towards the career change to this position. Mr. Trice explained his work experience in budgets, payroll, balancing bank accounts, researching weaknesses, and this would be taking on a lead role.

Council Member Garza - Tell us about one or two audits you have coordinated or in which you played a consulting role that resulted in cost savings, streamlined and improved processes and procedures, or policy changes. Mr. Trice provided an example from his current job where he condensed and transformed in the documents preparing for audits and making their books compliant. During that time he confirmed he was able to work alongside the auditor.

Council Member Wood - What are some steps you have put in place in your current or previous positions to prevent fraud. Mr. Trice was able to provide an example of reconciling funds and spending, creation of an audit on time sheets, and steps to establish the creation of an operational manual for financial policies. Council Member Hussain referenced the unique role of the auditor and asked Mr. Smiertka to speak on the duties. Mr. Smiertka referenced the City Charter on the role of the position and outlined caution of the position.

Council Member Hussain - Please describe one or two examples where you have used quantitative techniques to analyze samples or populations of data, what kinds of software tools you employed, and how results convinced management to take corrective action. Mr. Trice acknowledged he has not done any specific audits, but has worked with the auditor at his current job and used that information towards the simulations for the audits.

Council Member Spadafore - In your current or most recent auditing work, which Enterprise Resource Planning systems have you used. Mr. Trice stated he was not familiar with any.

Council Member Garza - Please describe how frequently you use ERP systems, and for what purposes. This question related to the previous question.

Council Member Wood – Asked he uses excel or pivot tables. Mr. Trice confirmed he does use excel on a regular basis. Council Member Wood then asked when he does a report and given to a particular audience how that was presented and how it was received. Mr. Trice confirmed that every month, in his current job, a report is presented to the Board, along with quarterly reports, and to his knowledge all the reports have been received well.

Council Member Hussain - Tell us about your participation in professional associations geared toward the auditing profession or financial organizations. Mr. Trice stated he is currently in the process of joining the organization that helps young students pass the CPA.

Council Member Spadafore - What steps do you take to keep your job knowledge current with ongoing changes in the industry. Mr. Trice confirmed he is always studying and staying current with the updates in the financial law and processes.

Council Member Garza - Discuss approaches that you have used to work harmoniously with people at all levels of an organization while also maintaining independence and objectivity. Mr. Trice provided an example of the multi task roles he has in his church, along with managing personalities in his other job.

Council Member Wood – Tell us about a situation where you have had to handle confidential information and how you addressed that. Mr. Trice provided an example on his research on a payroll situation and how he had to report it to the Board.

Council Member Spadafore – Tell us about a situation where you have handled sensitive, confidential or controversial information, and how you handled communication and resolution in that situation. Mr. Trice admitted it is critical when people need to know and how to explain. In his experience he has implemented responses based on the situation.

Council Member Garza - What are your greatest strengths/weakness. Mr. Trice responded that he thought his strength was his competitiveness, and always doing whatever you need to do to the maximum ability. He added, his weakness would be being critical of himself.

Council Member Hussain provided Mr. Trice an opportunity to ask questions. Mr. Trice asked the type of systems that are used for auditing, if there is a specific busy time of the year. Council Member Wood responded to the questions outlining the multiple program that this position would pull information from. Council Member Hussain added that the busy time would be March to May during the budget, he then outlined the next steps in the interview process for the position.
Mr. Trice left the meeting.

Council Internal Auditor Interview – Chelan Andrews

Ms. McKitty spoke to Ms. Andrews during the meeting, at which pointed stated she was not aware the interview was confirmed and therefore made plans to accommodate family for the holidays. At the time of the meeting she was driving, and informed Ms. McKitty she would like to reschedule but if it cannot be rescheduled, she understands and would withdrawal.

Council Member Spadafore suggested meeting after the holidays, the week of January 4, 2021. Council Member Wood questioned if that was possible, because the same Committee would not be in place, and asked Mr. Smiertka if that option was possible. Mr. Smiertka confirmed the current Committee membership ceases on 12/31/2020.

The Committee then briefly discussed the interview with Mr. Trice. Council Member Hussain stated he would reach out to Mr. Trice and work with Council staff to reschedule the interview for Ms. Andrews.

Council Member Wood made note that if the interviews are after January 4, 2021, then there will need to be a discussion with the new Council President to have the same membership on this Committee so the interviews can proceed. Mr. Smiertka suggested the Committee ask the interviewees about their willingness to attend late night meetings.

ADJOURN

The meeting was adjourned 4:10 p.m.

Submitted by, Sherrie Boak, Recording Secretary
Lansing City Council

Approved by the Committee on January 6, 2021