



MINUTES
Committee on Personnel
Tuesday, July 7, 2020 @ 3:30 p.m.
Via audio/video conference
<https://us02web.zoom.us/j/84605606386>
Meeting ID: 846 0560 6386
Dial by your location: 646 876 9923 US

CALL TO ORDER

The meeting was called to order at 3:31 p.m. by Chairman Hussain

ROLL CALL-Via audio/video conferencing

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

OTHERS PRESENT- Via audio/video conferencing

Sherrie Boak, Council Staff
Jim Smiertka, City Attorney
Ashley Banks, Hiring Specialist
Linda Sanchez-Gazella, HR Director
Lisa Hagen, Assistant City Attorney
Jake Brower, Budget Director

Minutes

MOTION BY COUNCIL MEMBER SPADAFORE TO APPROVE THE APRIL 9, 2020 MINUTES AS PRESENTED. ROLL CALL VOTE, MOTION CARRIED 4-0.

Discussion

DISCUSSION- Council Internal Auditor Position Posting

Council Member Hussain began the discussion with an overview of the items in the packet, then proceeded to outline his plans as Committee Chairperson on how to proceed from this meeting forward. The plan would include finalizing the job description today, instructing HR to finalize the posting based on that, and discuss the range for salary. The next steps after posting would be to have HR forward the applications to Council Office Manager to review and present to Council President and Vice President for them to make a determination on the applicants and number of interviews and recommendations. Council Member Spadafore suggested to proceed with the posting from the last opening in 2016 with a posting ASAP and

deadline of August 14th. Council Member Hussain agreed, along with the other members. Council Member Garza did ask where it was going to be posted. Ms. Sanchez-Gazella confirmed it will be internal and external, they will post with LINKEDIN, MML, City website, and any professional organizations for accountants and finance. Ms. Banks added it can be added to Michigan Certified Public Accounts website, along with MSU and Davenport College. The Committee reviewed the job description and Council Member Wood and Garza asked for clarification that it include expertise in accounting software, and include language on confidentiality. The Committee briefly spoke on the salary range, and Council Member Hussain informed the rest of the Committee that the previous Internal Auditor was hired at Range 42, Step 6 \$80,303.00.

Ms. Boak shared her screen from the packet which represented the most recent job description from 2016, and it did list the accounting software. Council Member Hussain asked HR would be performing the testing, and Ms. Banks stated in 2016 there was a test created by the former Internal Auditor (Jim DeLine) and she would forward that to the Committee for review for this posting as well.

Ms. Sanchez-Gazella asked if the Committee was interested in keeping with the current language of a "Master's degree", and after review the Committee determined that since it stated "or equivalent" they would keep it in and make their own determination.

The Committee determined the posting would be out by July 13th, with a 3 week posting time. They requested that as the applications come in that they be forwarded to the Council Office Manager.

Council Member Hussain noted the Committee would review the testing and interview questions closer to the end of the submission date. Lastly, he asked that HR forward the posting to the Committee for one last review before it is posted.

ADJOURN

The meeting was adjourned 4:05 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on September 29, 2020