



MINUTES
Committee on Personnel
Thursday, April 4, 2024 @ 3:15 p.m.
City Council Conference Room, 10th Floor City Hall

CALL TO ORDER

Council Member ~~Kest~~ Hussain called the meeting to order at 3:28 pm

PRESENT

Council Member Adam Hussain, Chair
Council Member Jeremy Garza, Vice Chair
Council Member Peter Spadafore, Member - excused
Council Member Brian T. Jackson, Member

OTHERS PRESENT

Sherrie Boak, Council Office Manager
Greg Venker, OCA
Jim DeLine

PUBLIC COMMENT

No public comment on the time.

DISCUSSION/ACTION ITEMS

RESOLUTION- Interim City Internal Auditor

Council Member Hussain outlined for the Committee that this is a charter driven position, and the current internal auditor resigned on March 25th with end date of April 5th. There were options which included beginning the process of posting and hiring a permanent auditor and simultaneously bring in on an interim basis. Since budget season started March 18th Council leadership is proposing bringing in someone on the interim basis to help with the budget and any other outstanding audits.

Mr. DeLine briefly outlined his past with the City in LPD and City Council, along with spoke on other aspects of finance as outlined in his resume, in addition he acknowledged that he has done this job before, and mentioned he enjoys working with Council and the Administration on the numbers and why it went up or why it went down. He can explore areas that Council can look into and suggested that during the search for a permanent auditor, they make sure the permanent auditor has a CPA. He noted that any Council Member can come to him for projects to explore and he will then approach leadership on what time they need him for. He concluded he is looking forward to working for all eight members.

Council Member Hussain explained that part of budget season they have provided a list of questions that the departments have to address in their allotted time, and he read those to Mr. DeLine. Mr. DeLine believed that one of his roles is to feed Council with the best budget questions. Council Member Garza encouraged him to focus on the budget first on the priority.

Council Member Jackson asked what process has been followed so far. Council Member Hussain stated they did not expect to hear at the start of the budget season that in two weeks they would have

to have this situation filled, so based on his past experience with Council and City, in the interim this is the best option to address the urgency. Mr. DeLine referred the Committee to the resume.

The Committee went through the contract; concurred on the Intent; the Term needs to be amended to end June 21, 2024. They reviewed the Scope, method and employment. Under Compensation they discussed the hours per day, and weekly, and Council Member Hussain noted they do not have to have the interim 40 hours, but there would not be a problem opening the option to putting 8 hours and 40 per week, and Mr. DeLine acknowledged that would work and Committee concurred. No changes to compliance, assignments, severance, merger and representations.

Council Member Hussain asked OCA about the Ethics Board role. Mr. Venker asked if his intent is to take a leave of absence, and Mr. DeLine stated he spoke to the City Clerk and the Clerk stated he cannot "take a leave of absence" and therefore must resign. He is okay with that and understands that he will have to get appointed to fill the vacancy when he is done with the contract.

Council Member Hussain stated if approved April 8, 2024 it will be signed effective May 1st. Mr. Venker encouraged him to reach out to the Clerk to resign.

The Committee then reviewed the scope of work, specific to items outside of the budget, and Council Member Hussain noted budget will still take priority. Council Member Jackson asked about not having an auditor during the April meetings, and Council Member Hussain confirmed the benefit will be the meetings are on youtube and can be watched prior to starting on May 1st.

The Committee finalized the resolution with May 1, 2024 to June 21, 2024 and 8 hours a day, 40 hours per week.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION FOR THE INTERIM CITY INTERNAL AUDITOR. MOTION CARRIED 3-0.

DISCUSSION – Future of City Internal Auditor

Council Member Hussain asked the Committee on direction on moving forward with this position. The job description needs to be better informed to educate applicants on if they have the skills. The Committee needs to work with HR on postings, look at the testing, and options. It was noted in an exit interview that there are portions of the testing that need to be reevaluated. Council Member Hussain noted he can work as Chair and work with HR, or schedule another meeting in April to review the job description, postings, and testing. Council Member Jackson stated he was comfortable with Committee Chair addressing it and providing updates in emails. Council Member Garza concurred he is also fine with work being done and Committee updates.

Mr. Venker suggested writing an ordinance for the Internal Auditor.

ADJOURN

Adjourned 3:55 p.m.

Submitted by

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee as corrected on July 22, 2024