



AGENDA
Committee on Personnel
Tuesday, April 19, 2016 @ 4:00 p.m.
10th Floor Conference Room, City Hall

Councilmember, Jessica Yorke, Chair
Councilmember Judi Brown Clarke, Vice Chair
Councilmember Patricia Spitzley, Member
Councilmember Jody Washington, Member

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes**
 - March 30, 2016
 - April 7, 2016 Notes
- 4. Public Comment on Agenda Items**
- 5. Discussion/Action:**
 - A. City Council Internal Auditor Position
- 6. Adjourn**



MINUTES
Committee on Personnel
Wednesday, March 30, 2016 @ 4:00 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 4:06 p.m.

ROLL CALL

Council Member Jessica Yorke, Chairperson
Council Member Judi Brown Clarke, Vice Chairperson
Council Member Patricia Spitzley, Member - Excused
Council Member Jody Washington, Member

OTHERS PRESENT

Courtney Vincent, Council Administrative Assistant
Mark Dotson, Deputy City Attorney
Jim DeLine, Internal Auditor
Donna Black, Human Resources
Ashley Banks, Human Resources

MINUTES

MOTION BY COUNCILMEMBER WASHINGTON TO APPROVE THE MINUTES FROM MARCH 9, 2016. MOTION CARRIED 3-0.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment.

DISCUSSION/ACTION

City Council Internal Auditor Position

Council Member Yorke reviewed the events of the previous meeting and then stated that this meeting they would discuss the job descriptions for the Internal Auditors for the Lansing Board of Water and Light (BWL) and the City of Kalamazoo. She invited Mr. Jim DeLine, Internal Auditor for the City of Lansing, to discuss what he had learned about those two job descriptions.

Mr. DeLine stated that he had interviewed both Mr. Philip Perkins, Internal Auditor for the BWL, and Ms. Ann Videtich, Internal Auditor for the City of Kalamazoo. He discussed Ms. Videtich's responsibilities, which consisted primarily of research projects with very few audits, and he noted that the audit reports were very informal. He mentioned that his responsibilities as Internal Auditor were a mix of research projects and audits. Then he discussed Mr.

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Perkins' responsibilities, which consisted almost exclusively of audits with very few research assignments. He also noted that Mr. Perkins had a contract with an outside firm and worked closely with them.

Councilmember Brown Clarke asked for details on the contracted employee utilized by Mr. Perkins. Mr. DeLine replied that it was similar to the contract he was currently under and that Mr. Perkins met with the contracted person on a regular basis.

Mr. DeLine next compared the job descriptions for the two Internal Auditor positions with the job description for the City of Lansing Internal Auditor. He suggested adding a section to the City of Lansing's job description to state the goals and objectives of the position. He handed out a copy of the mission statement for his position, stating it had been approved by the Committee on Ways and Means in the fall of 2013.

Councilmember Washington commented that the objectives coincided with the performance-based direction City Council was moving towards.

Mr. DeLine discussed his work with the Committee on Ways and Means to give more structure to the Internal Auditor position, including their review of a binder he had provided to the Committee that outlined the eight areas of responsibility for the Internal Auditor.

Councilmember Yorke asked Mr. DeLine to further explain the term class summary. Mr. DeLine replied that the class summary section of a job description discussed the responsibilities and distinguishing characteristics of the position.

Councilmember Yorke asked for more information the reports section of the binder that Mr. DeLine had discussed. Mr. DeLine replied that as he had researched examples from all across the country on what an internal audit report looked like because they City of Lansing was looking to adopt a more formal structure. Councilmember Brown Clarke explained that the Committee on Ways and Means was trying to establish a formal protocol to ensure consistent expectations for the process regarding internal audit reports. She then outlined the proposed process for the internal audit reports. Mr. DeLine added that it was important to differentiate between a research project and an audit.

Councilmember Washington discussed the internal audit process for the Department of Corrections for the State of Michigan.

Mr. DeLine suggested that the Committee look for applicants who have a Certificate of Internal Audit (CIA) or require that the selected candidate obtain their CIA after being hired, and that they should not require applicants be a Certified Public Accountant (CPA). Councilmember Yorke mentioned having a CIA as a condition of employment and Mr. DeLine replied that it would be better to have it as preferred but not required.

Councilmember Yorke asked Ms. Black for information regarding the City of Lansing's policy on new hires obtaining necessary certification. Ms. Black replied that an employee might be given a certain timeframe to receive the required designation for the position. She then suggested having "CIA preferred, CPA preferred" on the job posting. Mr. DeLine suggested also including "MBA preferred," citing how it had benefited him in his role as Internal Auditor. Councilmember Washington supported Mr. DeLine's reasoning because the City audited more than just finances.

Councilmember Brown Clarke asked if they could make employment contingent on completing the required certification by a specified date and keep a new hire in probationary status until

the certification has been obtained. Mr. DeLine noted that CIA certification classes took about two weeks. Ms. Black stated that so far the City has not had a position with a required designation to be completed in a specified time period unless those credentials were required of the position by the State of Michigan. She added that the Human Resources Department would help employees obtain necessary credentials that were preferred but not required to be hired, but they did not have a required timeframe for completion after hire.

Councilmember Brown Clarke asked if there were any job retention commitments required of an employee to protect the City's interest after paying for certification. Ms. Black replied that the only requirement was that the employee repay costs to the City should they not complete the training, and then offered to research how much the City paid for certification. Mr. DeLine mentioned that there were funds available in the Fiscal Year 2017 budget for the Internal Auditor that could be used towards training costs.

Councilmember Washington asked Mr. DeLine if he believed one person was sufficient to fulfil the responsibilities of the position. Mr. DeLine replied that it was but also suggested that the Committee look at hiring a City of Lansing employee instead of a contracted person should consistent additional help be needed down the line. Councilmember Washington remarked that they could look at hiring a part time person later should the additional help be needed. Councilmember Brown Clarke discussed the merits of an on-demand contractor. Mr. DeLine supported using an on-demand contractor.

Councilmember Brown Clarke asked about the timeline for posting and filling the position. Discussion ensued regarding what the Committee would need to provide to Human Resources for the position to be posted; the timeline for posting, applications, interviews, and hiring of the position; and what type of interview questions would be asked. Ms. Black and Ms. Banks stated that the Committee would need to provide a job description, recruitment plan, and copy of the interview questions in order for them to post the position. Ms. Black also stated that they would need to know where they wanted the position posted.

The Committee decided to structure the job description similar to the format of the BWL job description while also including a section for class summary and distinguishing characteristics; and to include "CIA, CPA, or MBA Preferred" in the job description with the expectation that the candidate would complete training for a CIA at minimum within an allotted timeframe. The Committee asked Mr. DeLine to research what an appropriate timeframe would be to obtain certification and to provide that information directly to Ms. Black. The Committee decided to look at a mix of behavioral and experience based questions for the interview and requested Ms. Black and Ms. Banks to find the questions asked during the last Internal Auditor interview as well as the last interview conducted by the Committee.

Ms. Banks and Ms. Black offered to help the Committee with the construction of the job description, provide models for the recruitment plan, attempt to locate the questions from the last interview for the Internal Auditor, and provide the questions from the last interview the Committee conducted.

Councilmember Brown Clarke stated that the Committee needed to outline the position objectives and justification for the job description.

Ms. Banks asked if the Committee wanted to incorporate a test into the application process. Councilmember Brown Clarke replied that they had used a test through Michigan Works! Ms. Banks said she would check to see if they had a test appropriate for an auditor position. Councilmember Yorke asked if the employment agencies they were working with would have

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tested their candidates. Ms. Black said that they would look into what types of tests were administered by the employment agencies.

Discussion continued regarding the posting timeline for the position. The Committee projected the following timeline: Having the position posted from April 15th through May 6th, interviews tentatively held on May 23rd, job offer extended by May 31st, and the candidate hopefully starting by the second or third week of June.

It was decided by the Committee that a temp should be hired to bridge the gap between when Mr. DeLine left the position on May 31st and whenever the newly hired employee would be able to start. Councilmember Brown Clarke suggested having Mr. DeLine return under contract for a short one to two week period to help train the new employees, but it was decided to discuss that prospect at a later time.

Councilmember Yorke asked when the Committee wanted to meet next and when they would look at applicants for a temp position. The Committee decided to meet on April 7th at 4:00 p.m. to discuss the job description, recruitment plan, and interview questions, and to meet on May 5th at 4:00 p.m. to look at resumes from the employment agencies for the temp hire with an anticipated start date of May 16th.

Ms. Black mentioned that they would potentially have to pay a fee to the temp agency if the Committee decided to extend a job offer to the temp hire. Councilmember Yorke asked Ms. Black to supply the Committee with specifics regarding that scenario further into the process.

ADJOURN

The meeting was adjourned at 4:58 p.m.

Submitted by, Courtney Vincent, Council Administrative Assistant
Lansing City Council

Approved by the Committee on_____.



MINUTES
Committee on Personnel
Thursday, April 7, 2016 @ 4:00 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 4:05 p.m.

ROLL CALL

Council Member Jessica Yorke, Chairperson
Council Member Judi Brown Clarke, Vice Chairperson- arrived at 4:24 p.m.
Council Member Patricia Spitzley, Member- excused
Council Member Jody Washington, Member- excused

OTHERS PRESENT

Sherrie Boak, Council Staff
Mark Dotson, Deputy City Attorney
Donna Black, Human Resources
Jim DeLine, Council Internal Auditor

No Quorum present.

MINUTES

Minutes moved to the next meeting.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment.

DISCUSSION/ACTION

Ms. Black distributed material on testing, job descriptions, questions and job experience testing to the Committee members present. Included was information that included job descriptions for the Internal Auditor 42 with the objective and the education and training section. Included was the addition of Certified Internal Auditor and or Certified Public Accountant. The Special Education information that was submitted was a template from other postings in the City which included Chief Building Inspector 37 and Premise Office which highlighted the example for special requirement section and education section. It was noted that the Committee can add requirements as a continued condition of appointment.

Mr. DeLine added that his research found there are kits available from the Association of Auditors for the applicant that range from \$895 to a self-paced kit of \$375.

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Council Member Yorke asked that Council Staff scan in everything and forward to the members that were not present.

Ms. Black forwarded sample questions she created to the Committee for their consideration. These addressed problem solving, interpersonal communication, expertise in their career field and communication skills and confidentiality. Ms. Black suggested that for the lack of time, when the applicant is brought in for an interview they can also bring in a task that was earlier assigned such as sample audit report. This report would be graded in the overall interview points. Ms. Banks was not present but Ms. Black distributed research on testing from Ms. Banks on Michigan Works, but noted that depending on the type of testing, HR can do the testing.

Mr. DeLine suggested basic computer skill testing, and the Committee discussed auditor specific testing. Council Member Brown Clarke noted that if the resume states certain qualification, those could be replaced instead of the testing, and the Committee could also call references before the final decision. Ms. Black suggested asking Kalamazoo and BWL for examples for their reporting to use as testing samples.

Council Member Yorke set the next meeting date as April 19th @ 4:00 p.m., and Council Staff will distribute the materials to other Committee members for their input to her by that time.

Ms. Black stated she will continue to research the tasks that were assigned to her at the last meeting.

ADJOURN

The meeting was adjourned at 4:38 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on_____.