



AGENDA
Committee on Personnel
Thursday, May 19, 2016 @ 12:00 p.m. (note time)
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

- May 5, 2016

4. Public Comment

5. Discussion/Action:

- A. RESOLUTION – Extension to City Council Internal Auditor Contract

6. Adjourn



MINUTES
Committee on Personnel
Thursday, May 19, 2016 @ 12:00 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 12:03 p.m.

ROLL CALL

Council Member Jessica Yorko, Chairperson
Council Member Judi Brown Clarke, Vice Chairperson- excused
Council Member Patricia Spitzley, Member- arrived at 12:09 pm
Council Member Jody Washington, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Mark Dotson, Deputy City Attorney
Jim DeLine, Internal Auditor

DISCUSSION/ACTION

City Council Internal Auditor Position- Temporary Contract Extension

Council Member Yorko distributed an email from Donna Black with HR that provided written feedback from Phil Perkins with BWL on the filling of the position, posting, interview, etc. The Committee was asked to review and provide comments at the June 2, 2016 at which Mr. Perkins will also be in attendance.

Council Member Yorko then distributed a copy of a September 21, 2010 legal opinion that she was provided by Council Member Houghton.

MINUTES

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE MINUTES FROM MAY 5, 2016 AS PRESENTED. MOTION CARRIED 3-0.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment

City Council Internal Auditor Position- continued

The Committee reviewed the resolution drafted and signed off by the Deputy City Attorney Dotson, and also confirmed the end date of the October 1, 2016. The Committee then reviewed the contract extension that was approved and signed off by Human Resources, along with the Scope of Work. The Contract will have the end dates of October 1, 2016, and

the scope will now remove the budget items, add "Training" to the processes, and also "Training and Transition of new Internal Auditor". The Ways and Means meeting dates were updated, and the LEPFA attendance was removed.

MOTION BY COUNCIL MEMBER SPITZLEY TO APPROVE RESOLUTION TO EXTEND THE TEMPORARY EMPLOYMENT CONTRACT FOR INTERNAL AUDITOR JAMES DELINE FROM MAY 31, 2016 TO OCTOER 1ST, 2016. MOTION CARRIED 3-0.

Council Member Yorke asked Council staff to add "Committee on Personnel Report on the Status of the Internal Auditor Position."

ADJOURN

The meeting was adjourned at 12:18 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on June 2, 2016.



MINUTES
Committee on Personnel
Thursday, May 5, 2016 @ 3:30 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 3:32 p.m.

ROLL CALL

Council Member Jessica Yorke, Chairperson
Council Member Judi Brown Clarke, Vice Chairperson- arrived at 3:44 p.m.
Council Member Patricia Spitzley, Member
Council Member Jody Washington, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Donna Black, Human Resources
Ashley Banks, Human Resources
Mark Dotson, Deputy City Attorney
Joe Abood, Interim City Attorney— arrived at 4:01 p.m.

MINUTES

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE MINUTES FROM MARCH 30, 2016 AS PRESENTED. MOTION CARRIED 3-0.

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE NOTES FROM APRIL 7, 2016 AS PRESENTED. MOTION CARRIED 3-0.

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE MINUTES FROM APRIL 19, 2016 AS PRESENTED. MOTION CARRIED 3-0.

PUBLIC COMMENT ON AGENDA ITEMS

No public comment.

DISCUSSION/ACTION

City Council Internal Auditor Position

Council Member Yorke read an email she received that requested the Committee to not hire a temporary employee but extend Mr. DeLine's contract and act quickly in posting and filling the position. Council Member Yorke asked the Committee members their opinions on if they want to proceed with a temporary employee and once the Committee decides and determines a timeline for filling the position she will report back to Council Member Wood. Council Member

DRAFT MINUTES

Spitzley agreed that Council has to lead by example, and we be timely. Currently she believes the Committee is on a course for action, and asked the Committee members to extend the contract as long as there is no violation by doing that. Ms. Black stated that the Contract amendment and its attachments can be extended as long as all processes are followed. Council Member Washington agreed to extend the contract so that there can be an overlap with the new employee when hired. Mr. DeLine clarified dates in June he is unavailable which are June 22 – June 29th. Council President Brown Clarke noted the current contract ends May 31, 2016 so action would need to be taken before that.

Council Member Washington asked Ms. Black what time frame is needed to hire someone, and Ms. Black suggested the Committee extend the contract 4-6 months, which would bring it to October, 2016. Mr. DeLine stated he was fine with the new end date.

Council Member Yorke went over the steps that need to be accomplished yet to post it, which includes finalizing the position description/posting, finalize the testing, questions and finalize the interview questions and rating scale. Ms. Black stated until all the documents are finalized and submitted to HR they cannot give an exact date on when the hiring would start and a new person could start.

The Committee determined that October 1st, 2016 would be their target goal for the end date for Mr. DeLine's temporary contract. The Committee agreed to meet on April 19th at noon to finalize the resolution and contract extension for Mr. DeLine. Once approved by Committee it will be placed on the Council agenda for May 23, 2016 for action.

Council Member Yorke stated she would create a timeline for the Council and update them at the next meeting. She did acknowledge that HR did provide one temporary employee application and it will be placed on file in case it is needed in the future.

Ms. Black informed the Committee that she had held conversations with Mr. Phil Perkins with BWL and he agreed to participate in any review, testing or interviews that the Committee wanted him to sit in on. The HR office also confirmed with Account Temps that they do testing however it is an online testing and if the City is interested in in-house testing by them, it would depend on how large the group is. Council Member Yorke asked Ms. Black to forward the job description/posting to Mr. Perkins for his review.

Ms. Black suggested a correction to "Education & Experience Requirements" to reflect "professional experience in auditing, accounting ~~or consulting~~ or an equivalent combination of education, training and experience **which may include consulting in the field.**"

The Committee discussed the ranking from the current to 42 to the proposed 40 or 41, and it was determined to stay at 42, but at the lower or lowest step of 1.

The Committee added at the end of "Required Knowledge, Skills and Abilities"- Effective in oral and written communications.

Ms. Black stated that once Council Member Yorke has a final draft she can forward it to Mr. Perkins to review.

The Committee moved onto the sample questions that Ms. Black submitted at earlier meetings. Council Member Yorke suggested rewriting them to ask in behavior based format. Question 1 was a possible question for the interviews, however it should state "Have you ever conducted an internal audit on fraud?"

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Question 2 was changed to “What steps would you put into place to prevent an internal audit on suspected fraud? They then added a suggested question which stated “If you found fraud how did you address this and what steps were taken? The Committee agreed they liked question 2 on page 3 and question 4 on the same page. Council Member Spitzley suggested starting the interview out with “tell us about...”. Council Member Yoroko stated she would format the questions under headings with 2-3 questions for each. Some of the headings could be education experience, auditing experience, etc. These will then be given a point rating system.

The Committee reviewed the rest of the questions, and Council Member Yoroko noted she would make changes based on her notes and prepare them for the Committee to review at the next meeting. Council Member Brown Clarke asked Ms. Boak to forward all the forms, reports, processes and interview questions that were used for the Administrative Assistance position in 2015 to Council Member Yoroko as a template for structure. Council Member Brown Clarke also suggested Council Member Yoroko look up “behavioral based interviewing questions – auditing” on the web for examples.

The Committee made other suggestions such as asking the candidates to provide examples during their interview, ask them for an example of when they found a problem and how did they present that to their Board, an example of when they were required to perform audit tasked and what steps they took. When they were required to solve a problem what worked, what didn't, what was effective, and where their recommendations implemented.

Council Member Spitzley asked if the interview questions should address the position working directly under the President but having eight Council members. Mr. DeLine noted that is currently being addressed in the Police and Procedures of the position in the Committee on Ways and Means.

Council Member Washington agreed with the earlier suggestion of using question 4 on page 3, however it would need to be re-written along the lines of “Describe a time when there was a challenge getting an employee to address you.” Another question suggested was “If you suspect fraud, what kind of questions would you ask.”

Council Member Yoroko assured the Committee she would work on the questions and forward them to the Committee and then work with Mr. Perkins on his review of them.

It was determined the next regular meeting the committee should finalize the questions and hear input from Mr. Perkins on the question.

Ms. Black was asked to invite Mr. Perkins to the June 2, 2016 meeting and communication his confirmation to Ms. Boak.

The Committee agreed to meet again on June 2, 2016 at 3:30 p.m. to review items with Mr. Perkins the LBWL Director of Internal Audit for his input and suggestions. Ms. Black was asked to present Mr. Perkins with the ASQ samples for his input. Council Member Brown Clarke asked if Robert Half/Account Temps had a screening mechanism the City could use. Ms. Banks confirmed they do have an online testing systems. Council Member Brown Clarke suggested Ms. Black also invite Mr. Tooney from Robert Half to attend the June 2, 2016 meeting also.

Council Member Washington asked that files be maintained in case hiring needs to be done in the future so the process does not need to be created.

DRAFT MINUTES

Council Member Yorke will present a verbal and written timeline at the Council meetings on May 9th.

ADJOURN

The meeting was adjourned at 4:27 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on_____.

BY THE COMMITTEE ON PERSONNEL
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, on February 8, 2016 the Lansing City Council approved entering into a temporary contract with James DeLine for temporary services in the position of the Internal Auditor on the execution of a temporary contract; and

WHEREAS that temporary contract was for a period of 8 hours a day, not to exceed 32 hours bi-weekly under contract performing tasks temporarily in the capacity of Internal Auditor within the constraints of the current FY2015/2016 Budget; and

WHEREAS, the temporary contract was to end on May 31, 2016; and

WHEREAS, the Committee on Personnel met on Thursday, May 19, 2016 and determined that the contract needs to be extended to accommodate the Human Resource recommendations needed for filling the position of City Council Internal Auditor; and

NOW BE IT RESOLVED, that the Lansing City Council will extend the ____ contract with James DeLine for temporary services in the position of the Internal Auditor until October 1, 2016.