



MINUTES
Committee on Personnel
Wednesday, September 14, 2016 @ 3:30 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 3:38 p.m.

ROLL CALL

Council Member Jessica Yorko, Chairperson
Council Member Judi Brown Clarke, Vice Chairperson
Council Member Patricia Spitzley, Member-excused
Council Member Jody Washington, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Ashley Banks, HR Specialist
Kristen Figg
LaSondra Crenshaw

DISCUSSION/ACTION

The Committee determined who would ask which questions. Council Member Yorko addressed the Administrative questions and the Team Work topics, Council Member Washington asked the Effective Communication questions and Council Member Brown Clarke asked the Problem- Solving.

Council Administrative Assistant- Kristen Figg

Council Member Yorko informed Ms. Figg about the process for the interviews. The Council Members asked the questions and Ms. Figg provided answers on her work history with details, past experience in the government and internships along with her proficiency. The questions included what were her experience as a recording secretary, Microsoft programs, her systems for multi-tasking and precision to detail. The other topics of questioning included project experience, project delegating, confidentiality and conflicts. Lastly the questions spoke to team work and maintaining a successful team relationship.

Ms. Figg asked the Committee questions on what the Council is looking for in the position. Council Member Brown Clarke noted that it would be a one on one with residents, along with working for eight (8) Council members, supporting sub committees, and acting in the role of a go between with Council and other Departments. It was noted there was a variety of tasks. Ms. Figg then asked for deadlines on filling the position. Council Member Yorko noted within

the next two weeks, with the potential of Council adoption of September 26 or October 10th, so the earliest start date would be October 11, 2016.

The Committee reviewed their individual rankings and created the overall tally sheet and submitted those to Ms. Banks.

LaSondra Crenshaw

Council Member Yorke outlined the process of the interview and offered a window at the end for any questions. Ms. Crenshaw gave a brief overview of her secretarial experience including Microsoft programs, adobe and outlook. Ms. Crenshaw provided her practice for multiple projects, tracking progress and deadlines. Council Member Washington introduced and asked the questions on Effective Communications. Ms. Crenshaw provided examples on working with customers, project delegations, confidentiality and working with coworkers and managers. Council Member Brown Clarke asked questions and asked for examples on innovative solutions, work challenges, and preventative measures. The list of questions also included her process for meeting deadlines, and what was done and the repercussions. Ms. Crenshaw noted her experience and lessons learned on paying attention to detail. Council Member Yorke finished by addressing the questions on Team Work. Ms. Crenshaw outlined her theory on working as a team to make sure tasks are completed in a timely manner, and working in a respectful manner.

Ms. Crenshaw asked the Committee questions specific to hours, work flow, asked if they had any questions.

Ms. Banks stated to the Committee that the process has changed, so if all top 5 pass the minimum score, then the Committee can choose any of the top.

The Committee reviewed the ratings of each category and provided the final total.

After tallies were done, discussion was held on the proposal to offer. Ms. Banks will forward the information to her director and start the process. If the first choice refuses then they will go to the second choice. The proposal would be \$16.90 or \$17.71.

Internal Auditor Position

The Committee re-evaluated the dates set for the interviews set on September 13, 2016 due to Mr. Perkins again not being able to attend the October 5th and 6th dates.

The Committee consensus was to proceed with interviews on two days out of September 27th through September 29th. Council Staff will proceed with proposing those dates to Council Member Spitzley. Ms. Banks will propose those same dates to Mr. Perkins and report back.

ADJOURN

The meeting was adjourned at 5:10 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on September 29, 2016