



AGENDA
Committee on Personnel

Wednesday, January 6, 2021 @ 3:30 p.m.

Access the meeting via: <https://us02web.zoom.us/j/81933033137>; ID: 819 3303 3137; Dial In; (312) 626 6799

Email comments prior to the meeting to sherrie.boak@lansingmi.gov

All Council Members will participate virtually, you may contact them prior at city.council@lansingmi.gov 483-4177

Council Member Hussain, Chairperson
Council Member Spadafore, Vice Chairperson
Council Member Wood, Member
Council Member Garza, Member

1. Call to Order

2. Public Comment on Agenda Items

3. Minutes

- December 18, 2020

4. Discussion/Action:

A.) DISCUSSION/RESOLUTION- Council Internal Auditor Interviews

- Chelan Andrews

B) RESOLUTION – Interim Council Internal Auditor Contract

5. Adjourn

To mitigate the spread of COVID-19 and to provide essential protections to vulnerable Michiganders and this State's health care system and other critical infrastructure, it is crucial that all Michiganders take steps to limit in-person contact, particularly in the context of large groups. Therefore, the above meetings will be conducted via audio/video conference.

The meetings are being held virtually in accordance with the Open Meetings Act, as amended in an effort to protect the health and safety of the public. Members of the public wishing to participate in the meeting may do so by logging into or calling into the meetings using the website or phone number above, and meeting ID provided. To provide input or ask questions on any item that is listed on the agenda, members of the public may contact the email address listed above under the meeting link.

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests,

EMPLOYMENT APPLICATION



City of Lansing
124 W Michigan Avenue
Lansing, Michigan - 48933
<http://www.lansingmi.gov>
Internal Auditor 42

Received: 8/17/20 4:48 PM

For Official Use Only:

QUAL: _____

DNQ: _____

Experience

Training

Other: _____

PERSONAL INFORMATION

POSITION TITLE:

Internal Auditor 42

Job Number:

00003

NAME: (Last, First, Middle)

PERSON ID:

34620101

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

PREFERENCES

SHIFTS YOU WILL ACCEPT:

, Day , Rotating

WHAT TYPE OF JOB ARE YOU LOOKING FOR?

, Regular

TYPES OF WORK YOU WILL ACCEPT:

, Full Time

EDUCATION

SCHOOL NAME:

Oakland University

LOCATION:(City , State)

Rochester, MI

DID YOU GRADUATE?

Yes

No

DEGREE RECEIVED:

Master's

MAJOR/MINOR:

Accounting

UNITS COMPLETED:

5

SCHOOL NAME:

Central Michigan University

LOCATION:(City , State)

Mt. Pleasant, MI

DID YOU GRADUATE?

Yes

No

DEGREE RECEIVED:

Master's

MAJOR/MINOR:

Business Administration/ Human Resource Administration

UNITS COMPLETED:

5

SCHOOL NAME:

Baker College

LOCATION:(City , State)

Flint, MI

DID YOU
GRADUATE?

Yes

No

DEGREE RECEIVED:

Bachelor's

MAJOR/MINOR:

Business Administration/ Human Resource
Management

UNITS COMPLETED:

8

WORK EXPERIENCE

DATES:

from February/2018 to Present

EMPLOYER:

Michigan
Department of
Treasury/
Financial
Review
Commission

POSITION TITLE:

Financial Specialist 13

ADDRESS: (Street, City, State, Zip Code):

3062 West Grand Boulevard, Suite 2-200
Detroit, MI 48202

COMPANY URL:

https://www.michigan.gov/treasury/0,4679,7-121-1751_51556_77310---,00.html

PHONE NUMBER:

313-456-6641

SUPERVISOR:

Jessica Thomas
- Division
Administrator

MAY WE CONTACT THIS EMPLOYER?

Yes

No

HOURS PER WEEK:

40

SALARY:

\$6,756.42

DUTIES:

Function as a senior level specialist to the Commissioners of the Detroit Financial Review Commission (FRC) providing mandatory financial reports as statutorily required under sections 6 and 7 of PA 181 of 2014 such as the Biannual Report for DPSCD to the Governor, PA 181 Annual Compliance Certification for DPSCD and the 949d Annual Boilerplate Report, as statutorily required under Public Act 107 of 2017 and 207 of 2018 Prepare and create memos and reports, provide advice and recommendations to the FRC for the of approval of DPSCD and DPS operational budgets and budget amendments as statutorily required based on financial analyses from deliverables provided by DPSCD Conduct complex financial reviews, analysis and studies on collective bargaining agreements, vendor contractual agreements and travel for the FRC to carry out the duties as statutorily required Prepare and create budget to actual reports and other ad hoc reports at the request of the Commissioners in order to keep the Commissioners abreast of the financial state of DPSCD and the debt requirements of DPS Prepare financial memos and reports that derive from the finance subcommittee and contract subcommittee meeting, follow up with requests and ensure the Commissioners receive the needed information in order to make justified decisions Perform preliminary reviews declaring potential fiscal stress and monthly financial reviews including analyzing budget to actual reports and cash flow actual to projection reports for school districts and public-school academies that are under Treasury's enhanced deficit elimination plan, early warning oversight program and employ proactive approaches to prevent deficits

REASON FOR LEAVING:

N/A

DATES:

from January/2015 to
February/2018

EMPLOYER:

Plante Moran

POSITION TITLE:

Assurance Senior External Auditor / In Charge
Auditor

ADDRESS: (Street, City, State, Zip Code):

2601 Cambridge Court, Suite 500
Auburn Hills, MI 48326

COMPANY URL:

www.plantemoran.com

PHONE NUMBER:

248-375-7100

SUPERVISOR:

Steve Neiheisel
- Partner

MAY WE CONTACT THIS EMPLOYER?

Yes
No

HOURS PER WEEK:

50

SALARY:

\$5,000.00

OF EMPLOYEES SUPERVISED:

4

DUTIES:

Assigned work and monitored the ongoing progress of the audit team that consisted of two to three audit staff while conducting timely detailed reviews of audit work and documentation Performed financial statement audit, federal fund (A-133/single audit), 401(k) retirement savings plan audit, review, and agreed-upon-procedure engagements in accordance with the Generally Accepted Accounting Principles and Standards Performed testing procedures, detailed testing of transactions for significant account balances and analytical procedures for all balance sheet and income statement accounts, including cash, accounts receivable, fixed assets, prepaid expenses, accounts payable, debt, income, and expenses Prepared financial statements, including audit opinions, notes to the financial statements and supplementary schedules Performed risk assessment, evaluation of internal controls and fraud-based interviews with clientele Adhered to strict deadlines in a fast-paced environment, ability to multitask, including beginning audits while performing finalization procedures for prior audits

REASON FOR LEAVING:

Accepted position at the Michigan Department of Treasury

DATES:

from December/2008 to
December/2017

EMPLOYER:

True Love
Christian
Ministries

POSITION TITLE:

Accounting/Finance Director

ADDRESS: (Street, City, State, Zip Code):

6138 East Nevada
Detroit, MI 48234

PHONE NUMBER:

313-369-1870

SUPERVISOR:

John Anderson
- Owner -
Senior Pastor

MAY WE CONTACT THIS EMPLOYER?

Yes
No

HOURS PER WEEK:

20

DUTIES:

Reconciled bank accounts, prepared monthly journal entries, analyzed general ledger/fund accounts, and prepared quarterly financial statements as required for lenders and internal purposes Responsible for all financial transactions; allocated funds to various departments, administered pay to staff, made deposits, maintained detailed documents in the accounting system producing adequate financial and statistical data for forecasting and management purposes Prepared annual budgets, multi-year estimate budgets and prepared paperwork for audits, grants, charity donors and year-end contribution statements for tax purposes

REASON FOR LEAVING:

Resigned from family business

DATES:

from June/2014 to January/2015

EMPLOYER:

Fiat Chrysler/
FCA Services

POSITION TITLE:

Cost/ Inventory Accountant

ADDRESS: (Street, City, State, Zip Code):

2800 West 14 Mile Road
Royal Oak, MI 48073

PHONE NUMBER:

248-368-6925

SUPERVISOR:

Nakia George -
Accounting
Manager

MAY WE CONTACT THIS EMPLOYER?

Yes

No

HOURS PER WEEK:

45

SALARY:

\$4,200.00

DUTIES:

Utilized FCA Mainframe (CHAMPS, ASCM, REGIONS) and SAP systems to research and resolve issues in variance accounts that included quantity and unit of measure discrepancies Researched and updated missing/standard costs to production components that included markup and exchange rates for materials during model year changeover and as needed Performed inventory reconciliations per journal entries to adjust the inventory levels in the ledger to inventory levels for 7 U.S., 2 Canada and 3 Mexico plants as needed Created massive journal entries via ART&MIS and completed journal voucher checklist for management to review and approve for posting Performed monthly closing activities such as clearing suspense accounts and accruals Created, updated, and managed Desktop Training Procedures that aided in efficiently training new staff, cross training staff and per SOX compliance Ensured SOX compliance for Manufacturing Group Assembly department by generating reports via Lotus Notes & Penta SAP of monthly transactions for Corporate Office, Accounting Management, and Auditors' review

REASON FOR LEAVING:

Contract until I returned to Plante Moran

DATES:

from January/2014 to May/2014

EMPLOYER:

Plante Moran

POSITION TITLE:

Assurance Intern

ADDRESS: (Street, City, State, Zip Code):

2601 Cambridge Court, Suite 500
Auburn Hills, MI 48326

PHONE NUMBER:

248-375-7100

SUPERVISOR:

Kevin Brender
- Partner

MAY WE CONTACT THIS EMPLOYER?

Yes
No

HOURS PER WEEK:

40

SALARY:

\$1,250.00

DUTIES:

Performed financial statement audit, review, and agreed-upon-procedure engagements Prepared federal and multi state returns for individuals, partnerships and LLCs Received an offer to start full time in January 2015 on the spot

REASON FOR LEAVING:

Internship ended

DATES:

from September/2012 to
January/2013

EMPLOYER:

Mercedes Benz
RDNA

POSITION TITLE:

Division Controller Intern

ADDRESS: (Street, City, State, Zip Code):

12120 Telegraph Road
Redford, MI 48239

PHONE NUMBER:

313-592-4200

SUPERVISOR:

Steve Merkel -
Division
Controller

MAY WE CONTACT THIS EMPLOYER?

Yes
No

HOURS PER WEEK:

40

SALARY:

\$4,000.00

DUTIES:

Approved purchase authorizations for R& D projects in excess of \$1,000,000 and controlled costs by ensuring funds are allocated appropriately within the scope of the project (project management & controlling) Worked extensively in SAP tracking fund commitments against purchase requisitions, created invoices, tracked purchase orders and prepared year-end closing accruals on open purchase orders Created ad hoc reports, presentations and spreadsheets for quarterly billing review and financial planning meetings with senior and project managers Managed 2013 Capital Budget by tracking requests and expenditures in an effort to control approved budget for R&D projects, budget reduced from \$2,350,000 to \$1,720,000 Managed AUC Capital Assets, placing assets into service monthly and recording quarterly depreciation expense Prepared inter-company wire transfers to Detroit Diesel for equipment and rental expenses

REASON FOR LEAVING:

Internship ended

DATES:

from October/1994 to
December/2008

EMPLOYER:

Chrysler
Corporation

POSITION TITLE:

Group Leader/ Production Supervisor

ADDRESS: (Street, City, State, Zip Code):

1000 Chrysler Drive
Auburn Hills, MI 48326

COMPANY URL:

www.fcagroup.com

PHONE NUMBER:

855-563-5635

SUPERVISOR:

Joseph Lovell -
Center Area
Manager - 248-
512-2950

MAY WE CONTACT THIS EMPLOYER?

Yes

No

HOURS PER WEEK:

40

SALARY:

\$5,500.00

OF EMPLOYEES SUPERVISED:

37

DUTIES:

Implemented lean (team) based manufacturing throughout the machining departments trained, coached and developed 35 hourly machine operators and 2 team leaders in continuous improvement processes, team building, problem solving, conflict resolution and business fundamentals Performed process audits and planned production schedules, managed department budgets in excess of \$1,000,000 and costs in such areas as labor, tooling, scrap reduction and overtime Conducted weekly presentations to upper level management and customers regarding various process improvements, cost initiatives, lean (smart) manufacturing updates, department budgets, quality initiatives and scorecard reviews Successfully implemented a preventive maintenance program and continuous improvement program within the camshaft machining department that increased throughput and productivity. The camshaft department became the benchmark camshaft department of the entire corporation, I received numerous award and recognitions. Selected to coach and assist with the implementation of lean manufacturing in various facilities in the US and Canada

REASON FOR LEAVING:

Took the Buyout

CERTIFICATES AND LICENSES

Nothing Entered For This Section

SKILLS

OFFICE SKILLS:

Typing: 50 WPM

Data Entry: 220 KPH

OTHER SKILLS:

Caseware/ IDEA Data Analysis - Expert - 5 years, 0 months

Microsoft Office (Word, Excel, Powerpoint) - Expert - 9 years, 0 months

SAP - Intermediate - 2 years, 5 months

Microsoft Access - Intermediate - 2 years, 0 months

ACL Data Analytics - Expert - 2 years, 6 months

LANGUAGE(S):

English

Speak

Read

Write

SUPPLEMENTAL INFORMATION

Volunteer Experience

Active Member for Detroit Treasury Community Outreach Team Chair Captain for two years for Plante Moran's PM Cares team Provide after school tutoring to Detroit Public School students Participated in VITA volunteer tax program that provides tax service for low income and elderly individuals

REFERENCES

REFERENCE TYPE:

Professional

NAME:

Nakia George

POSITION:

Accounting Manager- Fiat Chrysler

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

PHONE NUMBER:

313-523-6740

REFERENCE TYPE:

NAME:

POSITION:

Professional

Steven Merkel

Division Controller- Mercedes Benz RDNA

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

PHONE NUMBER:

248-633-5243

REFERENCE TYPE:

NAME:

POSITION:

Professional

Shelbi Frayer

Financial Business Consultant

ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:

PHONE NUMBER:

517-881-3410

Agency - Wide Questions

1. ELIGIBILITY

Are you legally eligible for employment in the United States? Documentation of employment eligibility status will be required upon employment.

Yes

2. Are you at least eighteen (18) years of age?

Yes

3. CITY OF LANSING EMPLOYMENT STATUS

Are you now, or have you ever been employed by the City of Lansing?

No

4. If Yes, enter the following:

Start Date

End Date

Job Title

Department

5. Please check the appropriate box for your current employment status with the City of Lansing.

6. NEPOTISM DISCLOSURE

Are you related to a current City employee/official?

No

7. PREVIOUS APPLICATIONS

Have you ever applied to the City of Lansing before?

No

8. If Yes, when?

9. GENERAL INFORMATION

Wage/Salary Desired

95,000

10. Availability to work (select all that apply)

Monday
Tuesday
Wednesday
Thursday
Friday

11. Hours Available

9am-5pm

12. How did you hear of this vacancy?

Other *

13. * Please Specify

City of Lansing Jobs

Job Specific Supplemental Questions

1. What is your highest level of education?

Master's Degree

2. Do you have a Bachelor's degree or equivalent in Accounting, Business Administration or related field?

YES

3. How many years of professional experience in auditing, accounting or consulting do you have?

6 years or more

4. Do you have certifications in the following?

None

5. What is your level of experience with MS Excel?

Advanced

6. What is your level of experience with MS Word

Advanced

By clicking Accept & Submit, I certify that the information I have given on this form or at any time during the application process, including during any medical examination or interview is true and complete to the best of my knowledge. I understand and agree that any misrepresentation, material omission or falsehood will be cause for rejection of this application and for dismissal, if discovered after I have been hired. I agree to undergo a physical examination including drug/alcohol screening at any time, AFTER A CONDITIONAL OFFER OF EMPLOYMENT IS MADE, at the City's expense, to determine if I can perform the essential functions of this job, with or without reasonable accommodation. I authorize the City of Lansing to verify any statement contained within this application or offered at any time during the application process, including during any medical examination or interview, and by signing below authorize the City to request the release of any information required. If I am hired, I agree to conform to the Personnel Rules of the City of Lansing, and/or the applicable bargaining unit agreement. I agree that if I am hired, my employment is not for any definite term, and my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the City of Lansing or myself unless my employment is expressly other than at-will pursuant to a duly-executed collective bargaining agreement or contract. I understand that no representative of the City of Lansing other than the Director of Human Resources or Mayor has any authority to enter into any agreement for employment.

This application was submitted by

CHELAN BURKS-ANDREWS
39597 Tunstall Drive
Clinton Township, MI 48038
313-213-5521 cburksan@gmail.com

Senior level Financial Specialist for the Financial Review Commission (FRC) with sole responsibility and financial overview for the oversight for the Detroit Public Schools Community District. Experience performing financial analysis, budget analysis, contract review and external audits for clients with revenues in excess of \$500 million. Proven success in managing teams, helping businesses achieve operational success, maintain financial reporting, comply with regulatory requirements, improve internal controls and reduce financial and operational risk. Expertise in federal fund compliance audits, part of the audit team that discovered a \$2.7 million-dollar kickback scheme for the largest school district in Michigan.

EDUCATION

Master of Accounting Degree, Oakland University, 2014

Master of Science Degree in Administration, Central Michigan University, 2009

Bachelor of Business Degree in Administration, Baker College, 2005

EXPERIENCE

Michigan Department of Treasury/ Financial Review Commission (FRC), Detroit, MI

February 2018 - Present

Financial Specialist 13

- Function as a specialist to the Commissioners of the FRC providing mandatory financial reports as statutorily required under sections 6 and 7 of PA 181 of 2014 such as the Biannual Report for DPSCD to the Governor, PA 181 Annual Compliance Certification for DPSCD and the 949d Annual Boilerplate Report, as statutorily required under Public Act 107 of 2017 and 207 of 2018
- Prepare and create memos, reports, budget to actuals reports and other adhoc reports, provide analysis and recommendations to the FRC for the of approval of DPSCD and DPS operational budgets and budget amendments as statutorily required based on financial analyses from deliverables provided by DPSCD
- Conduct complex financial reviews and studies on collective bargaining agreements, vendor contractual agreements and travel for the FRC to carry out the duties as statutorily required
- Prepare financial memos and reports that derive from the finance subcommittee and contract subcommittee meeting, follow up with requests and ensure the Commissioners receive the needed information in order to make justified decisions
- Perform preliminary reviews declaring potential fiscal stress and perform monthly financial reviews including analyzing budget to actual reports and cash flow actual to projection reports for school districts and public-school academies that are under Treasury's enhanced deficit elimination plan, early warning oversight program and employ proactive approaches to prevent deficits

Plante Moran, Auburn Hills, MI

January 2015 – February 2018 and January 2014 – May 2014

Assurance Senior External Auditor / In Charge Auditor and Assurance Intern

- Assigned work and monitored the ongoing progress of the audit team that consisted of two to five audit staff while conducting timely detailed reviews of audit work and documentation
- Performed financial statement audit, compliance of federal fund audit, 401(k) retirement savings plan audit, review, and agreed-upon-procedure engagements in accordance with the Generally Accepted Accounting Principles and Standards
- Performed testing procedures, detailed testing of transactions for significant account balances and analytical procedures for all balance sheet and income statement accounts, including cash, accounts receivable, fixed assets, prepaid expenses, accounts payable, debt, income and expenses
- Prepared financial statements, including audit opinions, notes to the financial statements and supplementary schedules
- Performed risk assessment, evaluation of internal controls and fraud-based interviews with clientele
- As an intern performed financial statement audit, review, and agreed-upon-procedure engagements
- As an intern prepared federal and multi state returns for individuals, partnerships and LLCs

Fiat Chrysler/ FCA Services, Sterling Heights, MI

June 2014 – January 2015

TEAM-Together Everyone Achieves More

Cost/ Inventory Accountant for Fiat Chrysler Automobiles

- Utilized FCA Mainframe (CHAMPS, ASCM, REGIONS) and SAP systems to research and resolve issues in variance accounts that included quantity, unit of measure discrepancies and performed monthly closing activities such as clearing suspense accounts and accruals
- Researched and updated missing/standard costs to production components that included markup and exchange rates for materials during model year changeover and as needed
- Performed inventory reconciliations per journal entries to adjust the inventory levels in the ledger to inventory levels for 7 U.S., 2 Canada and 3 Mexico plants as needed
- Created massive journal entries via ART&MIS and completed journal voucher checklist for management to review and approve for posting
- Created, updated and managed Desktop Training Procedures that aided in efficiently training new staff, cross training staff and per SOX compliance

Mercedes Benz RDNA, eDrive & Powertrain, Redford, MI

September 2012-January 24, 2013

Division Controller Intern

- Approved purchase authorizations for R& D projects in excess of \$1,000,000 and controlled costs by ensuring funds are allocated appropriately within the scope of the project (project management & controlling)
- Worked extensively in SAP tracked fund commitments against purchase requisitions, created invoices, tracked purchase orders and prepared year-end closing accruals on open purchase orders
- Managed AUC Capital Assets, recorded and tracked quarterly depreciation expense and managed 2013 Capital Budget by tracking requests and expenditures to control approved budget for R&D projects, budget reduced from \$2,350,000 to \$1,720,000
- Created ad hoc reports, presentations and spreadsheets for quarterly billing review and financial planning meetings with senior project managers

True Love Christian Ministries, Detroit, MI

December 2008 – December 2017

Accounting/ Finance Director

- Reconciled bank accounts, prepared monthly journal entries, analyzed general ledger/fund accounts, and prepared quarterly financial statements as required for lenders and internal purposes
- Responsible for all financial transactions; allocated funds to various departments, administered pay to staff, made deposits, maintained detailed documents in the accounting system producing adequate financial and statistical data for forecasting and management purposes
- Prepared annual budgets, multi-year estimate budgets and prepared paperwork for audits, grants, charity donors and year-end contribution statements for tax purposes

LEADERSHIP EXPERIENCE

Chrysler Corporation, Detroit, MI

October 1994 - December 2008

Group Leader/ Production Supervisor

- Implemented lean (smart) manufacturing throughout the machining departments, trained, coached and developed 35 hourly machine operators and 2 team leaders in continuous improvement processes such as improving machine cycle time, equipment effectiveness, team building, problem solving, conflict resolution and business fundamentals
- Performed process audits and planned production schedules, managed department budgets in excess of \$1,000,000 and costs in such areas as labor, tooling, scrap reduction and overtime
- Conducted weekly presentations to upper level management and customers regarding various process improvements, cost initiatives, lean (smart) manufacturing updates, department budgets, quality initiatives and scorecard reviews
- Successfully implemented a preventive maintenance program and continuous improvement program within the camshaft machining department that increased throughput and productivity. The camshaft department became the benchmark camshaft department of the entire corporation

SKILLS

- CaseWare IDEA Audit Analytics and Data Analysis, ACL Data Analysis, ProSystem FX Tax, SAP, PentaSAP, QuickBooks SB, PeopleSoft, Microsoft Office Applications (Word, PowerPoint, Access), Advanced Excel (V-Lookup, "IF" statements, macros, pivot tables) Lotus Notes, Visio, SharePoint, Think cell

TEAM-Together Everyone Achieves More



CONTRACT EMPLOYEE AGREEMENT

This Contract Employee Agreement ("Agreement"), effective the 19th day of January, 2021, between the City of Lansing ("City") and **Eric Brewer** ("Contract Employee"), sets forth the agreement of the parties regarding the capacity in which the City Council will retain the services of this Contract Employee. The City and the Contract Employee agree as follows:

1. **Intent:** It is the intent of the City Council and the Contract Employee that the City Council will utilize the Contract Employee's services in the capacity of a temporary contract employee within the City Council Offices (the "Department").
2. **Term:** This Agreement is for a term beginning **January 19, 2021** and ending **June 30, 2021**, unless terminated earlier under section 3 of this Agreement.
3. **Termination:** The Contract Employee's position is temporary, part-time, and "at will". It may be terminated by either the City Council or the Contract Employee at anytime, with or without cause, upon written notice to the other party. Unless terminated earlier under this provision or unless extended in writing prior to the termination date, this Agreement shall terminate and end without any action by either party upon the expiration of the stated term. Except for services performed prior to the date of termination, no compensation or benefit shall be earned, owed or paid after termination except as may be required by law.
4. **Agency:** The City, City Council, its departments, agents, officers, employees and elected officials (collectively, the "Employer") shall not be held responsible for injuries and/or liabilities of and to the Contract Employee, incurred in performing services under this Agreement except insofar as the Workers' Compensation Act may apply and the Contract Employee agrees to release and holds harmless the Employer from all such injuries and/or liabilities that may be incurred. Further, the Contract Employee is excluded from personnel rules governing employment with the City; however, the City Council Personnel Rules and the City's Safety Rule Book shall be followed and are attached and made a part of this Agreement.

5. **Scope of Work:** The Contract Employee shall perform the services and work described in Attachment A, attached and made a part of this Agreement, and such other services and work as may be directed by the President or Vice President (if delegated in writing the responsibility of Council staff operations). The Contract Employee shall be subject to the supervision and control of the City Council President, or when delegated, the Vice President.
6. **Method of Performance:** The Contract Employee shall perform the services and work under this Agreement in a safe manner and use due care so as to accomplish the goals of the position and shall promptly bring to the attention of the supervisor any condition, incident or circumstance the Contract Employee believes, or that would be considered by a reasonably prudent person, to be unsafe, hazardous, illegal, unethical or in conflict with the Scope of Work Section 5. The Contract Employee will perform services and work in the Department in the capacity of **Internal Auditor** Contract Employee and shall not provide the City services and work outside the Scope of the Work or as directed to by the Supervisor.
7. **Employment or Fringe Benefits:** The Contract Employee understands and agrees that he is not entitled to receive any employment benefits from the City, including but not limited to: health, dental, life or disability insurance; retirement or pension plans.
8. **Compensation:** The Contract Employee shall be paid at the rate of **\$49.80** per hour for up to 8 hours per day; nevertheless, the total number of hours shall not exceed up to 40 hours weekly. This compensation shall be paid by the City's Finance Department by direct deposit on a bi-weekly basis for the previous two weeks services. Payroll deductions for applicable City, State and Federal income tax and FICA will be withheld and deducted from gross pay. No compensation or benefits, except as required by law, shall be owing or be paid after termination of this Agreement. The Contract Employee will be provided a parking space in the lower level of City Hall. At the time the position is filled by the permanent full time employee, the contracted employee will be required to park in a public parking ramp, which the City Council will pay for during the term of this contract.
9. **Compliance with Laws:** The Contract Employee shall perform all the services and work under this Agreement in an efficient and conscientious manner, in compliance with applicable laws, rules, regulations, ordinances, orders, permits and licenses required by any governmental agency of competent jurisdiction. In addition, the Contract Employee shall be responsible for obtaining and maintaining, within the subject matter of the services and work, all required licenses, permits, and other approvals relating to the services and work under this Agreement, along with certifications in the job description as contained in Attachment B.

ATTACHMENT A

SCOPE OF WORK

Duration of contract January 19, 2021 through Wednesday, June 30, 2021

TASKS

Tasks as requested by and approved by Council President

Ways & Means Committee	Attend meetings	<ul style="list-style-type: none">▪ Provide relevant audit support on financial decisions/discussions, as requested▪ Look at impact of vacancy list, including cost savings by department▪ Provide relevant audit support on sole sources, grants, and any action item on the agenda.
General Services Committee	Attend meetings	<ul style="list-style-type: none">▪ Provide relevant audit support on claims whether they went through Claims Review Committee or directly to Committee▪ Provide relevant audit support on Community Funding Applications
Development & Planning Committee	Attend meetings when needed	<ul style="list-style-type: none">▪ Provide relevant audit report on PILOTS, OPRA's, Brownfields, and other funding requests before the Committee
Budget Hearings	Attend Council's budget hearings and Committee of the Whole meetings where the budget appears on the agenda	<ul style="list-style-type: none">▪ Create <i>debt book</i> for Council's reference▪ Provide list of any outstanding questions from last FY's budget process, by associated department▪ Create and maintain a compiling list of the questions/answers from the budget process
Auditor Training	Provide input on the required core competencies and skills of the enhanced scope of the position, including: <ul style="list-style-type: none">▪ Fiscal audits▪ Performance-based budgeting audits	<ul style="list-style-type: none">▪ Create audit calendar of annual deliverables, per Charter and/or grant cycles▪ Provide Training on City programs used to perform the job.
Audit Process & Protocol	Assist in revising/clarifying the full audit process, from referral stage to public dissemination of findings	<ul style="list-style-type: none">▪ Include the roles/scope of the individuals involved▪ Provide your opinion (+/-) of the respective process and its feasibility for implementation within our structure

Auditor Files

Review Historical Files
Work with Office Administrative
Assistant

- Review historical files in Internal Auditor office and determine, based on the State Retention Act, what files can be scanned and saved electronically; saved in hard copy; disseminated to the Clerk's Office for placement in the safe with all other records; shredded or recycled.
- Categorize documents and provide details to Office Administrative Assistant to scan in those documents that need to be scanned in.

Outside Meetings
Attendance

LEPFA (Report Out)
Financial Health Team (Report Out)
Claim Review Committee- (Report Out)

ATTACHMENT B

INTERNAL AUDITOR JOB POSTING

Lansing City Council is seeking a knowledgeable Internal Auditor to oversee internal auditing activities for the City of Lansing. This is a key position that will provide independent, objective assurance and consulting services designed to add value to and improve City of Lansing operations while ensuring integrity of City finances. In this role the perfect candidate will have experience and skills in performing a wide range of special and annual studies and reports; including skill in coordinating work for financial, operational and performance-based audits. If you are a self-starting individual with a high level of expertise then we encourage you to apply today.

Responsibilities include but are not limited to:

- Oversee internal auditing activities for the City of Lansing, including the activities necessary to conduct an annual audit of the city's financial and operational systems, and special audits and fiscal investigations as needed. Research, develop, and implement changes to the City's internal audit system procedures and policies in conjunction with the Lansing City Council.
- Prepare reports, presentations and recommendations to determine optimal courses of action concerning the City's financial resources and operational, governance, and policy practices. Review records pertaining to material assets, such as equipment, buildings and staff, to determine the degree to which they are utilized. Inspect City accounting systems to determine their efficiency and protective value. Identify risks and offer recommendations to mitigate. Analyze data obtained from city department and agency records for evidence of deficiencies in controls, duplication of effort, fraud, or lack of compliance with law, government regulations, and management policies and procedures. Recognize and address appropriately significant legislative or regulatory issues impacting the City of Lansing. Provide input into performance measures to determine the overall accomplishment of city goals and priorities.
- Annual Reporting and Budgeting Issue analysis of the financial position of the City as soon as possible after the close of each fiscal year. Prepare City Council budget based on guidelines established by the City Council President.
- Continue professional development, maintain a professional level of requisite knowledge in areas of responsibility, keep abreast of new developments and technology used in the field of internal auditing.
- Participate in required training's other duties as assigned.

Ideal candidates will possess:

- Bachelor's degree or equivalent in Accounting, Business Administration or related field
- At least three (3) years or more of professional experience in auditing, accounting or consulting or an equivalent combination of education, training and experience which may include consulting in the field
- Certification as CPA, CIA, CFE and/or CISA preferred. **If not already CPA, CIA, CFE and/or CISA, certification must be obtained within one year of employment as a condition of continued employment.****

Special Requirements:

- Must complete and pass a background check before placement in position.
- Required to sign a confidentiality agreement upon hire.
- Position appointed by City Council and serves at will.

The City of Lansing is an Equal Opportunity Employer and a Certified Veteran Friendly Employer.

The City of Lansing provides reasonable accommodation to applicants and employees with disabilities where appropriate. If you need reasonable accommodation for any part of the application and hiring process, or during employment, notify the Department of Human Resources at (517) 483-4004. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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

WHEREAS, to meet the obligations of the City of Lansing Charter 3-401, the City Council shall appoint a qualified person as the Internal Auditor; and

WHEREAS, the Committee on Personnel met on Wednesday, January 6, 2021 and determined that the former Internal Auditor can return and assist City Council on a temporary basis starting January 19, 2021 and working through June 30, 2021; and

WHEREAS, the Internal Auditor will work up to 8 hours a day, not to exceed 40 hours weekly under contract performing tasks temporarily in the capacity of Internal Auditor within the constraints of the current FY2020/2021 budget.

THEREFORE BE IT RESOLVED, the Lansing City Council hereby approves entering into a temporary contract with Eric Brewer for temporary services in the position of the Internal Auditor on the execution of a contract for a period mentioned above.