



# **Detroit Water and Sewerage Department Meeting Minutes - Final Board of Water Commissioners**

735 Randolph  
Detroit, Michigan 48226  
(313) 224-4704 Office  
[www.dwsd.legistar.com](http://www.dwsd.legistar.com)

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Thursday, September 15, 2016

11:00 AM

5th Floor Board Room, Water Board Building

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## **Human Resources Committee Meeting - Rescheduled from September 12, 2016**

### **1. CALL TO ORDER**

Chairman Davis called the meeting to order at 11:25 a.m.

### **2. ROLL CALL**

**Present:** 3 - Commissioner Mary Blackmon, Commissioner Linda Forte and  
Commissioner John Henry Davis

**Absent:** 1 - Commissioner Jane Garcia

### **3. APPROVAL OF AGENDA**

Chairman Davis requested a motion to approve the agenda.

**A motion was made by Commissioner Linda Forte, seconded by Commissioner Mary Blackmon that the agenda be approved. The motion carried by an unanimous vote.**

### **4. APPROVAL OF MINUTES**

Chairman Davis requested a motion to approve the minutes of August 1, 2016.

**A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Linda Forte that the minutes be approved. The motion carried unanimously.**

### **5. PUBLIC COMMENTS (3 minutes per speaker)**

**There was none.**

### **6. UNFINISHED BUSINESS**

Richard Sulaka, DWSD General Counsel reported on the following:

DWSD Tip Hotline  
Diversity Statement  
Risk Assessment and Succession Plan Update  
DWSD Employee Performance Evaluation Update  
Policies-Finalize employee roster: review operations; document job duties/responsibilities, job classifications; review HR/Department policies; identify business processes and procedures.

Danielle Chaney, HR Generalist will provide the committee with the DWSD "The Way We Work" policy handbook.

## 7. NEW BUSINESS

### Organizational Chart Update

Employee Roster scheduled completion date - September 23, 2016  
Organizational Chart scheduled completion date - October 3, 2016

[16-0144](#)

### September Status Report

**Sponsors:** Chaney

**Attachments:** [September Status Report](#)

Commissioner Blackmon requested that the number of recruitment openings are included in the report.

### HR Committee Charter/Responsibilities

General Counsel will create a draft for committee's review.

Commissioner Forte departed the meeting at 11:55 a.m.

## 8. NEXT MEETING

Monday, October 3, 2016 at 12 p.m.

## 9. OTHER MATTERS

There was none.

## 10. ADJOURNMENT

Chairman Davis requested a motion to adjourn.

**A motion was made by Commissioner Mary Blackmon, seconded by Commissioner John Henry Davis that the meeting be adjourned. The motion carried by an unanimous vote.**

**There being no further business, the meeting adjourned at 12:15 p.m.**