



Detroit Water and Sewerage Department Meeting Minutes - Final Human Resources/OD Committee

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Tuesday, December 6, 2016

12:00 PM

5th Floor Board Room, Water Board Building

Human Resources Committee Meeting - Rescheduled from December 5, 2016

1. CALL TO ORDER

Chairman Davis called the meeting to order at 12:12 p.m.

2. ROLL CALL

Present: 4 - Linda Forte, Mary Blackmon, John Henry Davis and Jane Garcia

3. APPROVAL OF AGENDA

Chairman Davis requested approval of the agenda.

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

4. APPROVAL OF MINUTES

Chairman Davis requested approval of the minutes of November 7, 2016 and November 17, 2016 Special Meeting.

A motion was made by Co-Chairperson Linda Forte, seconded by Co-Chairperson Jane Garcia that this be approved. The motion carried by an unanimous vote.

5. PUBLIC PARTICIPATION

This was none

6. UNFINISHED BUSINESS

Directors and Officers Liability Insurance

The Committee's request for a descriptive copy of the insurance coverage had been satisfied.

BOWC Technical Advisor

Richard Sulaka, General Counsel reported the committee identified opportunities for a full-time staff member to handle administrative responsibility of agenda items for the committees, board meetings plus a technical advisor with specialty expertise, or board liaison to perform administrative functions.

7. NEW BUSINESS**1. Recruitment Strategy Update**

Richard Sulaka reported there was an attempt to maximize our efforts with City's HR Officer.

[17-0003](#)**Draft Diversity Statement**

Sponsors: Sulaka

Attachments: [Diversity Statement](#)

[17-0004](#)**Human Resources Committee Charter**

Sponsors: Sulaka

Attachments: [FINAL EDITS DWSD HR Committee Charter](#)

4. Identify Shared Services City/GLWA

Richard Sulaka reported that the department should have more information about shared services by mid-January.

5. Vacation Payout Policy

Marcus Hudson, CFO reported that the Finance Committee recommended the HR committee also review the policy.

[17-0005](#)**Status Report-November**

Sponsors: Chaney

Attachments: [Status Report-November](#)

7. Employee Personnel Assessment

Richard Sulaka, reported the Department is processing a revised scope of services throughout the first half of 2016-17 fiscal year. A copy will be provided for consideration at the next committee meeting.

8. NEXT MEETING

January 10, 2017 at 12:00 p.m.

9. OTHER MATTERS

There were none.

10. ADJOURNMENT

Chairman Davis requested a motion to adjourn.

A motion was made by Co-Chairperson Mary Blackmon, seconded by Co-Chairperson Linda Forte that the meeting be adjourned. The motion carried by an unanimous vote.

There being no further business, the meeting adjourned at 1:35 p.m.