



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

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Monday, February 6, 2017

12:00 PM

5th Floor Board Room, Water Board Building

Human Resources Committee Meeting

1. CALL TO ORDER

Chairman Davis called the meeting to order at 12:07 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 as amended.

Item No. 17-0023 Attachment DWSD Final Draft Detroit Land Bank Authority was removed from the agenda.

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Jane Garcia that the agenda be approved as amended. The motion carried by an unanimous vote.

4. APPROVAL OF MINUTES

Chairman Davis requested approval of the minutes of January 10, 2017.

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Jane Garcia that the minutes be approved. The motion carried by an unanimous vote.

5. PUBLIC PARTICIPATION

There were none.

6. UNFINISHED BUSINESS

A. BOWC Technical Advisor - Position Description

[17-0022](#)

BOWC Technical Advisor

Sponsors: Sulaka

Attachments: [Technical Advisor Job Description](#)

The item was deferred until the next scheduled meeting.

B. City Shared Services (Jan/Feb)

An update will come at the next scheduled meeting.

C. Draft Diversity Statement

[17-0023](#)

Draft Diversity Statement

Sponsors: Sulaka

Attachments: [Diversity Statement](#)

The HR Committee scheduled a special meeting Thursday, February 9, 2017 at 3 p.m to discuss the BOWC Technical Advisor and the Diversity Statement.

D. Draft HR Charter

[17-0024](#)

Draft HR Charter

Sponsors: Sulaka

Attachments: [DWSD HR Committee Charter - 01102017](#)
 [HR Activities Calendar - 1st Draft](#)

A motion was made by Commissioner Linda Forte, seconded by Commissioner Mary Blackmon that this Communication or Report be recommended for approval. The motion carried by an unanimous vote.

- Draft Calendar activities

A motion was made by Commissioner Linda Forte, seconded by Commissioner Mary Blackmon that this communication or report be recommended for approval. The motion carried by an unanimous vote.

E. Collective Bargaining Agreement (CBA)

- Retired Employees 2016

Vacation Payout Amount

- Anticipated Retirements 2017

Mr. Richard Sulaka, General Counsel reported the Department will receive the retirement information after Pension Board approval.

F. Employee Personnel Assessment

- Revised Scope of Services

Mr. Sulaka will provide the committee with the proposed RFP at its next meeting.

[17-0029](#)

HR Consultant Proposal

Attachments: [Detroit WSD Proposal Memo](#)

G. Recruitment Strategy Update

Mr. Sulaka stated all DWSD recruitments are filtered through the City's website.

7. NEW BUSINESS

Status Report-January 31, 2017

[17-0025](#)

Status Report-January 31, 2017

Sponsors: Chaney

Attachments: [Status Report-January 2017](#)

FMLA Monthly Update (Division)

Allen Law Group - Floyd Allen, Presenter

- Executive Compensation

The consensus of the committee is to develop objective criteria and metrics for the Director's job description that will also aid in the development for the executive team. A closed session was suggested for the next Board meeting.

8. NEXT MEETING

March 6, 2017 at 12 pm.

9. OTHER MATTERS

Director Brown announced the City began its Detroit Contractual Landscaping Training. Fifty hour courses to build green infrastructure programs.

10. ADJOURNMENT

Chairman Davis requested a motion to adjourn.

A motion was made by Commissioner Mary Blackmon, seconded by Commissioner Jane Garcia that the meeting be adjourned. The motion carried by an unanimous vote.

There being no further business, the meeting adjourned at 2:00 p.m.

