



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES**

March 7, 2018, 5:30 p.m.

**Community Mental Health Building, 812 E. Jolly Rd,
Lansing, MI 48910**

Committee Members Present:

Carol Koenig, Kay Pray, Chris Swope, Maxine Thome, Kam Washburn

Board Members Present (non-committee members)

None

Committee Members Absent:

Stephen Manchester, Jim Rundborg

Staff Present:

Sharon Blizzard, Debbie Heinze, Sara Lurie, Feliz Rodriguez

Public Present:

Naudia Fisher, Local 459

Call To Order:

Kam Washburn, Chairperson, called the meeting to order at 5:30 PM.

Previous Meeting Minutes:

MOVED by Chris Swope and SUPPORTED by Maxine Thome to approve the meeting minutes of December 6, 2017. MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Chris Swope and SUPPORTED by Kay Pray to approve the meeting agenda. MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None

BUSINESS ITEMS:

First Quarter EEO Report – Feliz Rodriguez

Feliz Rodriguez presented the quarterly EEO information from October 1, 2017 through December 31, 2017. Ms. Rodriguez referenced exhibits A, B, C and D as the statistical data. An error was noted in the report narrative, under the “CMHA-CEI Work Force” section, that the number 61 within the parentheses should be changed to 36.

ACTION:

Ms. Rodriguez will revise the First Quarter EEO narrative report to correct the error.

ACTION:

MOVED by Chris Swope, and SUPPORTED by Maxine Thome, that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors accept the First Quarter EEO Report, with revision, from October 1, 2017 through December 31, 2017. MOTION CARRIED unanimously.

First Quarter Diversity Initiative Report

Feliz Rodriguez reviewed Human Resources and the Diversity Council activities sponsored and/or participated in during the first quarter, beginning October 1, 2017 through December 31, 2017, which included:

Human Resources Memberships:

- Michigan Disabilities Empowerment Council – Vice Chair
- Greater Lansing Society for Human Resources – Diversity Director
- Alliance for Equity and Inclusion – Board Secretary
- Diversity Lansing Board Member
- Capital Area Health Care Alliance Member
- Lansing Area Veterans Council
- Career Quest Spring Advisory Committee Member

CMHA Employee Training

- Presentation to Leadership on Developing the Foundation for Diversity & Inclusion and the DAC’s strategic plan for 2018

Conference and In-Services Attended

Diversity & Inclusion Webinar on Diversity Leadership within an organization and the role one serves to assist leadership in understanding the importance and impact diversity has on their organizations bottom-line

Career Fairs Attended by CMHA

DRM Private Health Care Providers Fair – many local area employers and vendors attended fair in downtown Lansing for job seekers

Michigan State University Undergraduate Psychology Fair

Michigan State University Social Work Fair

Michigan State University Nursing Career Fair

Michigan State University International Student Fair

Recruitment Informational Table

Career Quest Graduation

Wayne State University Health Services

MI Works Employer of the Day

Lansing Community College Employer Spotlight

Presentations on current CMHA vacancies

Veterans Committee – Charlotte, St. Johns & Lansing

LCC Social Work Class CMHA presentation

Ongoing Recruitment Efforts

HR continues to use social media (Facebook, LinkedIn), Michigan Works, Handshake (employer-College platform which includes MSU, U of M EMU, Baker College, Oakland University, Aquinas College, Adrian College, Grand Rapids CC, CMU and WMU), Lansing Community College's job board, Pure Michigan Talent Connect, Michigan National Association of Social Workers, Indeed, MLive and Career Builder

Kam Washburn asked if there have been measurable results from recruitment and presentations. Sharon Blizzard replied that the Human Resources department does not have a tracking system, however anecdotally there have been favorable results. She gave an example of Morgan McKittrick's presentations to local churches generating increased applications for residential technician positions. Carol Koenig suggested the possibility of tracking results by event.

Labor Relations First Quarter Grievance Report

Sharon Blizzard reported during the first quarter, one (1) new grievance was filed and three (3) grievances were resolved.

The resolved grievances were all from fiscal year 2017. Two (2) grievances were from the fourth quarter and one (1) grievance was from the second quarter.

The remaining open grievances include (1) from the first quarter of fiscal year 2018 and three (3) from the fourth quarter of fiscal year 2017.

Ms. Blizzard stated there are no open grievances as of this date.

ACTION:

MOVED by Maxine Thome and SUPPORTED by Kay Pray that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors accept the First Quarter Grievance Report from October 1, 2017 through December 31, 2017.

MOTION CARRIED unanimously.

Old Business

None

New Business

None

Public Comment

None

Adjournment

The committee adjourned at 5:50 PM.

The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, June 6, 2018 at 5:30 PM, 812 E. Jolly Rd, Conf. Room G11-C, Lansing.

Minutes respectfully submitted by:

Debra Heinze
Human Resources Secretary