



**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
June 5, 2019, 5:30 p.m.  
Community Mental Health Building, 812 E. Jolly Rd,  
Lansing, MI 48910**

**Committee Members Present:**

Dale Copedge, Alan Platt, David Pohl, Emily Stivers, Maxine Thome

**Board Members Present (non-committee members)**

None

**Committee Members Absent:**

Kay Pray (excused)

**Staff Present:**

Sharon Blizzard, Debbie Heinze, Sara Lurie, Morgan McKittrick, Feliz Rodriguez

**Public Present:**

Andrew Brege

**Call To Order:**

The meeting was called to order at 5:30 p.m. by David Pohl, Chairperson.

**Previous Meeting Minutes:**

MOVED by Alan Platt and SUPPORTED by Emily Stivers to approve the meeting minutes of March 6, 2019. MOTION CARRIED unanimously.

**Adoption of Agenda:**

MOVED by Maxine Thome and SUPPORTED by Alan Platt to approve the meeting agenda. MOTION CARRIED unanimously.

**Public Comment on Agenda Items:**

None

**BUSINESS ITEMS:**

**Second Quarter EEO Report – Feliz Rodriguez**

Feliz Rodriguez presented the quarterly EEO information from January 1, 2019 through March 31, 2019.

**ACTION:**

MOVED by Alan Platt 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 Second Quarter EEO Report from January 1, 2019 through March 31, 2019. MOTION CARRIED unanimously.

**Second Quarter Diversity Initiative Report**

Feliz Rodriguez reviewed Human Resources and the Diversity Council activities sponsored and/or participated in during the second quarter, beginning January 1, 2019 through March 31, 2019. Ms. Rodriguez highlighted the addition of “Indeed Pages – CMHA”, a featured company page that has branded job posts, alerts, and company updates. Glassdoor pages provides 15 job posts and company profile with reviews. CMHA is featured with the State of Michigan, MSU, McLaren and Sparrow for competitor comparisons.

**Labor Relations Second Quarter Grievance Report**

Sharon Blizzard reported during the Second Quarter, one (1) new grievance was filed and three (3) grievances were resolved. The resolved grievances included one (1) grievance from the First Quarter and one (1) grievance from the Fourth Quarter of Fiscal Year 2018.

There are no remaining open grievances.

**ACTION:**

MOVED by Maxine Thome and SUPPORTED by Alan Platt that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Ingham Counties Board of Directors accept the Second Quarter Grievance Report from January 1, 2019 through March 31, 2019.

MOTION CARRIED unanimously.

## **Old Business**

### **Legal Counsel Update (Closed Session)**

#### **ACTION:**

MOVED by Maxine Thome and SUPPORTED by Alan Platt to move into closed session to discuss trial and settlement strategy pursuant to MCL 15.268€, in the pending litigation cases of Western District of Michigan Case No. 1:18-cv-00891-JTN-ESC and Western District of Michigan Case No. 1:18-cv-1408-PLM-RSK, as discussion on the open record would be detrimental to our position. MOTION CARRIED unanimously.

The committee came out of closed session at 7:05 PM and resumed with regular committee business.

### **CMHA-CEI Strategic Plan Goal #4 Action Plan Update**

Sara Lurie distributed a handout of the CMHA-CEI Strategic Plan FY19 Action Plan. Ms. Lurie referenced pages 8 and 9 of the document for the Human Resources department goal "Hire and retain needed workforce talent". She reviewed the strategies and action steps designated to achieve the goal. As of the May 31, 2019 update, all steps are completed with the exception of developing a Human Resources dash board. The December 2018 deadline is extended to September 2019, at which time the status of completion will be reported to the Human Resources Committee. Dale Copedge asked if universities outside of Michigan are contacted electronically. Sharon Blizzard responded that Morgan McKittrick has been doing that. Ms. Lurie stated the plan and report will be updated to reflect this. Ms. Blizzard added thoughts that a recruitment video and a recruitment fair at the 812 E. Jolly Road location are under consideration.

## **New Business**

### **Set Meeting Dates and Time:**

Emily Stivers proposed changing the September 2019 meeting date from September 4 to September 11 due to the Labor Day holiday week, and setting the meeting start time at 6:00 p.m. going forward. Sharon Blizzard responded that date would be in conflict with the Finance Committee meeting. Ms. Blizzard also noted the Program and Planning Committee meets on Monday of that week, and the Board of Directors meeting is the following week. Discussion ensued. Ms. Stivers requested a "phone in" option to be established for the September 4 meeting. Dale Copedge expressed agreement with the request, going forward, in lieu of a 6:00 p.m. start time due to his work schedule. Mr. Copedge indicated he could join the meeting via phone until he arrives in person. Sara

Lurie stated she would honor the request and future meeting packets will include the telephone number to dial in to the meeting.

**ACTION:**

MOVED by Dale Copedge and SUPPORTED by Alan Platt to keep the dates and times of the regular scheduled Human Resources Committee meetings to the first Wednesday of the month quarterly (March, June, September, December) at 5:30 p.m. and other special meetings will be called as necessary. MOTION CARRIED unanimously.

**Election of Vice Chairperson:**

Maxine Thome expressed interest in serving as Vice Chairperson.

**ACTION:**

MOVED by Emily Stivers and SUPPORTED by Dale Copedge to elect Maxine Thome Vice Chairperson of the Human Resources Committee. MOTION CARRIED unanimously.

**Public Comment**

None

**Adjournment**

The committee adjourned at 7:35 p.m.

The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, September 4, 2019, at 5:30 p.m., 812 E. Jolly Rd, Conf. Room G11-C, Lansing.

Minutes respectfully submitted by:

Debra Heinze  
Human Resources Secretary