



**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
September 4, 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, Maxine Thome, Kay Pray

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

None

**Committee Members Absent:**

Emily Stivers

**Announcement**

Chief Human Resources Officer, Sharon Blizzard announced that Debbie Heinze, HR Secretary retired as of August 26, 2019 with 32 years of service and introduced Kylie Wieber as the new HR Administrative Assistant.

**Staff Present:**

Sharon Blizzard, Aleshia Echols, Sara Lurie, Feliz Rodriguez, Kylie Wieber

**Public Present:**

None.

**Call To Order:**

The meeting was called to order at 5:34 p.m. by David Pohl, Chairperson.

**Previous Meeting Minutes:**

**ACTION:**

MOVED by Alan Platt and SUPPORTED by Maxine Thome to approve the meeting minutes of June 5, 2019. MOTION CARRIED unanimously.

**Previous Closed Session Meeting Minutes:**

**ACTION:**

MOVED by Maxine Thome and SUPPORTED by Al Platt to approve the closed session meeting minutes of June 5, 2019. MOTION CARRIED unanimously.

**Adoption of Agenda:**

**ACTION:**

MOVED by Maxine Thome and SUPPORTED by Kay Pray to approve the meeting agenda with one amendment adding "Previous Closed Session Meeting Minutes" as item #3. MOTION CARRIED unanimously

**Public Comment on Agenda Items:**

None

**BUSINESS ITEMS:**

**Third Quarter EEO Report – Feliz Rodriguez**

Feliz Rodriguez presented the quarterly EEO information from April 1, 2019 through June 30, 2019 reporting that in the last quarter, CMHA-CEI hired a total of (46) employees and (52) employees have separated. It was noted that we are down a total of 6 employees.

**ACTION:**

MOVED by Maxine Thome and SUPPORTED by Al Platt that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors accept the Third Quarter EEO Report from April 1, 2019 through June 30, 2019. MOTION CARRIED unanimously.

**Third Quarter Diversity Initiative Report**

Feliz Rodriguez reviewed Human Resources and the Diversity Council activities sponsored and/or participated in during the second quarter, beginning April 1, 2019 through June 30, 2019.

Other highlighted HR/DAC sponsored events included:

- Racial Healing (City of Lansing, One Love Global, CAHA are the fiduciaries)  
Facilitation Training through TRHT

- CATS Employee Training – Prohibited Harassment
- MI Pride – It was noted that next year we will have a more structured set up and tear down process in place.
- Mayors’ Ramadan Dinner hosted by Mayors Andy Schor and Mark Meadows in which CMHA-CEI was presented with an award

Additionally, Ms. Rodriguez reported on the new online platform: Using DiversityFirst job board which is an online employment solution for people seeking jobs and employers in need of creating a diverse workforce. This site also connects all of our positions to ZipRecruiter. DiversityFirst also promotes its online platform to historic black colleges/diverse colleges for students to use their website to seek jobs.

**Labor Relations Third Quarter Grievance Report**

Sharon Blizzard reported during the Third Quarter, one (1) new grievance was filed and one (1) grievance was resolved. The resolved grievance was from third quarter.

There are no remaining open grievances.

**ACTION:**

MOVED by Kay Pray and SUPPORTED Maxine Thome that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Ingham Counties Board of Directors accept the Third Quarter Grievance Report from April 1, 2019 through June 30, 2019. MOTION CARRIED unanimously.

**Old Business**

None.

**New Business**

**2019 Chief Executive Officer Performance Evaluation**

Sharon Blizzard explained that annually the HR Director presents the CEO performance evaluation process for review by the HR Committee and solicits any recommended changes. There were two changes to the form last year to the actual evaluation form which included:

1. Updated title from Executive Director to CEO
2. Under question #3 added the following language: to individual and the full Board, appropriate); and one addition to the evaluation process listed as item #3. The Chief Executive Officer will complete a self-assessment by the end of September and when completed the Executive Administrative Assistant will forward the self-assessment to the full Board.

**ACTION:**

MOVED by Maxine Thome and SUPPORTED by Al Platt that the Community Mental Health Authority of Clinton, Ingham and Eaton Counties Board of Directors use the current evaluation process to complete the 2019 performance evaluation of the Chief Executive Officer adding MS Word document and Constant Contact as alternative methods in which the evaluation can be completed and submitted in addition to the regular U.S. mailing option. MOTION CARRIED unanimously.

**Public Comment**

None

**Adjournment**

The committee adjourned at 5:56 p.m.

The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, December 4, 2019, at 5:56 p.m., 812 E. Jolly Rd, Conf. Room G11-C, Lansing.

Minutes respectfully submitted by:

Aleshia Echols  
Executive Administrative Assistant