



**HUMAN RESOURCES COMMITTEE  
VIRTUAL MEETING MINUTES  
Wednesday, September 2, 5:30 p.m.**

**Committee Members Present:**

Dale Copedge, Alan Platt, Raul Gonzalez, Emily Stivers, Jim Rundborg

**Committee Members Excused:**

Maxine Thome

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

Paul Palmer

**Staff Present:**

Sharon Blizzard, Sara Lurie, Laura Sandberg, Kylie Wieber, Jana Baylis, Aleshia Echols, Shana Badgley, Matthew Taylor

**Public Present:**

Naudia Fisher

**Call to Order:**

The meeting was called to order at 5:30 p.m., by Jim Rundborg.

**Previous Meeting Minutes**

**ACTION:**

MOVED by Alan Platt and SUPPORTED by Raul Gonzalez to approve the meeting minutes of Mach 4, 2020, as written.

**MOTION PASSED with 5 votes in favor. Members Present: Jim Rundborg, Alan Platt, Raul Gonzalez, Emily Stivers, Paul Palmer.**

**Dale Copedge and Maxine Thome excused.**

## **Adoption of Agenda**

### **ACTION:**

MOVED by Raul Gonzalez and SUPPORTED by Emily Stivers to approve the meeting agenda of September 2, 2020.

**MOTION PASSED with 5 votes in favor. Members Present: Jim Rundborg, Alan Platt, Raul Gonzalez, Emily Stivers, Paul Palmer.**

**Dale Copedge and Maxine Thome excused.**

### **Public Comment on Agenda Items:**

None.

Dale Copedge arrived at 5:45 p.m.

## **BUSINESS ITEMS**

### **Third Quarter EEO Report**

Laura Sandberg let the committee know she is filling in for Feliz Rodriguez who is out on a leave, and introduced herself as being part of the Human Resources team as a Human Resources Specialist.

Laura Sandberg reviewed the Statement of Diversity and reported that recruitment efforts continue to be within the parameters of the Human Resources budget. Reporting that resources are being utilized for social media, posting platforms, association advertising, career fairs, community partnerships and an active diversity council.

Ms. Sandberg then presented the quarterly EEO Report from April 1, 2020 through June 30, 2020 which indicated that 28.65% of active employees are minorities. This is an increase of 0.45% from the last quarter.

Human Resources recognizes that minority statistics in the areas of Officials/managers, Technicians, Office/Clerical and Skilled Craft Workers are considerably low and need improvement. Minorities in the Professional, Security, and Para-Professional and Service/Maintenance Workers categories are noticeable higher and offsets the statistical data, making the organizations overall minority total appear within the established threshold of 19%.

In the last quarter, CMHA-CEI hired a total of (34) employees and (56) employees have separated employment.

Jim asked if 56 was a large number. Laura stated last quarter was 55 and it's relatively consistent.

Dale inquired about reason for separation.

**ACTION: Sharon stated that she and Feliz are working on this to bring better reasons for this question. They will bring this information to the December regular meeting.**

**ACTION:**

MOVED by Alan Platt and SUPPORTED by Emily Stivers 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, 2020 through June 30, 2020.

**MOTION PASSED with 6 votes in favor. Members Present: Jim Rundborg, Dale Copedge, Alan Platt, Raul Gonzalez, Emily Stivers, Paul Palmer.**

Maxine Thome excused.

**Third Quarter Diversity Initiative Report**

Ms. Sandberg provided a summary of the achievements and events in which the HR Department and the Diversity Council contributes to the ongoing efforts towards diversity and inclusion and shared that the annual recruitment initiatives include involvement in workforce readiness programs throughout the tri-county area and attendance at career fairs in more diverse geographical locations and reviewed the list of HR Memberships, Conferences, Trainings, Career Fairs, In-services and promotional recruitment efforts sponsored and/or participated in during the first quarter

HR and the DAC sponsored and/or participated in the following:

**Human Resources Memberships:**

- Greater Lansing Society for Human Resources- Diversity & Professional Development Director
- Michigan Diversity Education Council Member
- Truth, Racial Healing & Transformation Economy Team & Racial- Healing Practitioner

- Mayors Inclusion and Diversity Council- Vice Chair
- Capital Area Health Care Alliance Member
- Lansing Area Veterans Council Member
- Career Quest Spring Advisory Committee Member

**Conferences, Trainings, Events, and In-Services:**

- LinkedIn remote hiring and recruiting training
- Town Hall: Reducing Impact of COVID-19 on Racial and Ethnic Minority Communities
- Can You Hear Me NOW?
- How to Rebound: When Conversations About Race Go Wrong!
- The impact of COVID-19 on people with developmental disabilities in Michigan
- Umoja Porch Talk: The Black Community Responds to COVID-19
- COVID-19 & Black Lives, the Crisis within a crisis
- Understanding Systemic Racism
- Implicit Bias: How you Can Recognize and Mitigate it
- Introduction to Cultural Intelligence

Additionally, Ms. Sandberg highlighted that CMHA-CEI attended some career fairs which included, Michigan State Spring and Sumer Job Virtual Fair, Disability Virtual Fair, and Public Health Jobs Virtual Far. Another highlight includes the trainings that were conducted for CMHA or Community which included, Management and Mentorship Program: Diversity and Inclusion, Managing Five Generations in the Workplace, and Disability Ed Series-Session One &Two.

Raul stated how the governor has sometimes mentioned that there is an effort to address COVID-19 and the community, and are we doing anything at the local level?

Laura stated she doesn't know anything at this level. Raul said he would talk to Feliz more.

**Labor Relations Third Quarter Grievance Report**

Sharon Blizzard reported during the Third Quarter, two (2) new grievances were filed and two (2) grievances were resolved. Ms. Blizzard noted that the ones resolved were one (1) from the second quarter and one (1) from the third quarter.

**ACTION:**

MOVED by Alan Platt and SUPPORTED by Dale Copedge 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, 2020 through June 30, 2020.

**MOTION PASSED with 6 votes in favor. Members Present: Jim Rundborg, Dale Copedge, Alan Platt, Raul Gonzalez, Emily Stivers, Paul Palmer.**

**Maxine Thome excused.**

**Step 4 Grievance (Discharge and Discipline)**

The Hearing Format was distributed and Sharon Blizzard noted the format for the grievance presentation is a format the has been agreed to by Management and OPEIU, Local 459.

The Committee was also presented with written copies position statements for Management and the Union regarding the Grievance. Sharon Blizzard, CHRO read management's position statement for the Committee and Naudia Fisher, Chief Steward for Local 459 read the Union's position statement. After the position statements were presented the written packet of management and union exhibits were distributed.

Jana Baylis, HR Manager, presented management's position and reviewed management's exhibits. A summary of her presentation is below:

- Matt Taylor failed to maintain reliable and predictable attendance and took time off that was that was not approved by management and exceeded his paid time off accrual balances.
- Jana reviewed Mr. Taylor's April 30, 2020 Termination Discipline and his April 27, 2020 Suspension discipline reports that were included in the exhibit packet.
- On April 13, 2020 Mr. Taylor called in before 8am via his department's office line and continued to do so daily through April 30, 2020. MR. Taylor's absences were unscheduled and not designated as approved leave as Mr. Taylor did not request a leave of absence or provide medical documentation to support a medical leave. During this period of time management left phone messages and several sent email requests to Mr. Taylor requesting he to communicate directly with his supervisor regarding his absences. A complete log of management's communication steps was also reviewed. The communication log was included in the exhibit packet.
- Mr. Taylor did not respond to any of managements attempts to reach him and his Suspension Discipline and Termination Discipline documents were sent to his

home through registered mail. The information sent to Mr. Taylor's home also included a request for him to return CMHA-CEI property and pick up his belongings at the front desk.

- Mr. Taylor had taken leaves of absence in the past and was familiar with the process. He did not follow the agency procedures for requesting a leave.
- Mr. Taylor's violation of the agency's attendance expectations and not responding to requests to communicate with management was cause for termination.

Naudia Fisher, Chief Steward, presented the Union's position. A summary of her presentation is below:

- Naudia stated the primary explanation for Mr. Taylor's absences were that Mr. Taylor had taken Family Medical Leave Act (FMLA) leave last year and earlier this year and thought his absences were covered by FMLA leave. Mr. Taylor did call in each day and although he recognizes people may have contacted him, he believed viewing things or calling back would be a violation of HIPPA. During this time Mr. Taylor couldn't even perform his basic life needs, and checking physical mail was something he also couldn't do. Mr. Taylor is a long time employee and he hasn't had an issue with attendance in his work history. He values his job and appreciates all the meaningful work that CMHA-CEI does.
- Mr. Taylor stated that he didn't know the process, and that his mother died on April 14, 2020, and he would have taken bereavement if he would have known this was going to happen. Mr. Taylor also stated that he never signed for any letter sent to his home. Also, within his first six years of employment he may have missed one shift. Overall his intent was good during this time.

In closing, Jana Baylis restated that Mr. Taylor had not requested a medical leave of absence, did not respond to requests to contact his supervisor, and did not provide medical documentation to support leave. Human Resources does check on employees, and did try to contact Mr. Taylor. Sharon Blizzard stated we do recognize a death in the family is traumatic and this action was not intended to negate the impact of the death of family member. CMHA-CEI has 1,200 employees and they have rights and benefits and the agency must apply them consistently. CMHA-CEI is a generous employer and we have an obligation to comply with employment laws, union contracts and policies and procedures. Employees have the responsibility to follow guidelines, policies and procedures, and meet performance expectation. This termination discipline is specific to Mr. Taylor not following guideline or procedures regarding absences. There was no contract violation in this matter.

Naudia presented the unions closing statement and restated that this was a misunderstanding. If Mr. Taylor would have been aware he was violating anything he would have directly contacted everyone. Mr. Taylor then summarized how he never signed for anything, but even bigger were his complaints about his boss who walked off the job who he asked his FMLA questions too. This was a confusing time in his life. For 22 and a half years he had an above average attendance and he does good clinical work. He appreciates everyone's time.

Deliberations proceeded. Jim Rundborg asked if Mr. Taylor had picked up his personal belongings. Mr. Taylor responded that he had not as he assumed we needed to complete this process first. Naudia Fisher confirmed that she had not talked with Mr. Taylor while he was off. There was discussion regarding whether Mr. Taylor signed for the letter sent to his home and he confirmed that he had not signed the letter. Jana was asked if there were other performance issues and she stated that Mr. Taylor's personnel file includes a May 11, 2017 performance improvement plan, an October 3, 2019 Documented Verbal Counseling, a Feb 13, 2020 Written Warning and an April 27, 2020 Suspension level discipline.

Mr. Taylor reported to the Committee that he made a whistle blower complaint in July of 2019 that was substantiated and he that he sent a 9-page document to Aleshia Echols to be shared with the Committee about this matter.

Dale Copedge stated he had not seen the document and the grievant was referring to. Sharon Blizzard and Naudia Fisher explained that this grievance was originally scheduled back in July. At that time, the two of them had already met and agreed on the documents that would be shared at the hearing. Naudia advised that she had spoken with grievant and he was aware that because this process had already occurred, they would be unable to include the 9-page letter. However, today (9/2 at 4:39 pm) the grievant sent the 9-page letter to Aleshia Echols in Administration requesting to share with the committee. As the document was sent past the agreed upon timeline for information to be included it was not presented to the Committee.

Jim Rundborg commented that management was trying to get a hold of Mr. Taylor during the full period of time you were calling in saying you weren't coming in. Nobody did talk with you, so during these 25 – 30 days if you would have called and talked to someone in HR. we wouldn't be in this situation.

Emily Stivers went on record stating "I don't think that we need to know the details of the illness". Physical or mental illness – he had been on a previous approved for FMLA leave. Mr. Taylor cares about his job and does not want to lose it. This was a misunderstanding, as he thought that he had FMLA leave. Sounds like what he was dealing with was pretty serious. There is also not a signature on the receipt that confirms Mr. Taylor signed for the documents mailed to him.

Jim Rundborg, Chair, then asked the committee if they are ready to vote. Jim stated say deny if you agree with management, or say grant if you agree with the union.

**ACTION:**

MOTION by Al Platt and SUPPORTED by Dale Copedge to uphold Management's decision to terminate the employment of Mr. Taylor.

**MOTION passed with 3 votes in support of Management Discharge/Termination.**

**Members Present: Jim Rundborg, Dale Copedge, Al Platt in support of Management, Discharge/Termination. Paul Palmer, abstained. Emily Stivers and Raul Gonzales upheld Union position denying Management, Discharge/Termination.**

**Members excused Maxine Thome.**

After the vote Dale Copedge stated that he misunderstood the motion and wanted to change his vote as he supported the Union in this matter.

**ACTION:**

MOTION by Emily Stivers and supported by Dale Copedge rescinded the prior vote due to due to a misunderstanding with the GRANT or DENY terminology.

**MOTION PASSED with 6 votes in favor. Members Present: Jim Rundborg, Dale Copedge, Alan Platt, Raul Gonzalez, Emily Stivers, Paul Palmer.**

**Maxine Thome excused.**

**ACTION:**

MOTION by Emily Stivers and supported by Dale Copedge to grant the Grievance.

**MOTION passed with 3 votes in favor of Union, denying Management Discharge/Termination.**



**Members Present: Dale Copedge, Emily Stivers and Raul Gonzales denying Management, Discharge/Termination. Paul Palmer, abstained. Jim Rundborg, Al Platt upheld Management, Discharge/Termination.**

**Maxine Thome excused.**

### **Old Business**

None.

### **New Business**

#### **2020 Chief Executive Officer Performance Evaluation**

Jim Rundborg stated that members of HR Committee should have received a copy and had a chance to view the form and the process and reminded the committee that last year when this item was brought to the board, it included a CEO self-evaluation.

Jim inquired as to whether there were any changes that should be made, if none the committee could move forward.

Sharon Blizzard explained that annually the HR Director presents the CEO performance evaluation process for review by the HR Committee and solicits any recommended change, then the Executive Administrative Assistant mails out the evaluation to all board members, and they have a timeline. Sharon stated this year, this may have to be modify a bit due to the committee meeting schedule.

Jim advised that last year the HR Committee may have changed some wording, but other than that things have stayed the same.

Sharon went over the categories on the CEO Evaluation.

- Agency Mission/Goals
- Board Communication
- Board Reports
- Budget
- Financial Reporting
- Staffing
- Delegation of Responsibilities
- Supervision

- Community Relations
- Intergovernmental Relations
- Leadership
- Consensus Building

**ACTION:**

MOTION by Al Platt and supported by Dale Copedge that the Community Mental Health Authority of Clinton, Ingham and Eaton Counties Board of Directors use the current evaluation process to complete the 2020 performance evaluation of the Chief Executive Officer.

**MOTION PASSED with 6 votes in favor. Members Present: Jim Rundborg, Dale Copedge, Alan Platt, Raul Gonzalez, Emily Stivers, Paul Palmer.**

**Maxine Thome excused.**

**Public Comment**

None.

The meeting was adjourned at 7:22 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, December 2, 2020 at 5:30 PM, Zoom Virtual Meeting.

Minutes respectfully submitted by:

Kylie Wieber  
Human Resources Administrative Assistant