



**HUMAN RESOURCES COMMITTEE
VIRTUAL MEETING MINUTES
Wednesday December 2, 2020 5:30 p.m.**

Committee Members Present:

Dale Copedge, Alan Platt, Maxine Thome, Tim Hanna

Committee Members Excused

Emily Stivers, Raul Gonzalez

Board Members Present (non-committee members):

Paul Palmer

Staff Present:

Sharon Blizzard, Sara Lurie, Feliz Rodriguez, Kylie Wieber, Stacia Chick, Laura Sandberg

Public Present:

Naudia Fisher

Call to Order:

The meeting was called to order at 5:30 p.m., by Maxine Thome.

Paul Palmer excused from meeting and will return later.

Previous Meeting Minutes

ACTION:

MOVED by Alan Platt and SUPPORTED by Tim Hanna to approve the meeting minutes of September 2, 2020, as written.

MOTION PASSED with 4 votes in favor. Members Present: Tim Hanna, Maxine Thome, Dale Copedge and Alan Platt.

Raul Gonzalez, Emily Stivers and Paul Palmer excused.

Adoption of Agenda

ACTION:

MOVED by Dale Copedge and SUPPORTED by Tim Hanna to approve the meeting agenda of December 2, 2020.

MOTION PASSED with 4 votes in favor. Members Present: Tim Hanna, Maxine Thome, Dale Copedge and Alan Platt.

Raul Gonzalez, Emily Stivers and Paul Palmer excused.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

Fourth Quarter EEO Report

Feliz Rodriguez 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. Rodriguez then presented the quarterly EEO Report from July 1, 2020 through September 30, 2020 which indicated that 28.32% of active employees are minorities. This is an increase of 0.33% 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-CEIA-CEI hired a total of (36) employees and (50) employees have separated employment.

Dale inquired about the separations? Feliz stated that there were 14 discharges and of those 14, 7 were people of color, and 6 were let go due to lack of availability and 1 was discharged based on workers' compensation.

Sara asked about lack of schedule availability and where did they work? Feliz stated those were casual and relief employees and they have to meet a certain criteria of hours, and with COVID and exposure there was also a higher turnover.

Dale asked about PPE? Feliz stated that CMHA-CEI has all proper PPE for the staff.

Dale also inquired about the other person who was discharged? Feliz stated it was because they did not come back in the required time-period for workers' compensation.

Maxine asked about women versus men who separated? Feliz says we tend to hire more women than men, so we tend to have more women let go.

ACTION:

MOVED by Maxine Thome and SUPPORTED by Tim Hanna 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 July 1, 2020 through September 30, 2020.

MOTION PASSED with 4 votes in favor. Members Present: Tim Hanna, Maxine Thome, Dale Copedge and Alan Platt.

Raul Gonzalez, Emily Stivers and Paul Palmer excused.

Fourth Quarter Diversity Initiative Report

Ms. Rodriguez 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 fourth 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
- SHRM Member
- MPELRA- Board President
- NPELRA- Member

Conferences, Trainings, Events, and In-Services:

- Anti-Racism the heart and mind of the matter
- Team Leadership Practices
- Community Use of Force
- Your Brain is good at inclusion, except it when it not
- Through the looking glass- What anti-racist find there 2
- Elements of Justice Dialogue
- Leadership Action- The importance of inclusive leadership
- Crucial Conversations to manage bias
- Safeguarding Equity During COVID
- Identifying and Removing micro aggressions in the workplace
- What is Racial Trauma: Understanding How trauma affects the Black community
- Creating a culture of inclusion

CMHA-CEIA Agency Wide Communications:

- DAC Zoom & Learn: How to use force to change a culture
- DAC Zoom & Learn: How to use TRUST to change a culture
- DAC Zoom & Learn: Accommodating people who are deaf and Hard of Hearing in a Mental Health Setting
- ABLE eyes filming

Career Fairs Attended by CMHA-CEIA:

- Disability Online Virtual Fair
- Hire Heroes (Veterans) Virtual Fair
- InvestVets Online Networking Event
- Michigan Virtual Career Fair (state-wide held virtual event)

- LCC Work Here Wednesdays

Additionally, Ms. Rodriguez highlighted there was an advertisement in the City Pulse for our carpenter position, and multi-job posting at the National Association of Black Social Workers. CMHA-CEI hosted an Open-Air Fair for candidates to come and apply for residential Technician positions, and this was advertised on 96.5 radio, Indeed, LinkedIn, Facebook, MSU Affiliations, and MI Works.

Maxine inquired about DAC and wanted to know exactly what is FORCE and what is TRUST? Feliz stated it was the same presenter and it was a two-part zoom and learn. The presenter tied something positive within these learns. It was presented by 7clingual and it showed a perspective about conflict and resolution and communication based.

Maxine asked about trainings happening and if there are any about anti-racism in CMHA-CEI? Feliz said next month we are launching different workgroups through DAC and that is including a workgroup about micro aggressions.

Sharon asked Feliz about the training's employees get at new hire orientation? Feliz said during new hire there are discussions about bias when employees are hired. There are also Relias trainings available that are not assigned, but they are welcome to take the trainings. Also, managers reach out and Feliz does go out to departments as well to speak when asked.

Maxine asked about the death and hard of hearing zoom and learn? Feliz said they used Calvin who also works at Peckham, but he as well has his own business and does trainings. He gives some training of basic sign language to help employees communicate with consumers who are hard of hearing.

Labor Relations Fourth Quarter Grievance Report

Sharon Blizzard reported during the Fourth 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 third quarter and one (1) from the fourth quarter.

There is one (1) remaining open grievance from the fourth quarter.

Ms. Blizzard stated that she can report at this time today the matter was resolved and there is no open grievances now.

ACTION:

MOVED by Dale Copedge 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 Third Quarter Grievance Report from July 1, 2020 through September 30, 2020.

MOTION PASSED with 4 votes in favor. Members Present: Tim Hanna, Maxine Thome, Dale Copedge and Alan Platt.

Raul Gonzalez, Emily Stivers and Paul Palmer excused.

Old Business

None.

Paul Palmer arrived to the meeting.

New Business

Municipal Employee's Retirement System (MERS) Defined Benefit and Defined Compensation Plan Adoption Agreement Addendums

Stacia Chick, Chief Financial Officer, stated MERS is requesting that we sign the completed agreement addendums for each division and pension plan we have with MERS. This action ensures all documentation is updated. The only change to our current plans is the addendum for the Non-Represented division includes health care buy out and buy down as compensation to be included in calculating final average compensation. The modification is to include stipends for health insurance opt out payments. All Union defined benefit plans have included buy out and buy down as compensation for many years.

Dale asked if this would impact the 2021 budget, or well beyond? Stacia said that analysis has not been done, and it would have an impact on future years and not this year. What it requires is additional contribution from employee and employer and both sides.

Sharon stated all of the bargaining units adopted buyout and buy down amounts to be included in final average compensation around 2005. The Non-Represented employees the retirement formula includes 15 years of service and age 55. Sharon and Stacia reminded the Committee that historically the agency has aligned Non Represented employee benefits to the Local 512 Supervisors Unit and that this change will require employees receiving buy out and buy down to make MERS the same as all other units. Stacia also stated that this aligns our past practice with current plans

ACTION:

MOTION by Tim Hanna and supported by Dale Copedge that the Community Mental Health Authority of Clinton, Ingham and Eaton Counties Board of Directors agrees to adopt and administer the Municipal Employee's Retirement System (MERS) Defined Benefit and Defined Contribution Plans provided by the Municipal Employee Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Doc as both may be amended, subject to the terms and conditions herein the Adoption Agreement Addendums as presented effective January 1, 2021.

MOTION PASSED with 5 votes in favor. Members Present: Tim Hanna, Maxine Thome, Dale Copedge, Alan Platt, and Paul Palmer.

Emily Stivers and Raul Gonzalez excused.

Elect Vice Chair Person

Maxine called for nominations for vice chair. Alan Platt stated he would be interested in being vice chair. The rest of the committee nominated Alan Platt as well.

ACTION:

MOVED by Dale Copedge and SUPPORTED by Tim Hanna to approve electing the new vice chairperson.

MOTION PASSED with 5 votes in favor. Members Present: Tim Hanna, Maxine Thome, Dale Copedge, Alan Platt, and Paul Palmer.

Emily Stivers and Raul Gonzalez excused.

Public Comment

Naudia Fisher said we do not have open grievances, but she does want the Committee to know that this is a difficult time with COVID for everyone. Naudia wanted the Committee to know HR has worked well with her and the Union regarding staffing and making sure everyone is staying safe and the whole HR team has been highly effective and helpful.

Maxine would like to meet with Sharon, Feliz, Alan, Sara and get to know more about HR and just get more familiar.

Dale asked about triaging with CMHA-CEI and with Lansing police department? Sara said they are very involved in Crisis Intervention Training (CIT); however, they haven't

been able to do any of that with COVID recently. Looking at refresher trainings that can be done virtually and she got a correspondence that they are looking at holding an event in March. There are lots of different conversations about mental health and the police departments.

Feliz shared that Jan Bidwell who is a social worker for police department and her four Interns presented a lunch and learn regarding social work in the police force. To date, this was our highest attended diversity lunch and learn event. Feliz also let the Committee know that there were so many questions that they may invite Jan back for a part two presentation.

Maxine brought up Derrick Jackson and he's a police officer for Washtenaw and he has published a lot of collaboration works.

Sara said there could be a starting point of technology with officers or first responders that connect them with our crisis services right away.

Dale stated that the recent even that occurred on Baker street and a number of members have asked if there is a quick assessment someone could do with quickly identifying how to de-escalate a situation.

Sara said the mayor does have a mental health task force and they look at ways to prevent violent behavior that results in incarceration, and focuses on behavioral issues that they try to manage and the need for secured meds. CMHA-CEI is gathering information about the calls that are about mental health concerns and what they can do.

The meeting was adjourned at 6 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, March 3, 2020 at 5:30 PM, Zoom Virtual Meeting.

Minutes respectfully submitted by:

Kylie Wieber
Human Resources Administrative Assistant