



**HUMAN RESOURCES COMMITTEE
HYBRID MEETING MINUTES
Wednesday, March 2, 2022 5:30 p.m.**

Committee Members Present:

Timothy Hanna, Adam Matson, Alan Platt, and Dale Copedge

Committee Members Excused:

Maxine Thome and Raul Gonzales

Board Members Present (non-committee members):

Joe Brehler

Staff Present:

Sharon Blizzard, Jessica Tyrer, Brian Filipiak and Jana Baylis

Public Present:

Call to Order:

The meeting was called to order at 5:30 p.m., by Timothy Hanna.

Previous Meeting Minutes

ACTION:

MOVED by Alan Platt and SUPPORTED by Dale Copedge to approve the meeting minutes of December 1, 2021, as written.

MOTION PASSED unanimously.

Adoption of Agenda

ACTION:

MOVED by Joe Brehler and SUPPORTED by Alan Platt to approve the meeting agenda of March 2, 2022.

MOTION PASSED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

First Quarter EEO Report

Sharon Blizzard reviewed the Statement of Diversity and reported that recruitment efforts continue to be within the parameters of the Human Resources budget. Ms. Blizzard thanked the Board for their efforts with the surplus funds. Sharon continued reporting that resources are being utilized for social media, posting platforms, association advertising, career fairs, community partnerships and an active diversity council. Ms. Blizzard informed the committee that Feliz Rodriguez, former Diversity and Inclusion Officer, has left CMHA-CEI as of Friday, February 28, 2022. Sharon publicly thanked Feliz for all of her efforts during her time at CMHA-CEI. Feliz's position has been posted and Sharon stated that she is hopeful that by the next meeting CMHA-CEI will have a new Diversity and Inclusion Officer.

Ms. Blizzard then presented the quarterly EEO Report from October 1, 2021 through December 31, 2021 which indicated that 31.83% of active employees are minorities. This is an increase of 1.72% from the last quarter.

Sharon shared that Human Resources is unable to provide CMHA-CEI Work Force data at this time but ensured the committee that the development of the complete EEO Report in Connect is being diligently worked on. Ms. Blizzard stated that CMHA-CEI IS department will assist in developing the needed report.

Ms. Blizzard reported that CMHA-CEI currently has 1,043 active employees and brought attention to the EEO report that has a breakdown of minority groups within the agency. Sharon informed the committee that for the June meeting, the reports will mirror this information as well as more data on separations.

ACTION:

MOVED by Alan Platt and SUPPORTED by Dale Copedge 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 from October 1, 2021 through December 31, 2021.

MOTION PASSED unanimously.

First Quarter Diversity Initiative Report

Ms. Blizzard provided a summary of the achievements and events in which the HR Department and the Diversity Advisory Council (DAC) contributes to the ongoing efforts towards diversity and inclusion. 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.

Jana Baylis shared that early last fall there was a recruitment fair held at CMHA-CEI for residential positions. There were many advertisements to communicate this event to promote the openings at CMHA-CEI. Ms. Baylis shared that there will be billboards posted around the greater Lansing area for recruitment efforts. The locations of where these will be posted and some examples of what the billboards will look like were shared to the committee. Jana Baylis also presented two (2) recruitment commercials that will be aired on WILX. Sharon requested that Jana share the different recruitment fairs that HR staff, Jenny Pelton, has been attending. Ms. Baylis explained that Jenny has a great background for recruitment and has an extensive knowledge of CMHA-CEI. Ms. Pelton has attended career fairs in Mt. Pleasant and Detroit recently.

Timothy Hanna asked HR staff if the commercials have delivered any kind of response from the public. Jana responded that since the commercials were just recently aired, there hasn't been much of a response but she is hopeful to see a difference in the near future.

Joe Brehler inquired if peer support staff would be considered service workers or if they would be another category. Sharon replied that she believes peer support staff would be service workers, however she will need to confirm that and follow up with the committee.

ACTION: HR staff will email committee members the commercials, billboards and the confirmation of the status of the peer support worker.

Ms. Blizzard wanted to take the time to report that five (5) employees have been accepted to the MSU cohort and as many as twenty-five (25) have expressed interest in the MSW program initiative. Sharon said that more details surrounding this program were to be discussed at the next Board Meeting.

New: Hiring Fair for Residential which included ad in City Pulse and Radio Ad with 96.5. Job postings with National Association of Social Workers Michigan.

Labor Relations First Quarter Grievance Report

Brian Filipiak reported that during the first quarter, three (3) new grievances were filed and three (3) grievance were resolved. Two (2) of the resolved grievances were from the first quarter fiscal year 2022 and one (1) was from the fourth quarter fiscal year 2021. The one (1) remaining open grievance is from the first quarter fiscal year 2022.

Dale Copedge inquired if the resolved grievances were mutual between the employee and HR. Sharon agreed that the resolution was a mutual resolution.

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 First Quarter Grievance Report from October 1, 2021 through December 31, 2021.

MOTION PASSED unanimously.

Old Business

None.

New Business

Jana Baylis, HR Manager, has been collaborating with Metaformers to create and launch Performance Management in Connect, which went live in February 2022. Ms. Baylis shared a PowerPoint reviewing the changes and updates that were made to make the use of Connect better for evaluations. Ms. Baylis explained that the updates were needed regardless of the changes brought on by Connect. Live trainings have been held via Zoom for CMHA-CEI staff to assist them with the new system as well as giving staff opportunity to ask questions.

Timothy Hanna questioned if there was a self-evaluation step within the new Performance Management system and if the manager is able to see the answers. Jana responded that there is a self-evaluation that was implemented and that managers are able to see the employee's responses. Dale Copedge wondered if managers have to sign off on the self-evaluations and if there is room for comments or refutes. Jana replied that there is room for responses and it is encouraged that comments are made. Ms. Baylis also added that managers have to attest to seeing the evaluation.

Ms. Blizzard asked that Jana speak about movement within the agency and how that may affect evaluations. Jana explained that a struggle that has come about has been transfers and how they work for evaluations. She explained that the evaluation is based on the original hire date, therefore even if an employee transfers, their original hire date would still determine their evaluation date.

Mr. Copedge asked if there were any trainings for managers for completing evaluations. Jana responded that CMHA-CEI has held past trainings on this topic and that there are upcoming plans to hold new trainings for managers, especially since there are many newer managers within the agency.

Joe expressed his reservations surround the idea of self-evaluations and questioned the purpose of them. Mr. Brehler explained how evaluations can hold an employee back from any advancement in their career and spoke to the example of his brother's experience in the military, highlighting that personal likes or dislikes have an impact on the evaluations. Timothy responded to Joe's story saying that he agrees and has had similar experiences within the corporate world. Timothy also expressed that he can see how the self-evaluations could help the manager foresee how the evaluation meeting will go. Mr. Hanna then inquired if evaluations are something that is required. Sharon and Alan both confirmed that evaluations are required at CMHA-CEI for accreditation and for some

licensure rules. Sharon highlighted the difficulty with evaluations is the subjectivity and that moving to the new system will incorporate more consistencies for all employees and positions to help combat that fact. Ms. Blizzard continued saying that CMHA-CEI is always working towards mitigating the discussed reservations and the subjectivity to evaluations. Alan interjected that he is impressed by the updates being made to the required practices at CMHA-CEI.

Mr. Copedge asked if there will be any way to monitor managers who poorly rate people, more specifically the diverse employees of the agency. Sharon and Jana both informed the committee that there will eventually be a database that will be able to pull data on this and that this option is a big upgrade with the new system. Jana also shared that there are more opportunities to have different reports to see patterns and data for any information that may be needed with moving from the paper system. Sharon offered that as HR moves forward with the new system, Jana could come back to a future meeting and share specific data or reports that will be able to be pulled from the Performance Management system.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:19 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, June 1, 2022 at 5:30 PM.

Minutes respectfully submitted by:

Jessica Tyrer

Human Resources Administrative Assistant