



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
WEDNESDAY, JUNE 1, 2022
5:30 PM**

Committee Members Present:

Maxine Thome, Tim Hanna, and Dale Copedge

Committee Members Excused:

Ken Mitchell and Adam Matson

Board Members Present (non-committee members):

None.

Staff Present:

Sharon Blizzard, Jessica Tyrer, Brian Filipiak, Jana Baylis and Sara Lurie

Public Present:

None.

Call to Order:

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

Previous Meeting Minutes

ACTION:

MOVED by Tim Hanna and SUPPORTED by Dale Copedge to approve the meeting minutes of May 4, 2022, as written.

MOTION PASSED unanimously.

Adoption of Agenda

ACTION:

MOVED by Tim Hanna and SUPPORTED by Dale Copedge to approve the meeting agenda of June 1, 2022.

MOTION PASSED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

Second Quarter EEO Report

Sharon Blizzard recognized Jana Baylis and CMHA-CEI IS Department in creating the new EEO reports in the Connect system. Sharon stated that the report looks a bit different and asked for some grace as staff continue to update the report.

She presented the quarterly EEO Report from January 1, 2022 through March 31, 2022 indicates 33.71% of active employees are minorities; this is an increase by 3.6% from the 4th Quarter EEO Report which is the last report presented prior to implementation of the new software system. Human Resources recognizes that minority statistics in the areas of Directors, Managers, and Skilled Trades are considerably low and need improvement. Technical representation is .15% below our established threshold of 19%. Minorities in the Professional, Clerical/Office, Service Worker, Direct Care Worker and Para-Professional categories are noticeably higher and offsets the statistical data, making the organizations overall minority total appear above the established threshold of 19%.

Jana reported that in the last quarter, CMHA-CEI hired a total of sixty-eight (68) employees and fifty-eight (58) employees have separated employment.

Jana stated that the EEO minority data is self-service and that CMHA-CEI needs to promote employees filling out their appropriate data. She then reviewed the reports that illustrated the staffing demographics.

Sharon noted that the hiring and separation numbers are historically balanced but there is a lag in the numbers. She stated this is due to the difficulty of hiring currently. Sharon also noted that staff on extended leaves who may have exhausted their time to be employed or staff who exhausted their worker's compensation would also impact the separation numbers. Jana added that a big barrier that has come up with the reasons as to why employees are leaving is because the system has a drop down list that is very

general. She stated that HR has the opportunity to manipulate those options to better the reasoning and give more detailed information. Sharon explained that with the new system, different HR staff are reviewing all terminations and practicing checks and balances to ensure accuracy and improve the previous system.

Discussion on specific staffing successes ensued.

Sharon shared with the Committee the exciting news that we hired a new Diversity Equity and Inclusion Officer, Gabrielle Sarpy. She shared some of Gabrielle's educational background and work experience with the Committee.

ACTION:

MOVED by Tim Hanna 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 Second Quarter Grievance Report from January 1, 2022 through March 31, 2022.

MOTION PASSED unanimously.

Second Quarter Diversity Initiative Report

Jana Baylis directed attention to the fact sheet and the long list of initiatives that HR and the DAC have been involved in over the second quarter. She highlighted that most of the initiatives are continuing and that the ads on WILX she reported during our last regular meeting were still broadcasted through May.

Tim stated that he was curious as to the response from the WILX ads. Jana responded that it is hard to tell if the new hires are from the ads or from the new posting wages. She indicated she thought she would see increases at the paraprofessional level but didn't see that. Jana also noted that HR is supposed to be getting a report of numbers from the ads and that it can be shared at a future meeting. Jana reiterated that it is hard to tell what brought the new hires in as HR has made some significant changes to postings that make CMHA-CEI jobs more desirable.

Sharon shared some recent adjustments to certain positions that have gone over well with staff and plan to look into more adjustments to other positions prior to June 10th. She continued to explain that she is meeting with other directors to discuss phase III items, which include investing in training and incentives. Sharon continued to share with the

committee other efforts that are being taken to recognize CMHA-CEI employees and their services by looking into grant funds.

Dale inquired if CMHA-CEI is involved in the Juneteenth job fair. Sharon indicated that HR would like to participate and asked Dale to send information over so the HR recruiter can get it on the calendar.

Sharon discussed the MSU Cohort beginning and the excitement from the students. She highlighted the positive talk regarding the program from staff within the agency as well as some individuals outside of CMHA-CEI. Discussion on the success and talk about the cohort ensued.

Labor Relations Second Quarter Grievance Report

Brian Filipiak reported that during the second quarter, one (1) new grievance was filed and one (1) grievance was resolved. The one (1) resolved grievance was from the first quarter fiscal year 2022. The one (1) remaining open grievance is from the second quarter fiscal year 2022.

Brian shared that the open grievance was the grievance from the special meeting last month and it has since been closed. He stated that the union did not elect to move to arbitration.

Maxine Thome inquired if there was a known reason as to why the union made the decision not to move forward. Sharon stated that what was shared to her regarding the decision was that the Union and grievant did not want to move forward.

ACTION:

MOVED by Tim Hanna 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 Second Quarter Grievance Report from January 1, 2022 through March 31, 2022.

MOTION PASSED unanimously.

Unfinished Business

None.

New Business

Maxine Thome took the time to congratulate Sharon and thank her for her service to the Committee and the agency.

Public Comment

None.

The meeting was adjourned at 6:12 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, September 7, 2022 at 5:30 PM, location TBD.

Minutes respectfully submitted by:

Jessica Tyrer

Human Resources Administrative Assistant