



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
Wednesday, March 1, 2023 5:30 p.m.**

Committee Members Present:

Timothy Hanna and Maxine Thorne

Committee Members Excused:

Adam Matson, Dwight Washington and Dale Copedge

Board Members Present (non-committee members):

None

Staff Present:

Jana Baylis, Latisha Thomas, Brian Filipiak, Morgan McKittrick and Sara Lurie

Public Present:

None

Call to Order:

Meeting was called to order however no quorum was present.

Previous Meeting Minutes

No approval due to fact that there was not a quorum

Adoption of Agenda

No approval due to fact that there was not a quorum

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

First Quarter EEO Report

Jana Baylis reviewed Statement of Diversity Resources 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. Jana informed the committee that the first quarterly EEO Report indicates 24.11% of active employees are minorities and that this is a decrease of 10.67% from the fourth Quarter EEO Report. Jana stated that the large decrease is due to the change of the report and that the data that was reported out last quarter seemed inaccurate due to the “others” category being reflective of minorities when it appeared they were actually non-selected and that it is now separated to reflect as “no selection”.

Timothy Hanna inquired if this is now the new benchmark. Jana then stated that it should be the new benchmark. She also noted that the previous EEO Reports used a different model for calculating the total of minority employees and that the new report is not directly comparable to the old report. Human Resources recognizes that minority statistics in the areas of Directors, Managers, Technical, and Skilled Trades are considerably low and need improvement. 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 also established that in the last quarter, CMHA-CEI hired a total of fifty-five (55) employees and thirty-five (35) employees have separated employment so the numbers are up. Timothy noted the increase in retention numbers. Jana then reviewed the Tri-County Consumer Population statistics for the group.

Jana informed the committee that no recommendations will be made until the Board Meeting due to no quorum. Timothy inquired if Jana knows if there is any evidence that reflects if males relate better to male caregivers or vice versa. Jana states that she is uncertain if there is any data to support that statement but expresses that the topic is also a focal point when talking about diversity. Jana states that CMHA-CEI’s goal of mirroring the population that we serve is of great importance. Maxine Thorne expressed that in the Social Work and Counseling profession population tends to reflect more woman than men but on a doctoral level it’s observed that there are more men than woman. Sara Lurie added that the goal is to strive for honoring people’s personal preference. Maxine suggested that she can possibly find out if there is any research or data to show the numbers of personal preference in this field.

First Quarter Diversity Initiative Report

Morgan McKittrick shared a few initiatives that Morgan and the hiring staff has been engaging in for recruiting. Timothy queried about CMHA-CEI's main competition, in which Morgan stated that Sparrow Hospital, Ingham County, the surrounding schools and law enforcement seems to be the larger competition in the Lansing area.

Morgan 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.

Morgan shared with the committee the hiring fairs that the hiring staff attended so far. She states that the HR hiring staff have attended fairs at Michigan State, Alma College, and National Association of Social Workers to speak to college students about internship opportunities at CMHA-CEI. Morgan states that HR has received an abundance of support with the MSU Cohort Support and LCC's and MSU's Workforce Development Planning on Recruitment Informational Zoom Planning. Presentations on current CMHA-CEI vacancies is receiving more interest with Capital Area Michigan Works, MSU's new Social Work Job Posting, and recent new postings on Career Builder. Recruitment efforts have also been made with City Pulse Ads and 96.5 Radio Ads. Jana explained how the number of interns that have come through CMHA-CEI increased from 20 interns to 50 interns in the current year. Morgan expresses that with all the recruitment efforts being implemented she is hopeful that CMHA-CEI will retain a lot of interns as regular employees in the future.

Labor Relations First Quarter Grievance Report

Brian Filipiak reported that during the first quarter, six (6) new grievances were filed and four (4) grievances were resolved.

Brian gave an overview of the open grievances and their status.

Unfinished Business

None.

New Business

Impact of MSU Shooting on Staff and Clients:

Maxine Thorne inquired to speak on the impact of the MSU shooting and how it has been handled. Sara Lurie stated that CMHA-CEI staff responded quickly by setting up a briefing surrounding this tragic event. Central Access and Crisis Services have had an increase in calls and intakes from students and the community affected by this. Maxine wanted to know how the Board can show their appreciation to CMHA-CEI staff that assisted with providing resources for the students and community impacted by this event. Sara reassured her that she will put this in her report for her CEO update. Sara also shared that CMHA-CEI staff are available at the East Lansing Public library to assist with resources for the community to let them know that we are here and active. Sara is also confirmed that she will be attending a Press Conference with Debbie Stabenow the U.S. Senator regarding how we can inform the community of our resources and ongoing efforts to show our support.

Recruitment Data

Jana presented a report that Morgan McKittrick was able to establish that shows the Recruit to Hire data from various job posting sites. Jana shared that HR staff are attempting to manually tracking hiring data to review recruitment efforts that CMHA-CEI is implementing. She also shared that another new advertising method, that will be reported out next quarter, for recruitment, CMHA-CEI hiring staff have imitated is advertising on the side of public buses, which should lead to paraprofessional candidates. Morgan expressed that CMHA-CEI's hiring staff will continue to utilize new ways to get more interest in the agency and currently there has been an increase in the numbers of applications received. Sara Lurie shared the information on her recent and future connections surrounding the agency's continued effort to partner with MSU Nursing to complete rotations at CMHA-CEI to further the exposure to the field.

Public Comment

None.

Action

No action was taken due to no quorum.

Adjournment

The meeting was adjourned at 6:35 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, June 7, 2023 at 5:30 PM.

Minutes respectfully submitted by:
Latisha Toussaint
Human Resources Administrative Assistant