



**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
Wednesday, September 06, 2023 5:30 p.m.**

**Committee Members Present:**

Maxine Thome, Tim Hanna, Raul Gonzales and Dale Copedge.

**Committee Members Excused:**

Ryan Sebolt.

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

None.

**Staff Present:**

Jana Baylis, Sara Lurie, Latisha Toussaint, Brian Filipiak, Morgan McKittrick and Gabrielle Sarpy

**Public Present:**

None.

**Call to Order:**

The meeting was called to order at 5:36 p.m., by Vice Chairperson, Tim Hanna.

**Previous Meeting Minutes**

**ACTION:**

MOVED by Tim Hanna and SUPPORTED by Raul Gonzales to approve the meeting minutes of June 07, 2023 as written.

**MOTION PASSED unanimously.**

**Adoption of Agenda**

**ACTION:**

MOVED by Tim Hanna and SUPPORTED by Raul Gonzales to approve the meeting agenda of September 06, 2023.

**MOTION PASSED unanimously.**

**Public Comment on Agenda Items:**

None.

**BUSINESS ITEMS**

**Third Quarter EEO Report**

Gabrielle Sarpy 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. Gabrielle also reviewed the CMHA-CEI Overall Analysis reporting that the 3<sup>rd</sup> quarter EEO Report indicates 23.73% of active employees are minorities and that this is a decrease of 0.41% from the 2<sup>nd</sup> Quarter EEO Report.

Raul Gonzales suggested that that the Statement of Diversity read “incorporated” instead of “demonstrated” in our workforce. He expressed his feelings on cultural competence and that it should be incorporated and integrated. He expressed that he would like someone to take a look on the last bullet point on the Statement of Diversity report. Sara Lurie went into further explanation that the wording of the Statement of Diversity was created by the Diversity Advisory Council and it could be reviewed. Gabrielle stated that she will bring this concern to the Diversity and Inclusion Council for further consideration.

Gabrielle continued to review the report stating that the 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%.

Gabrielle also reported that in the last quarter, CMHA-CEI hired a total of fifty-seven (57) employees and fifty-three (53) employees have separated employment. Gabrielle then reviewed the Tri-County Consumer Population Statistics for the committee.

Dale asked for further clarification on those who separated from employment from the agency and Gabrielle explained in more detail using the data from the EEO report. Dale asked for any other information that show why they separated and Jana clarified that the further information would have to be pulled and that employees exit the agency due to various reasons like personal reasons, retirement and others. Brian Filipiak gave further explanation on what some of those reasons for discharge in more detail.

**ACTION:**

MOVED by Tim Hanna and SUPPORTED by Raul Gonzales 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, 2023 through June 30, 2023.

**MOTION PASSED unanimously.**

**Third Quarter Diversity Initiative Report**

Gabrielle provided a summary of the achievements and events in which the HR Department and the Diversity Advisory 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, DAC Initiatives, Career Fairs, Recruitment Support planning's, Presentations on Current CMHA-CEI vacancies, In-services and promotional ongoing recruitment efforts sponsored and/or participated in during the third quarter.

Morgan McKittrick talked about the recruitment efforts and career fairs that the agency had the opportunity attend and be a part of. She also stated that CMHA-CEI just received a round of MSU nursing students that will be completing their rotation here at CMHA-CEI. She also shared information on the hiring fair which is taking place in October for Paraprofessionals seeking employment and they will have the opportunity to participate in on the spot interviews that day.

**Labor Relations Third Quarter Grievance Report**

Brian Filipiak reported that during the third quarter, three (3) new grievances were filed and two (2) grievances were resolved. The one (1) resolved grievance was from the second quarter fiscal year 2023 and one (1) was from the third quarter of fiscal year 2023. The one (1) remaining open grievance is from the fourth quarter fiscal year 2022 and two (2) remaining open grievances are from the third quarter of fiscal year 2023.

Dale Copedge expressed that he feels like some kind of documentation should go out to all employees about Drug testing and Reasonable suspicion, a general reminder. Jana stated that there are policies and procedures, our employee handbook, it is reviewed at some staff meetings and went into further detail about the policy.

**ACTION:**

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MOVED by Tim Hanna and SUPPORTED by Raul Gonzales that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Board of Directors accept the Third Quarter Grievance Report from April 1, 2023 through June 30, 2023.

**MOTION PASSED unanimously.**

**Unfinished Business**

None.

**New Business**

**2023 Chief Executive Officer Performance Evaluation**

Jana Baylis 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. She reviewed the process of the evaluation and the steps that has been used in the most recent years and made a recommendation that they use this process this year.

**ACTION**

MOVED by Tim Hanna and SUPPORTED by Raul Gonzales that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Board of Directors accept the current CEO Evaluation document and process.

**MOTION PASSED unanimously.**

**Select Vice Chair for Human Resources Committee**

Maxine Thome stated to the committee that it is time to select the Vice Chair for the Human Resources Committees and opened the floor to nominations. Raul Gonzales gave his nomination for Tim Hanna. Tim Hanna accepted.

**ACTION**

MOVED by Maxine Thome and SUPPORTED by Raul Gonzales that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Board of Directors accept the selected Vice Chair for the Human Resources Committee.

**MOTION PASSED unanimously.**

### **Select Dates and Times for Human Resources Committee**

Maxine Thome stated to the committee that it is time to select dates and times for the Human Resources Committee for the dates of May 1, 2023 to April 30, 2024.

### **ACTION**

MOVED by Tim Hanna and SUPPORTED by Raul Gonzales that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Board of Directors accept the selected Dates and Times effective for dates May 1, 2023 to April 30, 2024 for the Human Resources Committee.

**MOTION PASSED unanimously.**

### **Public Comment**

None.

### **Adjournment**

The meeting was adjourned at 6:02 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, December 06, 2023 at 5:30 PM, 812 E. Jolly Rd, Atrium.

Minutes respectfully submitted by:

Latisha Toussaint

Human Resources Administrative Assistant