



**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
Wednesday December 6, 2023  
5:30 PM**

**Committee Members Present:**

Maxine Thome, Tim Hanna, Raul Gonzales and Al Platt

**Committee Members Excused:**

Ryan Sebolt and Dale Copedge

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

None.

**Staff Present:**

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

**Public Present:**

None.

**Call to Order:**

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

**Previous Meeting Minutes**

**ACTION:**

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

**MOTION PASSED unanimously.**

**Adoption of Agenda**

**ACTION:**

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

**MOTION PASSED unanimously.**

**Public Comment on Agenda Items:**

None.

**BUSINESS ITEMS**

**Fourth 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 4<sup>th</sup> quarter EEO Report indicates 22.96% of active employees are minorities and that this is a decrease of 2.2% from the 3<sup>rd</sup> Quarter EEO Report.

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 sixty (60) employees and seventy-three (73) employees have separated employment. Gabrielle then reviewed the Tri-County Consumer Population Statistics for the committee.

**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 Fourth Quarter EEO Report from July 1, 2023 through September 30, 2023.

**MOTION PASSED unanimously.**

**Fourth Quarter Diversity Initiative Report**

Gabrielle Sarpy 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 Fourth quarter.

Jenny Pelton talked about some of the recruitment efforts and career fairs she had the opportunity to attend and be a part of Some of those career fairs included Potter Park Recruitment Table, Ohio State University School of Social Work Career Fair, and Youngstown University Career Fair. Jenny also shared that the agency had success with some new hires from the Jackson College Career Fair. Jenny gave a brief summary of the success from the Hiring Fair that took place in October here at the CMHA-CEI building. The hiring fair resulted in a total of 80 people in attendance and 12 who have been hired so far.

Maxine Thome inquired about who does Trans Training for the agency. Gabrielle expressed that she recently did a Trans Identity Training for our Recovery Center and that she is currently in the works of looking for someone to come in as a speaker to provide training and information regarding the topic. Maxine stated that she would be able to help provide contact information and connect Gabrielle with speakers that would be able to come in and speak to the agency.

Tim Hanna inquired about the percentage of recruitment coming in from out of state versus the percentage of recruitment for those in state. Jenny responded that a lot of the recruitment does come from in state but the agency is seeing some new recruitment efforts that have been successful with out of state recruitment as well.

### **Labor Relations Fourth Quarter Grievance Report**

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

### **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 Fourth Quarter Grievance Report from July 1, 2023 through September 30, 2023.

**MOTION PASSED unanimously.**

**Unfinished Business**

Gabrielle Sarpy reviewed the Statement of Diversity as well as the proposed 2024 Statement of Diversity making note of the comparing changes on the current statement to the new proposed statement. Changes in the language and working around cultural competency were made as well as bringing the statement in line to reflect where the agency is today. The statement was brought to the last two Diversity and Inclusion meetings to gather feedback and thoughts on how to make the needed improvements.

**New Business**

None.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 6:14 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday March 6, 2024 at 5:30 PM, 812 E. Jolly Rd, Atrium.

Minutes respectfully submitted by:

Latisha Toussaint

Human Resources Administrative Assistant