



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
Wednesday March 6, 2024
5:30 PM**

Committee Members Present:

Maxine Thome, Tim Hanna, Dale Copedge, Raul Gonzales and Al Platt

Committee Members Excused:

Ryan Sebolt

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 5:27 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 December 06, 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 March 06, 2024.

MOTION PASSED unanimously.

Public Comment on Agenda Items:

None

BUSINESS ITEMS

First Quarter EEO Report

Gabrielle Sarpy reviewed the updated version of 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 1st quarter EEO Report indicates 23.95% of active employees are minorities and that this is an increase of 3.18% from the 4th Quarter EEO Report.

Gabrielle continued to review the report stating that 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-five (65) employees and forty-five (45) employees have separated employment. Gabrielle then reviewed the Tri-County Consumer Population Statistics for the committee.

ACTION:

MOVED by Raul Gonzales and SUPPORTED by Tim Hanna 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, 2023 through December 31, 2023.

MOTION PASSED unanimously.

First 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, Presentations on Current CMHA-CEI vacancies, In-services and promotional ongoing recruitment efforts sponsored and/or participated in during the First quarter.

Tim Hanna expressed his interest in wanting to know what is working for CMHA-CEI in terms of recruitment. Jenny responded that recruitment efforts are going really well and career fairs are huge as the word is getting out about our Cohort. She went into a brief explanation on what the Cohort entails. Raul expressed to the HR Committee his thoughts on if the agency is promoting the benefits of MERS within the agency. Jana also expressed that she is speaking on MERS and the benefits during departmental meetings. Jenny has spoken to many prospects and potential candidates from student career fairs have been inquiring about MERS.

Labor Relations First Quarter Grievance Report

Brian Filipiak reported that during the first quarter, three (3) new grievances were filed and two (2) grievances were resolved with one (1) open grievance. One (1) resolved grievance was from the fourth quarter fiscal year 2023. The one (1) remaining open grievance is from the fourth quarter fiscal year 2022 and (2) remaining open grievances are from the first quarter of fiscal year 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 First Quarter Grievance Report from October 1, 2023 through December 31, 2023.

MOTION PASSED unanimously.

Unfinished Business

None

New Business

None

Public Comment

None

Adjournment

The meeting was adjourned at 5:52 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday June 5, 2024 at 5:30 PM, 812 E. Jolly Rd, Atrium.

Minutes respectfully submitted by:

Latisha Toussaint

Human Resources Administrative Assistant