



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
Wednesday September 4, 2024 5:30 PM**

Committee Members Present:

Maxine Thome, Tim Hanna, Raul Gonzales, Dale Copedge and Dwight Washington

Committee Members Excused:

Al Platt

Board Members Present (non-committee members):

None.

Staff Present:

Jana Baylis, Sara Lurie, Latisha Toussaint, Brian Filipiak, Morgan McKittrick, Sydeon Harvey, Jenny Pelton and Shawna Schmidt

Public Present:

None.

Call to Order:

The meeting was called to order at 5:28 p.m., by Chairperson, Maxine Thome.

Previous Meeting Minutes

ACTION:

MOVED by Tim Hanna and SUPPORTED by Raul Gonzales to approve the meeting minutes of August 07, 2024 as written.

MOTION PASSED unanimously.

Adoption of Agenda

ACTION:

MOVED by Dwight Washington and SUPPORTED by Raul Gonzales to approve the meeting agenda of September 04, 2024.

MOTION PASSED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

Third Quarter EEO Report

Sydeon Harvey introduced himself to the HR Committee meeting as he is the new DEIJ Administrator to CMHA-CEI. Sydeon then 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. Sydeon then reviewed the CMHA-CEI Overall Analysis reporting that the 3rd quarter EEO Report indicates 24.61% of active employees are minorities and that this is an increase of 0.55% from the 2nd Quarter EEO Report.

Sydeon 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%.

Sydeon also reported that in the last quarter, CMHA-CEI hired a total of ninety-five (95) employees and forty-eight (48) employees have separated employment. Sydeon then reviewed the Tri-County Consumer Population Statistics for the committee.

Tim inquired if there were enough minorities in the candidate pool to actual reach the goal of what the agency is trying to get to. Jana responded that the information is not tracked through the application system and that the agency has made the decision to not gather that information through the system until it can be confidential from any bias employment considerations.

Raul asked if the agency was making any efforts to promote minorities and woman. How we as an agency, do we encourage our employees towards promotional opportunities. Sydeon responded that those who come into the agency that look like him may come to work for CMHA- CEI with the goal to help people and that they may not all have the educational background required for some of the promoted positions available.

Sara stated that the agency has been making ongoing efforts to support staff within the agency on receiving higher education opportunities through the MSU co-hort program as well as our Mentorship program.

Dwight inquired if CMHA-CEI tracks those with mental health diagnoses. Jana responded that when an employee comes onboard for a position with CMHA-CEI that due to HIPAA protection, there is a voluntary section that asks about disability. Sydeon also stated that the applicants may not check that field when applying as they may feel a sense of uncomfortably or fear of being stigmatized.

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, 2024 through June 30, 2024.

MOTION PASSED unanimously.

Third Quarter Diversity Initiative Report

Jenny Pelton 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 third quarter.

Some of the events that the CMHA-CEI participated in such as the Lansing Pride Outreach event, Lansing Juneteenth event and the Employee Appreciation event. Some of the career fairs attended were Henry Ford College, Benton Harbor College, Fort Wayne and Indiana Purdue University. Maxine Thome inquired if the agency attended any career fairs at Andreas College in Benton Harbor which has a program for Social Workers. Jenny stated that she will reach out to the college and inquire. Jenny shared some of the platforms used for recruitment efforts which are handshake and 12-Twenty with the committee members.

Labor Relations Third Quarter Grievance Report

Brian Filipiak reported that during the third quarter, three (3) new grievances were filed and four (4) grievances were resolved. He reported that one (1) grievance remains open from the third quarter and one (1) open grievance was carried over from the fourth quarter fiscal year 2022.

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 Third Quarter Grievance Report from April 1, 2024 through June 30, 2024.

MOTION PASSED unanimously.

Unfinished Business

None.

New Business

2024 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 Maxine Thome and SUPPORTED by Tim Hanna 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 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, 2024 to April 30, 2025.

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 and Ingham Counties Board of Directors accept the selected Dates and Times effective for dates May 1, 2024 to April 30, 2025 for the Human Resources Committee.

MOTION PASSED unanimously.

CLOSED SESSION

Motion to go into Closed Session

MOVED by Tim Hanna and SUPPORTED by Raul Gonzales to go into closed session for the purposes of Negotiations Local 459 and Negotiations Local 512 at 6:01pm.

Motion to come out of Closed Session

MOVED by Dale Copedge and SUPPORTED by Dwight Washington to come out of closed session for the purposes of Negotiations Local 459 and Negotiations Local 512 at 6:18 PM.

MOTION PASSED unanimously.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:18 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, December 04, 2024 at 5:30 PM, 812 E. Jolly Rd, Atrium.

Minutes respectfully submitted by:

Latisha Toussaint

Human Resources Administrative Assistant