



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES**

June 1, 2016 5:30 p.m.

**Community Mental Health Building, 812 E. Jolly Rd,
Lansing, MI 48910**

Committee Members Present:

Carol Koenig, Stephen Manchester, Paul Palmer, Kay Pray, Kay Randolph-Back, Chris Swope, Maxine Thome, Kam Washburn

Board Members Present (non-committee members)

Carol Koenig None

Committee Members Absent:

Jim Rundborg (notified in advance)

Staff Present:

Sharon Blizzard, Deb Darcy, Aleshia Echols, Debbie Heinze

Public Present:

Laura Sandberg (Local 459)

Call to Order:

The meeting was called to order at 5:35 p.m. by Kam Washburn, Chairperson.

Previous Meeting Minutes:

MOVED by Kay Pray and SUPPORTED by Stephen Manchester to approve the meeting minutes of March 2, 2016. MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Chris Swope and SUPPORTED by Kay Pray to approve the meeting agenda. MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None

BUSINESS ITEMS:

Second Quarter EEO Report – Deb Darcy

Deborah Darcy presented the quarterly EEO report of January 1, 2016 through March 31, 2016.

Ms. Darcy reviewed the Quarterly EEO Supplemental Report (Exhibit A, page 10), which contains the 3rd and 4th quarters of fiscal year 2015, and the 1st quarter of fiscal year 2016 by EEO Categories by total minority percentage and percentage of all women. The second report, Quarterly EEO Detail Supplemental Report (Exhibit B, page 11), provides more data based on minority percentages within each EEO category.

CMHA-CEI quarterly EEO Report indicates 24.46% of active employees are minorities (Exhibit C). This is an increase of .18% over the last quarter.

ACTION: Kay Randolph-Back initiated discussion regarding the ability to reflect race data and population of the tri-county service area in a pie chart format. The Human Resources team will examine efforts needed to reflect large differences between categories.

ACTION:

MOVED by Chris Swope and SUPPORTED by Kay Pray that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors accept the Second Quarter EEO Report from January 1, 2016 through March 31, 2016. MOTION CARRIED unanimously.

Second Quarter Diversity Initiative Report

Deb Darcy reviewed the high profile initiatives/events for the second quarter beginning January 1, 2016 through March 31, 2016 which included:

- **“Barriers in Hiring”** – DAC members, Feliz Rodriguez and Deb Darcy met with Stacy A. Hickox, Esq., Associate Professor, MSU School of Human Resources and Labor Relations, and Tina Riley, discussing statutory restrictions on hiring ex-offenders and high school diploma requirements.
- **MSU Internship Fair:** In March, Deb Darcy attended a SHRM sponsored HR Internship Fair. HR is seeking an intern to spearhead an internal Career Recruitment Fair.

ACTION: It was noted there may be some self-elimination of applicants due to the job posting language that includes a background check. Sharon explained the Human Resources team has implemented the “ban the box” concept which removes specific questions that would not be relevant to the position posted. The Human Resources team will research legal constraints that may affect current posting language.

Labor Relations Second Quarter Grievance Report

Sharon Blizzard stated that during the second quarter, one (1) new grievance was filed and four (4) grievances were resolved.

The four (4) resolved grievances were from the first quarter.

The one (1) unresolved grievance is from the second quarter.

ACTION:

MOVED by Carol Koenig and SUPPORTED by Maxine Thome that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors accept the Second Quarter Grievance Report from January 1, 2016 through March 31, 2016.

MOTION CARRIED unanimously.

Old Business

None

New Business

Set Meeting Dates and Times

ACTION:

MOVED by Kay Pray and SUPPORTED by Stephen Manchester to keep the dates and times of the regular scheduled Human Resources Committee meetings to the first Wednesday of the month quarterly (June, September, December, March) at 5:30 p.m., and other special meetings will be called as necessary. MOTION CARRIED unanimously.

Election of Vice Chairperson of the Human Resources Committee:

The floor was opened for nominations. Stephen Manchester nominated Chris Swope. There were no other nominations from the floor. Nominations closed.

ACTION:

MOVED by Stephen Manchester and SUPPORTED by Kay Pray to elect Chris Swope as Vice Chairperson of the committee. MOTION CARRIED unanimously.

Public Comment:

Sharon Blizzard introduced the new Human Resources Secretary, Debbie Heinze.

Adjournment

The committee adjourned at 6:30 p.m.

The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, September 7, 2016 at 5:30 p.m., 812 E. Jolly Rd, Conference Room G11-C, Lansing.

Minutes respectfully submitted by:

Debra Heinze
Human Resources Secretary