

**SPECIAL MEETING OF THE**

**HUMAN RESOURCES COMMITTEE**

**MEETING MINUTES**

**Wednesday, August 2, 2015 5:30 p.m.**

**Community Mental Health Building, 812 E. Jolly Rd,**

**Lansing, MI 48910**

**Committee Members Present:**

Kay Pray, Chris Swope, Maxine Thome, Kam Washburn

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

None

**Committee Members Absent:**

Carol Koenig, Stephen Manchester, Jim Rundborg

**Staff Present:**

Dorothy Archambeau, Jana Baylis, Sharon Blizzard, Karla Block, Sherrie Donnelly, Debbie Heinze, Feliz Rodriguez, Laura Sandberg

**Public Present:**

Jeff Fleming, Local 459

Naudia Fisher, Local 459

Christy Granger, Local 459 Union Representative

Darciellia Williams

**Call To Order:**

The meeting was called to order at 5:40 PM by Kam Washburn, Chairperson.

**Previous Meeting Minutes:**

MOVED by Chris Swope and SUPPORTED by Kay Pray to approve the meeting minutes of June 7, 2017. 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:**

**Step 4 Grievance –Suspension Level Discipline**

The Hearing Format was distributed and reviewed. Sharon Blizzard noted the format has been agreed to by Management and OPEIU, Local 459.

Dorothy Archambeau, Coordinator of Transitions North, described the services provided to the 265 consumers and 80 staff under her supervision. Management presented a summary of their position. Below are some highlights:

* Ms. Williams was made aware of the duties of the Transitions secretary position at the time of her interview. Emphasis was placed on the importance of punctuality due to staff reliance on the person in this position to provide access to essential items needed to begin the program’s daily service provision.
* During the initial job interview, Ms. Williams stated she had experienced problems with tardiness in past positions, but assured Ms. Archambeau she had corrected this behavior and it would not be a problem going forward.
* Ms. Archambeau cited a Verbal Warning Discipline on July 21, 2016, a Written Warning Discipline on November 8, 2016, and a Suspension Level Discipline on February 16, 2017. In an effort to assist Ms. Williams in addressing the problem, Ms. Archambeau adjusted her work schedule from the 7:30 AM arrival time to 7:45 AM, and allowed the 15 minute morning and afternoon breaks to be added on to the half hour lunch break. She expressed her desire for Ms. Williams to succeed, but unfortunately adequate improvement was not achieved.

Union representation stated their belief that tardiness is a minor matter in comparison to egregious agency violations. Ms. Williams disputed the accuracy of Management’s documentation of actual arrival times, and explained the circumstances of each occurrence. She also noted consumers do not arrive at the program until 9:00 AM.

Sharon Blizzard summarized points made during the Management presentation. Additionally she stated the Employer recognizes discipline is to be corrective in nature, however the Employer determined Ms. Williams had not worked toward correcting her behavior in the workplace and did not meet performance expectations.

The meeting adjourned for a break at 6:15 PM.

The meeting reconvened at 6:20 PM.

Union representation summarized their position. Ms. Williams stated she had not received feedback from her supervisor between disciplines, therefore concluding her behavior had improved and was satisfactory.

Deliberations proceeded with questions to clarify what clock is used for time records, the pattern of tardiness with various supervisors, and the impact of tardiness. Ms. Blizzard explained the suspension level discipline does not take the employee off work and no pay is lost.

**ACTION:**

MOVED by Kay Pray and SUPPORTED by Chris Swope to uphold Management’s decision to invoke a suspension level discipline on February 16, 2017, for ongoing violations of policies/procedures, not meeting required performance expectations, and failure to meet expectations of a work directive via e-mail dated July 21, 2016, and a corrective action plan dated November 8, 2016, in accordance with just cause progressive discipline and agency procedure. MOTION CARRIED. 1 no vote.

**Old Business**

None

**New Business**

None

**Public Comment**

None

**Adjournment**

The committee adjourned at 7:00 PM. The next regular quarterly meeting of the Human Resources Committee is scheduled for September 6, at 5:30 PM, 812 E. Jolly Rd, Conference Room G11-C, Lansing.

Minutes respectfully submitted by:

Debra Heinze

Human Resources Secretary