



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES**

June 6, 2018, 5:30 p.m.

**Community Mental Health Building, 1305 E. Jolly Rd,
Lansing, MI 48910**

Committee Members Present:

Dale Copedge, Kay Pray, Chris Swope, Kam Washburn

Board Members Present (non-committee members)

None

Committee Members Absent:

Carol Koenig, Jim Rundborg

Staff Present:

Sharon Blizzard, Debbie Heinze, Feliz Rodriguez

Public Present:

Jeff Fleming, Local 459

Call To Order:

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

Previous Meeting Minutes:

MOVED by Kam Washburn and SUPPORTED by Kay Pray to approve the meeting minutes of March 7, 2018. MOTION CARRIED unanimously.

Adoption of Agenda:

Sharon Blizzard requested the addition of "Procedure Updates and Management Training/Development" to the agenda. MOVED by Dale Copedge and SUPPORTED by

Kay Pray to approve the meeting agenda as amended. MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None

BUSINESS ITEMS:

Second Quarter EEO Report – Feliz Rodriguez

Feliz Rodriguez presented the quarterly EEO information from January 1, 2018 through March 31, 2018. Mr. Copedge asked what action is taken in the community by Human Resources to recruit diverse employees. Ms. Rodriguez indicated this would be covered during the Diversity Initiative Report. Mr. Copedge asked if exit and stay interviews are done. Ms. Rodriguez replied that exit interviews are done at the request of the employee, but there is a plan to begin exit interviews for each person leaving the agency and those transferring between departments. The CEO would interview retirees. The data would be collected and measured rather than passive.

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, 2018 through March 31, 2018. MOTION CARRIED unanimously.

Second Quarter Diversity Initiative Report

Feliz Rodriguez reviewed Human Resources and the Diversity Council activities sponsored and/or participated in during the second quarter, beginning January 1, 2018 through March 31, 2018. She stated career fair attendance supports action in the community. Ms. Rodriguez highlighted her membership in “Truth, Racial Healing & Transformation”, explaining the healing circle activity. She also noted a training, “Inclusive Leader”, was presented to CEI’s Leadership Group by the Grand Rapids Woodruff Center for Equity and Inclusion. Additionally the Diversity Advisory Council has developed a workgroup to update and re-launch the Management Mentoring Program. Ms. Rodriguez has also been meeting with outside organizations to compare ideas. Mr. Copedge inquired about the use of interns at CEI. He was informed the departments utilize interns, some paid and some not. In the clinical programs interns are encouraged to seek permanent agency employment. Mr. Washburn questioned if there was any focus on veterans. Ms. Rodriguez stated veterans services are available, but

often it is difficult to identify them as consumers. Mr. Copedge suggested contacting the Michigan National Guard Human Resources for potential referrals.

Labor Relations Second Quarter Grievance Report

Sharon Blizzard reported during the second quarter, one (1) new grievance was filed and five (5) grievances were resolved.

There were three (3) resolved grievances from fiscal year 2017, one (1) resolved grievance from the first quarter, and one (1) resolved grievance from the second quarter.

There are no remaining open grievances. Jeff Fleming praised the “can do” approach that Human Resources staff implement.

ACTION:

MOVED by Dale Copedge and SUPPORTED by Chris Swope 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, 2018 through March 31, 2018.

MOTION CARRIED unanimously.

Old Business

None

New Business

Diversity and Equity Statement:

Feliz Rodriguez presented the 2018 Diversity and Equity Statement which has been reviewed and approved by the Diversity Advisory Council, Chief Human Resources Officer, and Chief Executive Officer. She noted revisions include gender identity.

MOVED by Chris Swope and SUPPORTED by Dale Copedge to take to the Board of Directors as an action item.

MOTION CARRIED unanimously.

Set Meeting Dates and Time:

MOVED by Kay Pray and SUPPORTED by Chris Swope to keep the dates and times of the regular scheduled Human Resources Committee meetings to the first Wednesday of

the month quarterly (March, June, September, December) at 5:30 PM, and other special meetings will be called as necessary. MOTION CARRIED unanimously.

Election of Vice Chairperson:

ACTION:

MOVED by Dale Copedge and SUPPORTED by Kay Pray to elect Chris Swope vice Chairperson of the Human Resources Committee. MOTION CARRIED unanimously.

Procedure Updates and Management Training/Development:

Sharon Blizzard explained revisions made to the procedures "Prohibited Harassment #2.1.01" and "Chain of Command #1.1.19", as well as the HR investigation process. Additionally she informed the group of the Leadership Group's desire to create management skill building training. The managers will be providing input through a survey regarding content and availability to attend training.

Mr. Copedge requests information on the screening and hiring processes during a future HR Committee meeting.

Public Comment

None

Adjournment

The committee adjourned at 6:35 PM.

The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, September 5, 2018, at 5:30 PM, 812 E. Jolly Rd, Conf. Room G11-C, Lansing.

Minutes respectfully submitted by:

Debra Heinze
Human Resources Secretary