



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES**

September 5, 2018, 5:30 p.m.

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

Committee Members Present:

Dale Copedge, Dianne Holman, Kay Pray, Jim Rundborg, Chris Swope, Kam Washburn

Board Members Present (non-committee members)

None

Committee Members Absent:

Carol Koenig

Staff Present:

Sharon Blizzard, Debbie Heinze, Sara Lurie, Feliz Rodriguez

Public Present:

Naudia Fisher, Local 459

Call To Order:

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

Previous Meeting Minutes:

MOVED by Kam Washburn and SUPPORTED by Dianne Holman to approve the meeting minutes of June 6, 2018. MOTION CARRIED unanimously.

Adoption of Agenda:

MOVED by Dianne Holman and SUPPORTED by Chris Swope to approve the meeting agenda. MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None

BUSINESS ITEMS:

Third Quarter EEO Report – Feliz Rodriguez

Feliz Rodriguez presented the quarterly EEO information from April 1, 2018 through June 30, 2018. Ms. Rodriguez referenced exhibits A, B, C and D as the statistical data. Chris Swope requested an explanation of the high number of Black separated employees as compared to other racial categories. Sharon Blizzard explained several of these employees are casual residential technicians who are terminated due to inability to cover shifts due to educational schedules and various other reasons.

ACTION:

Ms. Rodriguez and Ms. Blizzard will prepare a report on this topic to present during the December meeting.

ACTION:

MOVED by Kam Washburn 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 Third Quarter EEO Report from April 1, 2018 through June 30, 2018. MOTION CARRIED unanimously.

Third Quarter Diversity Initiative Report

Feliz Rodriguez reviewed Human Resources and the Diversity Council activities sponsored and/or participated in during the third quarter, beginning April 1, 2018 through June 20, 2018. Ms. Rodriguez announced she is serving on the Mayor's Diversity Council with CEI's Board of Directors and HR Committee member, Dale Copedge. She described the upcoming Management Mentoring program. This program will last over ten months beginning this fall. A committee will review applications to make participant selection and pairing with mentors. Ms. Rodriguez explained the prerequisites for participation in the program. The MI Pride event booth was staffed by the Diversity Advisory Council and by CMHA-CEI volunteer employees. Morgan McKittrick is attending the InvestVets job fairs; as a result, two Peer Support Specialists were hired by the agency. The HR department has added to the ongoing recruitment efforts with LinkedIn Recruiter (post up to five positions), Historic Black Colleges Job Posting: Central State University, Harris-Stowe University and Lincoln University. Additionally,

efforts were made to reach out to colleges that are more diverse: St. Xavier, Northeastern Illinois, Concordia University Chicago and Purdue University.

Labor Relations Third Quarter Grievance Report

Sharon Blizzard reported during the third quarter, two (2) new grievances were filed and one (1) grievance was resolved.

The one (1) grievance resolved was from the third quarter and the one (1) remaining grievance is also from the third quarter. It was noted the resolved grievance was settled by Ms. Blizzard and Naudia Fisher, Local 459, and subsequently removed from tonight's meeting agenda.

Ms. Blizzard anticipates a special meeting will be needed on October 3 for a new grievance, as well as a closed session. The HR Committee will receive notification when this is confirmed.

ACTION:

MOVED by Kay Pray and SUPPORTED by Dianne Holman that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors accept the Third Quarter Grievance Report from April 1, 2018 through June 30, 2018.

MOTION CARRIED unanimously.

Old Business

None

New Business

2018 Chief Executive Officer Performance Evaluation

Sharon Blizzard stated the Chief Executive Officer Performance Evaluation is completed annually. The same process as the prior year will be used. The group reviewed the evaluation form, and discussion ensued. It was the consensus of the HR Committee to add an additional step to the evaluation process to have the Chief Executive Officer complete a self-evaluation. Question 3 of the evaluation form will be revised to reflect language that is more specific. Dale Copedge asked if compensation is equal for male and female Chief Executive Officers; Ms. Blizzard affirmed that this is the case.

ACTION:

MOVED by Kam Washburn and SUPPORTED by Chris Swope to revise the evaluation process to include "3. *The Chief Executive Officer will complete a self-assessment by the end of September and when completed the Executive Administrative Assistant will forward the self-assessment to the full Board.*", and revise the employee performance review form language to "3. **Board Reports.** *Are the Chief Executive Officer's reports of issues, to individual and the full Board, appropriate, informative, thorough and timely?*". MOTION CARRIED unanimously.

Public Comment

Naudia Fisher expressed appreciation for the good relationship between Labor and Management concerning settlements under the direction of Sharon Blizzard and the HR department.

Adjournment

The committee adjourned at 6:20 PM.

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

Minutes respectfully submitted by:

Debra Heinze
Human Resources Secretary