



**Community**  
MENTAL HEALTH  
CLINTON • EATON • INGHAM

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES**

**March 6, 2019, 5:30 p.m.**

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

**Committee Members Present:**

Dale Copedge, David Pohl, Kay Pray, Jim Rundborg, Emily Stivers

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

None

**Committee Members Absent:**

Chris Swope

**Staff Present:**

Sharon Blizzard, Debbie Heinze, Feliz Rodriguez

**Public Present:**

None

**Call To Order:**

The meeting was called to order at 5:30 p.m. by Jim Rundborg, Acting Chairperson.

**Previous Meeting Minutes:**

MOVED by Kay Pray and SUPPORTED by David Pohl to approve the meeting minutes of December 5, 2018. MOTION CARRIED unanimously.

**Adoption of Agenda:**

MOVED by David Pohl and SUPPORTED by Kay Pray to approve the meeting agenda. MOTION CARRIED unanimously.

**Public Comment on Agenda Items:**

None.

**BUSINESS ITEMS:**

**First Quarter EEO Report – Feliz Rodriguez**

Feliz Rodriguez presented the quarterly EEO information from October 1, 2018 through December 31, 2018. It was noted there is a typo in the last sentence of page 7.

**ACTION:**

Ms. Rodriguez will change October 1, 2019 to October 2018.

**ACTION:**

MOVED by David Pohl 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 First Quarter EEO Report, with the noted revision, from October 1, 2018 through December 31, 2018. MOTION CARRIED unanimously.

**First Quarter Diversity Initiative Report**

Feliz Rodriguez reviewed Human Resources and the Diversity Council activities sponsored and/or participated in during the first quarter, beginning October 1, 2018 through December 31, 2018. Ms. Rodriguez highlighted the addition of a new Recruitment Cell Phone, which allows potential candidates to be contacted via text, and the number is listed on all job postings. Additionally, she distributed the 2019 Diversity and Equity Statement approved by the Board of Directors. The statement is posted on the agency website. Ms. Rodriguez announced a “Microaggressions in the Workplace” Lunch and Learn event will be held March 13. Debbie Heinze will forward this information to the Human Resources Committee and Board of Directors.

Discussion ensued regarding required disclosures when submitting employment applications. Sharon Blizzard stated legalities are involved in this area. Currently background checks do require mandatory information. The agency application only offers gender options of Male or Female, and does not address genetic (DNA) information.

**Labor Relations First Quarter Grievance Report**

Sharon Blizzard reported during the First Quarter, one (1) new grievance was filed and one (1) grievance from the third quarter of fiscal year 2018 was resolved. There is one (1)

remaining grievance from the fourth quarter of fiscal year 2018 and one (1) from the first quarter of fiscal year 2019.

Emily Stivers asked what the grievances are. Ms. Blizzard declined to provide this information as they may come to the Human Resources Committee as a Step 4 grievance. Ms. Blizzard explained the grievance step process. Dale Copedge requested to know the nature of closed grievances.

**ACTION:**

MOVED by Kay Pray and SUPPORTED by David Pohl that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors accept the First Quarter Grievance Report from October 1, 2018 through December 31, 2018.

MOTION CARRIED unanimously.

**Old Business**

Jim Rundborg requested a report on the status of a recent Step 4 discharge. Ms. Blizzard replied legal counsel will provide a report during the June 5 Human Resources Committee meeting.

**New Business**

None

**Public Comment**

None.

**Adjournment**

The committee adjourned at 5:55 p.m.

The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, June 5, 2019 at 5:30 p.m. 812 E. Jolly Rd, Conf. Room G11-C, Lansing.

Minutes respectfully submitted by:

Debra Heinze  
Human Resources Secretary