



**HUMAN RESOURCES COMMITTEE
VIRTUAL MEETING MINUTES
Wednesday, March 3, 5:30 p.m.**

Committee Members Present:

Dale Copedge, Alan Platt, Raul Gonzalez, Emily Stivers, Maxine Thome, Tim Hanna

Committee Members Excused:

Board Members Present (non-committee members):

Staff Present:

Sharon Blizzard, Sara Lurie, Kylie Wieber

Public Present:

Naudia Fisher

Call to Order:

The meeting was called to order at 5:30 p.m., by Maxine Thome.

Previous Meeting Minutes

ACTION:

Maxine Thome requested revision to page five (5) of the previous meeting minutes changing the word death to deaf in the first line of paragraph five (5) of the previous meeting minutes. MOVED by Dale Copedge and SUPPORTED by Maxine Thome to approve the meeting minutes of December 2, 2020, as written.

MOTION PASSED with 6 votes in favor. Members Present: Dale Copedge, Alan Platt, Raul Gonzalez, Emily Stivers, Maxine Thome, Tim Hanna

Adoption of Agenda

ACTION:

Sara Lurie stated that Tim Hanna needs to be added to the Human Resources Committee Members list of names on the agenda. The HR Administrative Assistant will add Tim Hanna to future agendas. MOVED by Dale Copedge and SUPPORTED by Raul Gonzalez to approve the meeting agenda of March 3, 2021.

MOTION PASSED with 6 votes in favor. Members Present: Dale Copedge, Alan Platt, Raul Gonzalez, Emily Stivers, Maxine Thome, Tim Hanna

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

First Quarter EEO Report

Feliz Rodriguez reviewed the Statement of Diversity and reported that recruitment efforts continue to be within the parameters of the Human Resources budget. Reporting that resources are being utilized for social media, posting platforms, association advertising, career fairs, community partnerships and an active diversity council.

Ms. Rodriguez then presented the quarterly EEO Report from October 1, 2020 through December 31, 2020 which indicated that 29.06% of active employees are minorities. This is an increase of 0.74% from the last quarter.

Human Resources recognizes that minority statistics in the areas of Officials/managers, Technicians, Office/Clerical and Skilled Craft Workers are considerably low and need improvement. Minorities in the Professional, Security, and Para-Professional and Service/Maintenance Workers categories are noticeable higher and offsets the statistical data, making the organizations overall minority total appear within the established threshold of 19%.

In the last quarter, CMHA-CEI hired a total of (38) employees and (38) employees have separated employment.

Dale Copedge inquired about the separations? Feliz stated four employees were discharged and all four were relief staff. The reasons for the discharges were; one employee did not pass the fingerprint testing, one employee was a no show to work, one

did not meet the availability requirement, and one RN was not providing enough hours needed.

Tim Hanna inquired about the reports since he is newer to the committee, and asked if this report is similar to past reports. Feliz stated yes it is similar in nature.

ACTION:

MOVED by Alan Platt and SUPPORTED by Raul Gonzalez 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 from October 1, 2020 through December 31, 2020.

MOTION PASSED with 6 votes in favor. Members Present: Dale Copedge, Alan Platt, Raul Gonzalez, Emily Stivers, Maxine Thome, Tim Hanna

First Quarter Diversity Initiative Report

Ms. Rodriguez provided a summary of the achievements and events in which the HR Department and the Diversity Council contributes to the ongoing efforts towards diversity and inclusion and shared that the annual recruitment initiatives include involvement in workforce readiness programs throughout the tri-county area and attendance at career fairs in more diverse geographical locations and reviewed the list of HR Memberships, Conferences, Trainings, Career Fairs, In-services and promotional recruitment efforts sponsored and/or participated in during the first quarter

Ms. Rodriguez highlighted that CMHA-CEI used the radio station 96.5 for holiday hiring for residential technicians. Also, CMHA-CEI hosted an Open Air Fair for candidates to apply and interview for Residential Technician postings. This was advertised on 96.5, LinkedIn, Facebook, MSU Affiliations, and MI Works. From that event ten candidates were hired.

Sharon commented on the residential technician hiring event and stated it was a great turn out and John Peiffer made sure there were tents and chairs and our set up met all the COVID-19 requirements and kept everyone safe. There was management participation and On-site interviews were also conducted during the event.

Labor Relations First Quarter Grievance Report

Sharon Blizzard reported during the First Quarter, three (3) new grievances were filed and three (3) grievances were resolved. There was one remaining open grievance from the First Quarter. It was also reported out that as of the date of the meeting there are no open grievances. In June the agenda will include presentation of the grievance process.

ACTION:

MOVED by Alan Platt and SUPPORTED by Maxine Thome that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Ingham Counties Board of Directors accept the First Quarter Grievance Report from October 1, 2020 through December 31, 2020.

MOTION PASSED with 6 votes in favor. Members Present: Dale Copedge, Alan Platt, Raul Gonzalez, Emily Stivers, Maxine Thome, Tim Hanna

Old Business

None.

New Business

None.

Public Comment

None.

The meeting was adjourned at 5:48 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, June 2, 2021 at 5:30 PM, Zoom Virtual Meeting.

Minutes respectfully submitted by:

Kylie Wieber
Human Resources Administrative Assistant