



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
March 4, 5:30 p.m.
Community Mental Health Building, 812 E. Jolly Rd,
Lansing, MI 48910**

Committee Members Present:

Dale Copedge, David Pohl, Emily Stivers, Maxine Thome

Committee Members Excused:

Al Platt(excused)
Adam Matson

Board Members Present (non-committee members):

Staff Present:

Sharon Blizzard, Aleshia Echols, Sara Lurie, Feliz Rodriguez, Kylie Wieber

Public Present:

Naudia Fisher

Call to Order:

The meeting was called to order at 5:40 p.m., by David Pohl

Previous Meeting Minutes

ACTION:

MOVED by Maxine Thome and SUPPORTED by Emily Stivers to approve the meeting minutes of December 4, 2019, as written.

MOTION CARRIED unanimously.

Adoption of Agenda

ACTION:

MOVED by Maxime Thome and SUPPORTED by Emily Stivers to approve the meeting agenda of December 4, 2019.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

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, 2019 through December 31, 2019 which indicated that 27.84% of active employees are minorities. This is an increase of 0.08% 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, 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 (48) employees and (57) employees have separated employment.

Board member, Dale Copedge asked if those who have resigned were voluntary resignations. Ms. Rodriguez stated resignations represent voluntary resignations.

Board member, Dale Copedge inquired about the discharges. Ms. Rodriguez stated she would review the termination and identify the number of relief staff.

ACTION:

MOVED by Maxime Thome and SUPPORTED by Emily Stivers 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, 2019 through December 31, 2019.

ACTION: Feliz Rodriguez will look at the discharges and see whether they were relief staff and report back to the HR Committee.

MOTION CARRIED unanimously.

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

HR and the DAC sponsored and/or participated in the following:

Human Resources Memberships:

- Greater Lansing Society for Human Resources- Diversity & Professional Development Director
- Michigan Diversity Education Council Member
- Truth, Racial Healing & Transformation Economy Team & Racial- Healing Practitioner
- Mayors Diversity Council member
- Lansing Area Veterans Council Member
- Career Quest Spring Advisory Committee Member

Additionally, Ms. Rodriguez highlighted that CMHA attended some career fairs which included, Disability Online Virtual Fair, Michigan State University Nursing Fair, Veterans Online Virtual Career Fair, and Wayne State University Internship Fall Fair. Another highlight includes the creation of Residential Technical Recruitment videos that are used on social media platforms.

Ms. Blizzard stated in June Morgan McKittrick, Senior Human Resources Specialist, who is our lead recruiter will present updates regarding recruitment. Morgan will also present our Residential recruitment video.

Labor Relations First Quarter Grievance Report

Sharon Blizzard reported during the First Quarter, five (5) new grievances were filed and four (4) grievances were resolved. Ms. Blizzard noted that the ones resolved were (2) from the fourth quarter of fiscal year 2019 and two (2) from the first quarter of fiscal year 2020.

Board member, Dale Copedge asked if there was closure with the remaining open disciplinary grievances at step 1. Ms. Blizzard replied that the grievance was not moving to step two, and that the two grievances at step 3 were withdrawn.

Additionally, Ms. Blizzard reported that the civil action matters were closed. She recognized and thanked Feliz Rodriguez, Diversity and Inclusion Officer for all of the hard work and time working through these matters.

Board member, Dale Copedge asked about the bolded action on page (5) of the previous December 3, 2019 Human Resources Committee minutes. Ms. Blizzard replied she did have one termination that went through the grievance process, but the matter was settled with a settlement and separation agreement that was handled with Local 459.

Ms. Blizzard shared with the committee that managers received prohibited harassment training. Sharon and Sara Lurie's have updated the procedures regarding chain of command and prohibited harassment. Each employee received the updated prohibited harassment and chain of command acknowledgment and receive ongoing training, and they had to sign that that they received and read the policy. Sara Lurie, CEO stated her big push in training moved more people to reporting due to being educated. Sharon also stated all levels of the organization are taking this seriously. Also, that Feliz Rodriguez, Diversity and Inclusion Officer speaks to New Hires about the policies and procedures.

ACTION:

MOVED by Dale Copedge and SUPPORTED by Maxime 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, 2019 through December 31, 2019.

MOTION CARRIED unanimously.

Old Business

Ms. Blizzard stated she wanted to share some updated information regarding layoffs.

She reported the following:

- We currently have twelve Skill Building Technicians.
- Eight employees transferred in lieu of layoff to Residential Technician positions. Six of them have been red circled at their previous rates of pay for two years.
- Seven employees have been recalled (two placed in Skill Building Technicians positions).
- Twenty-one employees remain in layoff status.

The Human Resources department is recalling employees in accordance to the collective bargaining agreement. There are a few individuals that have declined recall for various reasons.

Board Member, Dale Copedge asked if they were looking at ways to market the program and if there was some ideas from staff. Sara Lurie shared that the program started the process on quotes for videos and they are looking at having new videos. One video will be on what skill building looks like. These would be educational PR to show consumers and families on what they can expect. Sara had met with staff and CSDD administration to discuss ideas and going forward.

ACTION: CEO, Sara Lurie will have to check on the progress of the videos.

Sara Lurie also talked with skill building specialist regarding their thoughts on moving forward.

HR Committee Chair, David Pohl stated as long as these openings are available he would assume employees got good opportunity to take these steps. Sara Lurie said one person who took a voluntary layoff is working on her bachelors and is doing an internship, so it's worked out well for that person.

New Business

Board member, Dale Copedge stated a number of the students on MSU campus asked about counseling opportunities as they are still struggling regarding the Wharton Center incident. For example, Black suit alliance another group of mostly graduate students expressed the same request.

Sara Lurie asked if they are looking for an opportunity to debrief. Dale stated it's more to help with coping to their environment. Sara stated there is a critical incident team that

does short term de-briefing. She thinks there may be some staff or resources to take this on. Dale stated that even the counseling center on state campus many thought was not working for them.

Public Comment

Local 459 Representative Naudia Fisher shared the following public comment:

“While it is unfortunate that the skill building program was unable to provide positions for all the paraprofessional employees, I would like to the HR team and the committee for working with the Union to provide a separation package and other employment options for all those affected. We are pleased that some laid off employees have already been recalled and hope to see this trend continue.”

The meeting was adjourned at 6:10 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, June 3, 2020 at 5:30 PM, 812 E. Jolly Rd, Conference Room G11-C, Lansing.

Minutes respectfully submitted by:

Kylie Wieber
Human Resources Administrative Assistant