



**HUMAN RESOURCES COMMITTEE
HYBRID MEETING MINUTES
Wednesday December 1, 2021 5:30 p.m.**

Committee Members Present:

Maxine Thome, Timothy Hanna, Raul Gonzales and Adam Matson, Alan Platt (via Zoom), and Dale Copedge (arrived at 5:34 p.m.)

Committee Members Excused:

Board Members Present (non-committee members):

Joe Brehler

Staff Present:

Sharon Blizzard, Sara Lurie, Feliz Rodriguez, Jessica Tyrer, and Brian Filipiak

Public Present:

None.

Call to Order:

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

Previous Meeting Minutes

ACTION:

MOVED by Raul Gonzales and SUPPORTED by Timothy Hanna to approve the meeting minutes of September 1, 2021, as written.

MOTION PASSED unanimously.

Adoption of Agenda

ACTION:

MOVED by Timothy Hanna and SUPPORTED by Raul Gonzales to approve the meeting agenda of December 1, 2021.

MOTION PASSED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

Fourth 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. She informed the committee that the Census Bureau will not release its standard estimates because of the impacts of the COVID-19 pandemic on data collection. Ms. Rodriguez then presented the quarterly EEO Report from July 1, 2021 through September 30, 2021 indicates 30.11% of active employees are minorities and this is an increase by 0.74% from the last calculated quarter.

Ms. Rodriguez informed the committee that there are nine new EEO categories, but the first one is broken into two distinct groups for a total of 10 categories and 3 Board Members are not counted on this report as they do not take a stipend. She directed members to reference the EEO Fact Sheet for the new categories.

Feliz shared that Human Resources is unable to provide CMHA-CEI Work Force data at this time but ensured the committee that we are diligently working on developing the complete EEO Report in Connect. Ms. Rodriguez stated that if Connect is not capable of creating this report, then the CMHA-CEI IS department will develop the needed report.

Ms. Rodriguez stated that the Strategic Demographic Report of ethnic origin for consumer populations is generated annually based on information from the Michigan Department of Health and Human Services.

ACTION:

MOVED by Timothy Hanna and SUPPORTED by Raul Gonzales 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 July 1, 2021 through September 30, 2021.

MOTION PASSED unanimously.

Fourth 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 fourth quarter.

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

Human Resources Memberships:

- Michigan Diversity Education Council Member
- Truth, Racial Healing & Transformation – Economy Team & Racial Healing Practitioner
- Ingham County Racial Equity Task Force – Community Engagement
- Mayors Inclusion & Diversity Council – Vice Chair
- Capital Area Health Care Alliance Member
- Lansing Area Veterans Council Member
- Career Quest Spring Advisory Committee Member
- SHRM Member
- MPELRA – Board President
- NPELRA - Member

Conferences, Trainings, Events and In-Services:

Create Great Culture

Advancing Health Equity Starts with Us

2021 Statewide Disability Summit

Understanding Bias

DEI Next Practices – How Leaders Can Lean In

The Equity at Work

Inclusive Leadership Action Words and their impact on an inclusive environment

Disability Inclusion in the Next New Normal

CMHA Agency Wide Communications:

Hispanic Heritage Month

Walk a Mile

Career Fairs Attended by CMHA:

- Career Fairs Attended by CMHA-CEI:
- MSU Local Job and Internship Fair
- Michigan Works Virtual Job Fair
- CareerEco Student and Internship Fair
- WMU Fall Internship and Job Fair

Ms. Rodriguez shared new efforts towards diversity and inclusion and annual recruitment initiatives which include: 4-week ad in the City Pulse for multiple open Emergency Services Therapist. Implementation of the MI Works Path Program where candidates who receive services through MI Works are referred to CMHA-CEI for positions. Multiple Therapist ads in the National Association of Black Social Works. Bilingual MHT ad in the Hispanic National Association of Social Workers. New full page ad in the MSU Career Handbook that goes to all students attending career fairs at MSU. Davenport University Career Guide – half page ad.

Timothy inquired what kind of reception has come of these initiatives and where are the responses coming from. Feliz said she would need to follow up with Morgan and then can send the committee an email with the details.

Labor Relations Fourth Quarter Grievance Report

Sharon Blizzard reported During the fourth quarter, three (3) new grievances were filed and three (3) grievance were resolved. Two (2) of the resolved grievances were from the fourth quarter and one (1) was from the third quarter fiscal year 2021. The one (1) remaining open grievance is from the fourth quarter fiscal year 2021.

ACTION:

MOVED by Joe Brehler and SUPPORTED by Raul Gonzales that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Ingham Counties Board of Directors accept the Fourth Quarter Grievance Report from July 1, 2021 through September 30, 2021.

MOTION PASSED unanimously.

Unfinished Business

None on the agenda. However, Sharon mentioned that at the last HR Committee Meeting, Performance Management was discussed and it was asked that a presentation be made regarding this.

ACTION: Jana Baylis, HR Manager, will present on Performance Management at the March 2, 2022 HR Committee meeting to share the proposed competencies and skills developed through the Agency-wide workgroup for additional feedback from the committee.

Maxine Thome asked about COVID numbers and what they look like for the agency. Sharon responded that there has been some increase in numbers. Ms. Blizzard also spoke about the vaccination rate within the agency, which she reported that 78% are either vaccinated, in the process or have requested an exemption.

Raul Gonzales inquired about what information we have regarding the residential staff and their vaccination rate. Sharon stated that she doesn't have that data available. Mr. Gonzales would like CMHA-CEI to look into the numbers on residential staff due to their work involving close proximity to others.

Sara Lurie shared that the agency still does not have any clear guidance of whether or not they fall under CMS rules. She explained that it is greatly needed for the state to confirm the agency's status so that we can continue with collection of vaccination status from staff. Ms. Lurie also said that a federal court has been taking steps on the vaccine mandate and that the CMHA-CEI legal team thinks that the mandate will be upheld.

Sharon stated that the agency pharmacy sends out opportunities for vaccination and that Sara sends out newsletters and communications that depict the importance of vaccination to the staff at CEI. Sara reiterated that the agency is communicating the importance but also know that CEI will be in a world of hurt for staff if we do not have a testing option.

Ms. Thome asked for clarification on the CMS guidelines and Sara informed her that if employees are not vaccinated or exempt, that they would have to be let go.

Mr. Gonzales strongly recommends the agency continues with efforts to inform staff of the importance of being vaccinated. He spoke to the variant threat and the seriousness of the virus and stated that we have to do the best we can for the community we serve. Sara explained that we have to maintain a balance so that the agency can keep the staff needed to serve the community. Raul pressed back that CMHA should analyze the risk management and really push for staff to be vaccinated. Sara replied that she believes they have the same goal.

Joe Brehler spoke to Sara's point of how the staffing issue from mandating the vaccination will hurt the agency efforts to support the community we serve. Raul restated how incredibly important it is that we put the message to the agency that being vaccinated is so important to the management of this virus for the public health. Maxine interjected that what she is hearing is that CMHA-CEI is doing its best to stress the importance of being vaccinated while trying to maintain the staff needed to support the community.

Ms. Thome asked with Sparrow closing elective procedures, what is happening with safe beds? Sara responded that they are already hard to come by so that it will remain the same.

Maxine wanted to thank everyone for their efforts to keep employees and the community safe.

New Business

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 5:52 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, March 2, 2022 at 5:30 PM.

Minutes respectfully submitted by:

Jessica Tyrer

Human Resources Administrative Assistant