



**HUMAN RESOURCES COMMITTEE  
HYBRID MEETING MINUTES  
Wednesday, September 7, 2022 5:30 p.m.**

**Committee Members Present:**

Maxine Thome, Tim Hanna, and Dale Copedge

**Committee Members Excused:**

Ken Mitchell and Adam Matson

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

Al Platt and Emily Stivers

**Staff Present:**

Sara Lurie, Jana Baylis, Jessica Tyrer, Gabrielle Sarpy, Morgan McKittrick and Brian Filipiak

**Public Present:**

None.

**Call to Order:**

The meeting was called to order at 5:31 p.m., by Chairperson, Maxine Thome.

**Previous Meeting Minutes**

**ACTION:**

MOVED by Tim Hanna and SUPPORTED by Al Platt to approve the meeting minutes of June 1, 2022, as written.

**MOTION PASSED unanimously.**

## **Adoption of Agenda**

MOVED by Tim Hanna and SUPPORTED by Al Platt to approve the meeting agenda of September 7, 2022.

**MOTION PASSED unanimously.**

## **Public Comment on Agenda Items:**

None.

## **BUSINESS ITEMS**

### **Third Quarter EEO Report**

Jana Baylis presented Gabrielle Sarpy, the new Diversity, Equity, and Inclusion Officer, to the committee. Gabrielle introduced herself and gave a short synopsis of her background and education. She then reviewed the Statement of Diversity and reported that recruitment efforts continue to be within the parameters of the Human Resources budget. She also stated that resources are utilized for social media, posting platforms, association advertising, career fairs, community partnerships and an active diversity council.

Gabrielle reviewed the Labor Force Demographic Information which shows that 37.29% of the U.S. population over the age of 16 are minorities. She also reported that the 3<sup>rd</sup> quarter EEO report indicates 34.44% of active employees at CMHA-CEI are minorities. Gabrielle stated that Human Resources recognizes that minority statistics in the areas of Directors, Managers, Technical, and Skilled Trades are considerably low and need improvement. Minorities in the Professional, Clerical/Office, Service Worker, Direct Care Worker and Para-Professional categories are noticeably higher and offsets the statistical data, making the organizations overall minority total appear above the established threshold of 19%.

Gabrielle noted that the category of "other" seems to be skewing some of the statistics, unfortunately. She explained that this category is likely filled with staff who have not filled out their demographics in Connect and that HR is working to get all employees to fill this out. New hires at orientation are being directed to complete their demographics on their first day and Gabrielle shared that she also launched an email campaign to help get the data needed.

Maxine Thome asked from Gabrielle's perspective as a new staff member, what her thoughts are regarding the EEO report. Gabrielle replied that it is hard to draw conclusions right now due to the "other" category. However, she has noticed some clear

trends and that there are some areas that are lacking. Gabrielle continued with that there is room for improvement but intentional work is being done to make the statistics better. Maxine also inquired about additional demographic categories in Connect, however Gabrielle stated that she doesn't believe more could be added due to Connect following the format set up Nationally. Jana interjected that even though additional categories may not be added, the DAC has recently been talking a lot about finding employees who are diverse and are comfortable serving the population CMHA-CEI serves. Gabrielle shared a workgroup that was newly created from the DAC which is centered around the LGBTQIA+ community. She explained that the group plans to provide resources for that community and that specifically, there has been a transgender resource file made to assist CMHA-CEI staff in supporting trans clients.

Tim inquired what Gabrielle, being new to the position, would change on the EEO report. Gabrielle said that her changes would involve technical work and changing the system, in which she has reached out to the IS Department to begin that improvement.

Gabrielle continued to review the EEO tables in the report. She stated that in the last quarter, CMHA-CEI hired a total of sixty-two (62) employees and fifty (50) employees have separated employment. Gabrielle also shared 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 which helped generate the data in the Tri-County Report. She briefly reviewed each column from the table for the committee. Jana noted that this data is a bit outdated, however she and Gabrielle are working to get the most recent data which should be from 2020.

Discussion on separated employees ensued. Jana noted the options for why employees leave the agency and the Exit Interviews are being cleaned up and worked on to best suit the data outcome wanted. Brian Filipiak highlighted that the difference in separated employees from new employees hired is the best it's been in the past year.

**ACTION:**

MOVED by Dale Copedge and SUPPORTED by Tim Hanna 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, 2022 through June 30, 2022.

**MOTION PASSED unanimously.**

### **Third Quarter Diversity Initiative Report**

Gabrielle Sarpy provided a summary of the achievements and events in which the HR Department and the Diversity Advisory Council (DAC) contributes to the ongoing efforts towards diversity and inclusion. 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.

Gabrielle wanted to highlight diversity and recruitment efforts that CMHA-CEI Human Resources have been involved in. She continued to emphasize the memberships that HR holds, a couple successful hiring fairs, and some recruitment planning and ongoing efforts. Discussion regarding recruitment efforts and hiring fairs succeeded. The HR team reported that the recruitment specialist in the department has been very busy going out into the community and has seen great results. It was also highlighted that the agency has had an increase in interns within the last year.

Morgan McKittrick shared the results of the marketing campaign from March 2022 through April 2022. She reviewed what some of the advertisements looked like as well as what geographical areas were targeted. Morgan was able to share statistical data from the campaign, which included over 1 Million impressions in total over the two months. She stated that she believes this effort was successful overall. Jana wanted to also take the time to inform the committee of the Employee Referral Program that was recently implemented. She explained the process of the program which focuses on bringing in positions that have been tough to fill, like Master's level applicants. This program gives a monetary incentive for employees to help recruit for specific positions. Jana shared that a handful of referrals have come through already.

### **Labor Relations Third Quarter Grievance Report**

Brian Filipiak reported during the Third Quarter, zero (0) new grievances were filed and one (1) grievance was resolved. There are also zero (0) open grievances. The one (1) resolved grievance was from the second quarter fiscal year 2022. Brian also reported that there are a couple discipline related grievances in which one was resolved and the other is on pause due to a medical leave.

### **ACTION:**

MOVED by Tim Hanna and SUPPORTED by Dale Copedge that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Ingham Counties Board of Directors accept the Third Quarter Grievance Report from April 1, 2022 through June 30, 2022.

**MOTION PASSED unanimously.**

**Unfinished Business**

None.

**New Business**

**2022 Chief Executive Officer Performance Evaluation**

Jana Baylis explained that annually the HR Director presents the CEO performance evaluation process for review by the HR Committee and solicits any recommended change, then the Executive Administrative Assistant mails out the evaluation to all board members, and they have a timeline. She reviewed the process of the evaluation and the steps that are taken.

**ACTION:**

MOVED by Dale Copedge and SUPPORTED by Tim Hanna that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Ingham Counties Board of Directors accept the current CEO Evaluation document and process.

**MOTION PASSED unanimously.**

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 6:12p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, December 7, 2022 at 5:30 PM, 812 E. Jolly Rd, Atrium.

Minutes respectfully submitted by:

Jessica Tyrer

Human Resources Administrative Assistant