



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
Wednesday December 7, 2022 5:30 PM**

Committee Members Present:

Dale Copedge, Ken Mitchell, Maxine Thorne (via zoom, logged off at 6:00pm)

Committee Members Excused:

Tim Hanna and Adam Matson

Board Members Present (non-committee members):

Al Platt

Staff Present:

Jana Baylis, Sara Lurie, Gabrielle Sarpy, Jessica Tyrer, Latisha Thomas and Jenny Pelton

Public Present:

None.

Call to Order:

The meeting was called to order at 5:31 p.m., by Al Platt.

Previous Meeting Minutes

No approval due to the fact that there was not a quorum.

Adoption of Agenda

No approval due to the fact that there was not a quorum.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

Fourth Quarter EEO Report

Gabrielle Sarpy 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. Gabrielle informed the committee that the fourth quarter EEO Report indicates 34.78% of active employees are minorities which is an increase of 0.34% from the 3rd Quarter. 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 also established that in the last quarter, CMHA-CEI hired a total of sixty-one (61) employees and fifty-three (53) employees have separated employment. Gabrielle then reviewed the Tri-County Consumer Population statistics for the group.

Ken inquired if Gabrielle thinks that CEI is being discriminatory at all. Gabrielle stated that the goal mimic the demographics of the community CEI serves. Ken expressed that his concern was that CEI may be choosing not to hire staff based on their lack of diversity or not being in the minority categories. Jana interjected that this is a common misconception and that HR wants to ensure CEI is being inclusive and considering the diversity of the community we are in. Jana and Sara clarified that CEI is doing a good job of being inclusive and diverse while still hiring the best candidates overall. Maxine wondered if it would be useful to meet with the director of Disability Rights in Michigan as well as the state wide association of black social workers to ask about recruitment efforts. Jana welcomes the suggestion and she is interested in contacting them.

ACTION:

Maxine will provide Jana with the contact information for Michelle at Disability Rights in Michigan

Jana presented a demographic on the EEO Report named "other" and how this category is skewing CEI workforce data. Gabrielle explained how the "other" category is getting grouped with the minority percentages which is creating incorrect data and skewing the numbers. Her suggestion is to remove the "other" category out of the calculation and rename it "unknown" until there is a fix for this. Al agrees that this change makes sense and that a vote on this change isn't needed, but HR can move forward with it if that is what's needed. There was also support from Ken, Maxine and Dale to remove the category until there is a resolution. Gabrielle also spoke on the fact that she has been vigilant in getting new hires to fill out the demographics so that the EEO report gains accuracy.

Ken questioned if there was a problem with the demographics of the staff at CMHA-CEI. Sara stated that she has received some concerns from community partners but those partners also know the struggles of hiring right now. Discussion on the metrics of this report and the history of it ensued.

Jana received clarification from the committee that moving forward, CEI will take out of the calculation the “other” category and incorporate an “unknown” category so that the data is better reflected.

Fourth Quarter Diversity Initiative Report

Jana introduced Jenny Pelton, HR’s recruitment liaison. Jenny, along with Jana, shared a few initiatives that Jenny has been engaging in for recruiting. Dale queried if Jenny had attended or spoke to any HBCU’s, in which she said she had.

Gabrielle 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.

Jenny shared with the committee the hiring fairs that she attended over the year and the success that she has had while attending. She states that she attended fairs at universities in Indiana, West Virginia and North Kentucky to speak with college students about internship opportunities at CMHA-CEI. She explained she’s been active within Ingham County, MSU and also some local mixers for social work students. Jana explained how Jenny has doubled the number of interns that have come through CMHA-CEI this year. Currently there are 65 interns throughout the agency who will be with us through March of 2023. Jenny then stated how she received feedback from some interns on what strategies work to get them into the agency and how she is implementing those ideas. She is hopeful that CEI will retain a lot of the interns as regular employees in the future. Discussion on program specific staff who take in interns and how they are handling them ensued.

Sara spoke about the Crisis Stabilization Unit and the impact that it will make for staffing and the meetings that they are already having with the Deans of Colleges to build the

staffing source. Sara meeting with school of nursing next week to talk about practicum with the agency

Labor Relations Fourth Quarter Grievance Report

Jana Baylis reported during the fourth quarter, three (3) new grievances were filed and one (1) grievance was resolved. The one (1) resolved grievance was from the fourth quarter. The two (2) remaining open grievances are from the fourth quarter of fiscal year 2022. Jana gave an overview of the open grievances and their status.

Unfinished Business

None.

New Business

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:15 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, March 1, 2023 at 5:30 PM.

Minutes respectfully submitted by:

Latisha Thomas

Human Resources Administrative Assistant