



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
WEDNESDAY, JUNE 7, 2023
6:00 PM**

Committee Members Present:

Maxine Thome, Tim Hanna, Dale Copedge, Raul Gonzales and Dwight Washington

Committee Members Excused:

Ryan Sebolt

Board Members Present (non-committee members):

None.

Staff Present:

Jana Baylis, Sara Lurie, Latisha Toussaint, Brian Filipiak, Gabrielle Sarpy and Jenny Pelton

Public Present:

None.

Call to Order:

The meeting was called to order at 6:01 p.m., by Maxine Thome.

Previous Meeting Minutes

ACTION:

MOVED by Tim Hanna and SUPPORTED by Raul Gonzales to approve the meeting minutes of March 1, 2023, as written.

MOTION PASSED unanimously.

Adoption of Agenda

MOVED by Tim Hanna and SUPPORTED by Raul Gonzales to approve the meeting agenda of June 7, 2023.

MOTION PASSED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

Second 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 also reviewed the CMHA-CEI Overall Analysis reporting that the 2nd quarter EEO Report indicates 24.14% of active employees are minorities and that this is an increase of 0.03% from the 1st Quarter EEO Report. Gabrielle also noted that since the last committee meeting changes were made to the way the EEO Report is calculated and this is the first report that those changes will be reflected.

Gabrielle continued to review the report stating that the 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 reported that in the last quarter, CMHA-CEI hired a total of forty-one (41) employees and that twenty-eight (28) employees have separated employment so the numbers are up. Gabrielle then reviewed the Tri-County Consumer Population Statistics for the committee. For those who have not had the opportunity to meet Gabrielle, spoke about the work that she has done to correctly reflect the necessary changes to the EEO Report. Tim Hanna went on record to express his gratitude on how Gabrielle Sarpy and Morgan McKittrick did an outstanding job at presenting at the CMHA of Michigan Conference this week representing CMHA-CEI. Dwight asked about the gender breakdown on the EEO report reflecting the gender ratio and Families Forward program.

Gabrielle went into further explanation on that stating that gender parity is something that the organization is aware of. Jana stated that the struggle with being able to change or alter one's gender in the CMHA-CEI system is that it is linked to the employees benefits so the benefit carrier and medical professionals want to know what the sex at birth was for medical reasons. Benefits staff need to inquire about sex at birth for the

insurance carriers. Sara Lurie reported, according to the percentage of male to female nationally in 2022 83.9% of licensed social workers are woman and 16.1% are men. Raul Gonzales stated that the information and work needs to be done regarding gender parity. Jana stated that tracking gender is not only a struggle in the HCM software but also in our Smartcare, our electronic medical record. Jana also states the one of things that Gabrielle is also working on regarding gender is collaborating with CMHA-CEI'S IT staff to allow employees to use their chosen name on the Welcome page in the Connect software system.

ACTION:

MOVED by Tim 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 Second Quarter EEO Report from January 1, 2023 through March 31, 2023.

MOTION PASSED unanimously.

Second Quarter Diversity Initiative Report

Jenny Pelton, the Human Resources Recruiter introduced herself to the committee members. Gabrielle provided a summary of the achievements and events in which the HR Department and the Diversity Advisory 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 second quarter. She opened the floor to the committee members for any questions the members may have for herself and Jenny Pelton.

Maxine Thome asked Jenny about her status in making recruitment effort at some of the HBCU'S. Jenny stated that her previous attendance at an HR Committee meeting prompted her to have interest in reaching out to some Historical Black Colleges and since then she has had communication with Savannah State which she was able to attend a career fair there and is hopeful that by showing more CMHA-CEI'S presence at the school will allow for more interest in internships. Jenny express to the committee her interest on recommendations of any HBCU'S. Raul Gonzales expressed his gratitude for Jenny reaching out to other diverse colleges and also suggested going to some of the Hispanic or Latino colleges and universities as well. Jenny let the members know that she is open

to all suggestions and ideas and is working on recruitment efforts being made to many diverse colleges in the future to come.

Tim Hanna asked if there was any data to show success on recruitment efforts made in state versus out of state. Jenny shared that there is difficulty in tracking that data, however our applications do ask how did you hear about us and most will state Indeed instead of where the location that the person is using to apply for a position within the agency. Jana explained that the recruitment efforts for out of state currently reflect this year, as it the first year HR has started recruiting out of state.

Labor Relations Second Quarter Grievance Report

Brian Filipiak reported that during the second quarter, one (1) new grievances was filed and two (2) grievances were resolved. Brian gave an overview of the open grievances and their status.

ACTION:

MOVED by Tim Hanna 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 Second Quarter Grievance Report from January 1, 2023 through March 31, 2023.

MOTION PASSED unanimously.

Unfinished Business

None

New Business

CLOSED SESSION

Motion to go into Closed Session

MOVED by Tim Hanna and SUPPORTED by Dale Copedge to go into closed session for the purposes of Negotiations Local 459 and Negotiations Local 512 at 6:37pm.

Motion to come out of Closed Session

MOVED by Tim Hanna and SUPPORTED by Dwight Washington to come out of closed session for the purposes of Negotiations Local 459 and Negotiations Local 512 at 7:12 PM.

MOTION PASSED unanimously.

Public Comment

None

Action

Adjournment

The meeting was adjourned at 7:19 PM. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, Sept 6, 2023 at 5:30 PM.

Minutes respectfully submitted by:

Latisha Toussaint

Human Resources Administrative Assistant