



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
Wednesday, December 4, 2024
5:30 PM**

Committee Members Present:

Maxine Thome, Tim Hanna, Raul Gonzales, Dale Copedge and Al Platt

Committee Members Excused:

Dwight Washington

Board Members Present (non-committee members):

None.

Staff Present:

Jana Baylis, Sara Lurie, Latisha Toussaint, Brian Filipiak, Morgan McKittrick and Shawna Schmidt.

Public Present:

None.

Call to Order:

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

Previous Meeting Minutes

ACTION:

MOVED by Dale Copedge and SUPPORTED by Raul Gonzales to approve the meeting minutes of September 4, 2024 as written.

MOTION PASSED unanimously.

Adoption of Agenda

ACTION:

MOVED by Raul Gonzales and SUPPORTED by Dale Copedge to approve the meeting agenda of December 4, 2024.

MOTION PASSED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

Fourth Quarter EEO Report

Jana Baylis 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. Jana also reviewed the CMHA-CEI Overall Analysis reporting that the 4th quarter EEO Report indicates 24.59% of active employees are minorities and that this is an increase of 0.55% from the 3rd Quarter EEO Report.

Jana 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%.

Jana also reported that in the last quarter, CMHA-CEI hired a total of fifty-nine (59) employees and seventy (70) employees have separated employment. Jana stated that the Tri-County Consumer Population Statistics report will be adjusted and shared through the Diversity Initiative Report.

ACTION:

MOVED by Tim Hanna and SUPPORTED by Al Platt that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors accept the Fourth Quarter EEO Report from July 1, 2024 through September 30, 2024.

MOTION PASSED unanimously.

Fourth Quarter Diversity Initiative Report

Jana Baylis 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, DAC Initiatives, Career Fairs, Recruitment Support planning's, Presentations on Current CMHA-CEI vacancies, In-services and promotional ongoing recruitment efforts sponsored and/or participated in during the fourth quarter.

Jana gave a brief overview of some of the events that CMHA-CEI participated in such as the Lansing NAACP's fifty-eighth annual dinner, the Uplift Our Youth's twenty-second Annual Grant Awards and Fundraising dinner and the MSU Fall Diversity Job Fair. She also shared that Diversity and Advisory Council has started "On your own activities" and the launch date for Allied support time is set for January. Connection with LAAN (Lansing Area Aids Network) will be at the agency on February sixth to present a sensitivity training for the staff.

Jana reviewed the data report in which the following information is a way for us to look at how we are doing in recruiting, hiring and development of staff who are BIPOC (Black Indigenous people of color) and LGBTQ+. By looking at the number of hiring and leadership compared to the demographic we can better understand what is a realistic number to aim for. Right now finding, recruiting and developing of staff from minority groups remains an important and urgent goal for the organization. Jana reviewed a proposed change to the EEO reporting by reviewing demographic comparison of minorities within the USA percentage, State of MI percentage, percentage in the population that we serve, percentage that we employ to the number of minorities in leadership levels within the organization.

Jana moved forward to review the strategies proposed for the future HR Committee meetings. The proposed strategies presented are in order to help CMHA-CEI have a "map/plan" to build and strengthen our representation in service providers. This can additionally be adjusted to fit current goals. Among those strategies review were recruiting, demographics of those interviewed, review of longevity of diverse populations, LGBTQ+ focus and Allied Support time.

Shawna Schmidt shared some of the career fairs that CMHA-CEI attended in the quarter such as Eastern Michigan, MSU Mixer, Dayton University, and Ohio State University. Shawna also shared some of the Recruitment Initiatives and special events attended such as Jackson County Fair, Unity in the Community and the long awaited NHSC Application Process approval. Shawna reviewed the ongoing recruitment efforts that CMHA-CEI are providing in which include correspondence via Handshake, ongoing communications with Historic Black Colleges, active job board postings, City Pulse Ads and 96.4 Radio Ads, extending and promoting the Referral Program for Master's Level positions, and the partnership planning for field course work with MSU/ Cohorts.

Labor Relations Fourth Quarter Grievance Report

Brian Filipiak reported that during the fourth quarter, four (4) new grievances were filed and three (3) grievances were resolved. One (1) open grievance was carried over from the fourth quarter fiscal year 2022 and one (1) open grievance was carried over from the third quarter fiscal year 2023.

ACTION:

MOVED by Al Platt and SUPPORTED by Raul Gonzales that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Board of Directors accept the Fourth Quarter Grievance Report from July 1, 2024 through September 30, 2024.

MOTION PASSED unanimously.

Unfinished Business

None.

New Business

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:07 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday March 5, 2025 at 5:30 PM, 812 E. Jolly Rd, Atrium.

Minutes respectfully submitted by:

Latisha Toussaint

Human Resources Administrative Assistant

