



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
December 5, 2018, 5:30 p.m.
Community Mental Health Building, 812 E. Jolly Rd,
Lansing, MI 48910**

Committee Members Present:

Kay Pray, Kam Washburn

Board Members Present (non-committee members):

None

Committee Members Absent:

Dale Copedge, Carol Koenig, Jim Rundborg, Chris Swope

Staff Present:

Sharon Blizzard, Debbie Heinze, Sara Lurie, Feliz Rodriguez

Public Present:

Naudia Fisher, Local 459

Call To Order:

The meeting was called to order at 5:40 PM by Kam Washburn, Chairperson.

Public Comment on Agenda Items:

Naudia Fisher expressed appreciation for the good working relationship Local 459 has with the Human Resources department.

BUSINESS ITEMS:

Fourth Quarter EEO Report

Feliz Rodriguez presented the quarterly EEO information from July 1, 2018 through September 30, 2018. Kay Pray questioned the accuracy of the statement "The Bureau reported a total minority of 16.6%, which is an increase of 14.05% as reported in the 2000 Census". Discussion ensued. It was determined information is missing from the Census Bureau report to be able to extrapolate current, correct data. Sara Lurie referenced Exhibit D, and asked if statistics in column one could reflect a more recent fiscal year, and if Tri-County Population numbers have been updated since 2010.

ACTION:

Ms. Rodriguez will do additional research to clarify percentages reflected in the statement.

ACTION:

Ms. Rodriguez will obtain more current client numbers and Tri-County population count.

Sharon Blizzard revisited the number of minority separations and the cause of the separations as follow up to the Third Quarter report. The findings were found to be termination during probation period due to wrong fit; no call, no show; and just cause behavior.

ACTION:

No action due to lack of a quorum

Fourth Quarter Diversity Initiative Report

Feliz Rodriguez reviewed Human Resources and the Diversity Council activities sponsored and/or participated in during the fourth quarter, beginning July 1, 2018 through September 30, 2018. Ms. Rodriguez presented on Inclusive Hiring Practices to the Michigan Disability Empowerment Coalition; this event was attended by Sharon Blizzard. New recruitment efforts are job postings on National Guard Family Assistance and Job Placement, AARP, Veterans Employment through Michigan Department of Talent and Economic Development, radio advertisement on stations 96.5 and 101.7 for one week, and hiring signs placed at Human Resources, the Jolly Road building, The Recovery Center, and Transitions North.

Labor Relations Fourth Quarter Grievance Report

Sharon Blizzard reported during the Fourth Quarter, three (3) new grievances were filed and two (2) grievances were resolved.

The two (2) resolved grievances were from the Fourth Quarter and one (1) remaining grievance is from the Third Quarter and one (1) from the fourth quarter.

Ms. Blizzard provided a handout with grievance data from 2007 through 2018. There were seven (7) grievances in 2018, which is a large reduction from previous years. She praised Naudia Fisher for success in working with grievants to resolve issues. Sara Lurie stated credit goes to the Human Resources department for implementing more management education and training.

ACTION:

No action due to lack of a quorum

Old Business

None

New Business

Sharon Blizzard distributed copies of Fiscal Year 2018-2019 CMHA-CEI/Human Resources Strategic Plan. She reviewed the strategies and action steps, noting Strategy C, Implement Improved Job Application Software, is now completed.

Kam Washburn announced he was reassigned, as a county commissioner to serve on another board, therefore this is his last Human Resources Committee meeting. David Pohl is assigned to replace Mr. Washburn. Mr. Washburn was thanked for his service.

Public Comment

None

Adjournment

The committee adjourned at 6:45 PM.

The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, March 6, 2019 at 5:30 PM, 812 E. Jolly Rd, Conference Room G11-C, Lansing.

Minutes respectfully submitted by:

Debra Heinze
Human Resources Secretary