



**HUMAN RESOURCES COMMITTEE
VIRTUAL MEETING MINUTES
Wednesday, June 3, 5:30 p.m.**

Committee Members Present:

Dale Copedge, Maxine Thome, Alan Platt, Raul Gonzalez

Committee Members Excused:

Jim Rundborg, Emily Stivers

Board Members Present (non-committee members):

Paul Palmer

Staff Present:

Sharon Blizzard, Sara Lurie, Feliz Rodriguez, Kylie Wieber

Public Present:

Naudia Fisher

Call to Order:

The meeting was called to order at 5:40 p.m., by Paul Palmer.

Previous Meeting Minutes

ACTION:

MOVED by Alan Platt and SUPPORTED by Raul Gonzalez to approve the meeting minutes of Mach 4, 2020, as written.

MOTION PASSED with 5 votes in favor. Members Present: Maxime Thome, Dale Copedge, Alan Platt, Raul Gonzalez, Paul Palmer.

Jim Rundborg and Emily Stivers excused.

Adoption of Agenda

ACTION:

MOVED by Raul Gonzalez and SUPPORTED by Maxime Thome to approve the meeting agenda of June 3, 2020 with changing the agenda item number nine, Elect Vice Chair Person, to the first agenda item. Then following the rest of the agenda in order.

MOTION PASSED with 5 votes in favor. Members Present: Maxime Thome, Dale Copedge, Alan Platt, Raul Gonzalez, Paul Palmer.

Jim Rundborg and Emily Stivers excused.

Public Comment on Agenda Items:

None.

Elect Vice Chair Person

The committee asked for nominations for who they want for vice chair. Maxime Thome shared with the committee that she is interested and wanted to nominate herself. The whole committee was in agreement and elected Maxime Thome as the vice chair.

ACTION:

MOVED by Dale Copedge and SUPPORTED by Alan Platt to approve electing the new vice chairperson.

MOTION PASSED with 5 votes in favor. Members Present: Maxime Thome, Dale Copedge, Alan Platt, Raul Gonzalez, Paul Palmer.

Jim Rundborg and Emily Stivers excused.

BUSINESS ITEMS

Second Quarter EEO Report

Feliz Rodriguez 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.

Ms. Rodriguez then presented the quarterly EEO Report from January 1, 2020 through March 31, 2020 which indicated that 28.20% of active employees are minorities. This is an increase of 0.36% from the last quarter.

Human Resources recognizes that minority statistics in the areas of Officials/managers, Technicians, Office/Clerical and Skilled Craft Workers are considerably low and need improvement. Minorities in the Professional, Security, and Para-Professional and Service/Maintenance Workers categories are noticeable higher and offsets the statistical data, making the organizations overall minority total appear within the established threshold of 19%.

In the last quarter, CMHA-CEI hired a total of (38) employees and (55) employees have separated employment.

Dale Copedge asked Feliz about the discharges from the previous committee meeting. Feliz stated that there were temporary employees that didn't work out. Also, two were terminated during their probationary period. Two employees were relief and were terminated. That there was also one discharge that should have been marked as a resignation.

ACTION:

MOVED by Dale Copedge and SUPPORTED by Maxime Thome 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, 2020 through March 31, 2019.

MOTION PASSED with 5 votes in favor. Members Present: Maxime Thome, Dale Copedge, Alan Platt, Raul Gonzalez, Paul Palmer.

Jim Rundborg and Emily Stivers excused.

Second Quarter Diversity Initiative Report

Ms. Rodriguez 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 first quarter

HR and the DAC sponsored and/or participated in the following:

Human Resources Memberships:

- Greater Lansing Society for Human Resources- Diversity & Professional Development Director
- Michigan Diversity Education Council Member
- Truth, Racial Healing & Transformation Economy Team & Racial- Healing Practitioner
- Mayors Inclusion and Diversity Council- Vice Chair
- Capital Area Health Care Alliance Member
- Lansing Area Veterans Council Member
- Career Quest Spring Advisory Committee Member

Additionally, Ms. Rodriguez highlighted that CMHA-CEI attended some career fairs which included, Lansing Community College Spring Fair, Michigan State University Psychology Spring Job and Internship Fair, Veterans Online Virtual Career Fair, and Michigan State University Spring Career Fair. Another highlight includes the creation of Residential Technical Recruitment videos that are used on social media platforms. They have also put an advertisement in the City Pulse for our open Carpenter position.

Labor Relations Second Quarter Grievance Report

Sharon Blizzard reported during the Second Quarter, three (3) new grievances were filed and five (5) grievances were resolved. Ms. Blizzard noted that the ones resolved were (3) from the first quarter and two (2) from the second quarter.

ACTION:

MOVED by Dale Copedge and SUPPORTED by Raul Gonzalez 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, 2020 through March 31, 2020.

MOTION PASSED with 5 votes in favor. Members Present: Maxime Thome, Dale Copedge, Alan Platt, Raul Gonzalez, Paul Palmer.

Jim Rundborg and Emily Stivers excused.

Old Business

None.

New Business

Set Meeting Dates and Times

Sharon inquired with the committee if the dates and times they meet were still a good time to meet. She stated the meets are held the first Wednesday of the month quarterly at 5:30pm. The committee agreed these times and days were still good.

MOTION PASSED with 5 votes in favor. Members Present: Maxime Thome, Dale Copedge, Alan Platt, Raul Gonzalez, Paul Palmer.

Jim Rundborg and Emily Stivers excused.

Raul Gonzales inquired about an update if there was a rise in cases and consumers since there are so many protesters?

Sara replied that as we move forward there are concerns that some are starting to struggle and need more in person face to face help. The volume isn't very high at the moment, but there are some who are coming in that are in bad shape and struggling.

Raul asked is there staff are burning out as well?

Sara replied that they have been making sure to promote the EAP program to all the employees regarding and access and plenty of information.

Maxime Thome started a general discussing about the death of George Floyd.

Sara asked the committee if they had any input or advice to help show support about the ongoing trauma, and is there any opportunities to help the community?

Raul brought up how luncheons that are put on by CMHA-CEI are informative and good be a very good platform to discuss these issues.

Naudia said if CMHA-CEI is going to make a statement then it needs to be strong and really acknowledges the issues that offers concrete help, and to make sure that the statement doesn't set up CMHA-CEI for more negligence.

Raul also suggested maybe an Ad in the Lansing State Journal.

Maxime suggested writing a statement then having it run by the committee before posting.

Feliz put out a strong message to employees. There are two DAC zoom in learns that are on 6/17 and 7/11. At 7pm tonight there is a Black Lives Matter meeting and she wants to hear what their needs are first. Once she hears that then she will share with the community to try and start the healing.

Sara inquired with Feliz if during those meetings is there any talk about a mental health component?

Feliz responded that she can definitely bring that up once she hears more. Then she and Sara can have more of a conversation regarding that topic.

Sara stated she can bring this topic up to the Mental Health task force she is on and how they can bring that forward to CMHA-CEI.

Raul talked about how he thinks education is the most important part and now is the time to bring that forward and how we can be better.

Dale asked about the police hiring process if there is training on social bias, do they investigate, or is there training with someone who works in mental health?

Sara stated that there is crisis intervention team training for the LPD and Ingham County. There is de-escalation training. Also, training to recognize autism and mental health cases. There are over 200 officers being trained.

Raul inquired if police officers are getting psych evaluation? Do we offer any guidance in this?

Feliz responded she is speaking with the Mayor. There is some training on unconscious bias. They also take a tour of the Jim Crowe building. Their HR office connects with our members, so they have some external people to participate in the hiring process. Others have said that their experience was very valuable.

ACTION: Feliz will follow up with mayor regarding training schedules.

Feliz also stated that they requested a meeting with the chief police officer, and were going to ask what initiatives were in place.

Feliz let the committee know that there is a series on MI disabilities and empowerment council. There are three zoom meetings and the content is about people with disabilities working remotely. She would love to discuss these topics.

Public Comment

Naudia Fisher wanted to acknowledge the HR team by saying, "I am extremely pleased with every one of the HR team. I truly do not have one bad thing to say about HR. The whole team has worked with the union in taking care of all the employees."

The meeting was adjourned at 6:45 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, September 2, 2020 at 5:30 PM, Zoom Virtual Meeting.

Minutes respectfully submitted by:

Kylie Wieber
Human Resources Administrative Assistant