

**HUMAN RESOURCES COMMITTEE**

**MEETING MINUTES**

**March 1, 2017, 5:30 p.m.**

**Community Mental Health Building, 812 E. Jolly Rd,**

**Lansing, MI 48910**

**Committee Members Present:**

Paul Palmer, Kay Pray, Kay Randolph-Back, Jim Rundborg, Chris Swope, Kam Washburn

**Board Members Present (non-committee members):**

None

**Committee Members Absent:**

Stephen Manchester, Maxine Thome (notified in advance)

**Staff Present:**

Sharon Blizzard, Debbie Heinze, Sara Lurie, Feliz Rodriguez

**Public Present:**

Naudia Fisher (Local 459), Jeff Fleming (Local 459)

**Call To Order:**

The meeting was called to order at 5:30 PM by Kam Washburn, Chairperson.

**Previous Meeting Minutes:**

MOVED by Kay Pray and SUPPORTED by Paul Palmer to approve the meeting minutes of December 7, 2016. MOTION CARRIED unanimously.

**Adoption of Agenda:**

MOVED by Kay Randolph-Back and SUPPORTED by Jim Rundborg to approve the meeting agenda. MOTION CARRIED unanimously.

**Public Comment on Agenda Items:**

None

**BUSINESS ITEMS:**

**First Quarter EEO Report – Feliz Rodriguez**

Ms. Rodriguez presented the quarterly EEO information from October 1, 2016 through December 31, 2016. She reported continued recruitment efforts via social media, Internet, association advertising, college/career fairs, education fairs, community partnerships and an active Diversity Council. Additionally, the Human Resources staff provides employment interviewing skills and feedback to youth through the Michigan Works Workforce Readiness program. Career path and career development opportunity services are promoted during New Hire Orientation.

Statistical data from Exhibits A, B, C and D was reviewed. Kam Washburn questioned the accuracy of the overall census figures. It was noted the age of the census could cause the appearance of inaccuracy, however this is the most recent census available. Kay Randolph-Back stated the percentages reflected on Exhibit D do not total 100%, and requested correction. The Committee also felt the format of Exhibit D is confusing and needs improvement. Sharon Blizzard explained the data is provided to Human Resources by the Information Services department and comes from multiple sources.

ACTION:

Ms. Rodriguez will work with Information Services for explanation of the data, and re-format Exhibit D.

**ACTION:**

MOVED by Paul Palmer and SUPPORTED by Jim Rundborg that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Ingham Counties Board of Directors accept the First Quarter EEO Report from October 1, 2016 through December 31, 2016. MOTION CARRIED unanimously.

**First Quarter Diversity Initiative Report**

Feliz Rodriguez reviewed the high profile initiative/events for the first quarter beginning October 1, 2016 through December 31, 2016 which included:

* **Diversity Lansing Board Member** – Feliz Rodriguez has accepted a board position in an effort to create diversity programming and training facilitated in the City of Lansing.
* **Unconscious Bias DVD** – Feliz Rodriguez presented the Unconscious Bias DVD to CMHA-CEI Management and has offered to do program training on unconscious bias in the workplace.
* **Regional Disabilities Advocacy Committee** – Feliz Rodriguez continues to serve as a community partner, assisting organizations create Best Practices in hiring individuals with disabilities.
* **Career Fairs Attended by CMHA-CEI Recruiters:**
  + Michigan State University, International Students Career Fair
  + Lansing Community College, Health Services Fair
* **Presentation on careers at CMHA-CEI provided by Morgan McKittrick:**
  + Baptist Area Church Council (includes several area pastors)
  + Lansing Community College, Social Work class
* **Ongoing Recruitment Efforts:**
  + Morgan McKittrick represents CMHA-CEI at the Capital Area Health Alliance work group
  + Morgan McKittrick represents CMHA-CEI at the Lansing Area Veterans Council
  + HR continues to use social media (Facebook, LinkedIn, etc.), Michigan Works, and all local area schools for resources in recruitment.

**Labor Relations First Quarter Grievance Report**

Sharon Blizzard reported that during the first quarter, four (4) new grievances were filed and four (4) grievances were resolved.

One (1) resolved grievance was from the first quarter, two (2) resolved grievances were from the fourth quarter of fiscal year 2016, and one (1) was from the second quarter of fiscal year 2016.

Three (3) grievances from the first quarter remain unresolved.

Kay Randolph-Back asked who oversees residential home employees. Ms. Blizzard stated the employees working in residential homes run directly by CMHA-CEI belong to the Local 459 Union. Contract home employees receive CMHA-CEI training and comply with contract standards; CMHA-CEI is not a co-employer for contract staff.

**ACTION:**

MOVED by Kay Pray and SUPPORTED by Chris Swope that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors accept the First Quarter Grievance Report from October 1, 2016 through December 31, 2016.

MOTION CARRIED unanimously.

**Old Business:**

None

**New Business:**

None

**Public Comment:**

None

**Adjournment:**

The committee adjourned at 6:00 p.m.

The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday, June 7, 2017 at 5:30 p.m., 812 E. Jolly Rd, Conf. Room G11-C, Lansing.

Minutes respectfully submitted by:

Debra Heinze

Human Resources Secretary