



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
Wednesday March 5, 2025 5:30 PM**

Committee Members Present:

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

Committee Members Excused:

None

Board Members Present (non-committee members):

None.

Staff Present:

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

Public Present:

Lonetta Carter and unnamed guest
Sharon Taylor Local 459
Paul Brooks 459 Large

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 December 4, 2024 as written.

MOTION PASSED unanimously.

Adoption of Agenda

ACTION:

MOVED by Raul Gonzales and SUPPORTED by Tim Hanna to approve the meeting agenda of March 5, 2025.

MOTION PASSED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

First Quarter EEO Report

Sara Lurie reviewed the Statement of Diversity and shared the new layout of what the EEO Report will look like in future HR Committee meetings. Sara reviewed the data of USA, state and counties taken from the World Population Review for 2024. The information consisted of clients served and staffing date which is tracked by CMHA-CEI. The graph is set up to track our growth in minority repetition in areas of leadership and longevity.

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 First Quarter EEO Report from October 1, 2024 through December 31, 2024.

MOTION PASSED unanimously.

First Quarter Diversity Initiative Report

Sara Lurie 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.

Sara Lurie gave a brief overview of some of the DAC Initiatives events that CMHA-CEI participated/sponsored in such as Bridging the Gap, revamping the On Boarding to make it more interactive, Restructuring the DAC meetings set to include strength and growth time, and DAC "Own Your Own Activities". Sara also reviewed 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 was recruiting, demographics of those interviewed, review of longevity of diverse populations, LGBTQ+ focus and Allied Support time.

Morgan shared some of the Career Fairs that CMHA-CEI attended such as Ohio Northern, Indiana State University, Grand Valley, MSU and Central Michigan University. Morgan also shared some of the Recruitment Initiatives and special events attended such as the Hiring Fair at CMHA-CEI where we had fourteen new hires out of one hundred people in attendance. The ongoing recruitment efforts that CMHA-CEI are providing in which include correspondence via Handshake, on-going 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 First Quarter Grievance Report

Brian Filipiak reported that during the first quarter, two (2) new grievances were filed and two (2) grievances were resolved. One (1) open grievance was carried over from the fiscal year 2022 and two (2) open grievances were carried over from the fiscal year 2024.

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 and Ingham Counties Board of Directors accept the First Quarter Grievance Report from October 1, 2024 through December 31, 2024.

MOTION PASSED unanimously.

OPEIU Local 459 Step 4 Grievance – Discharge & Discipline

Jana Baylis welcomed the union to the table. The Grievance Hearing Format was distributed and reviewed. Jana noted the format has been agreed to by Management and OPEIU, Local 459 with a slight change that management and the union would read their position statements.

In management's position statement, Jana reported that after long-term leave, Ms. Carter provided return to work documentation with her accommodation. The Employer completed the interactive process and was able to re-orient her to our substance use disorder treatment program to accommodate her limited, local driving. The next step was to complete the re-employment process at the end of March 2024. As a drug-free workplace, this process involves a drug screen, which came back from the Medical Review Services as a positive illegal drug result. After follow up with the Medical Review

Services by the Chief Human Resources Officer, Ms. Carter was notified on May 29, 2024 that she was unable and unqualified to return to employment. CMHA-CEI has provided Ms. Carter her rights in accordance to the law, collective bargaining agreements and just cause employment throughout her employment.

Jana reported that Management will show in addition to meeting the Just Cause Standard, Ms. Carter's discipline history, including four (4) progressive disciplines, a counseling and a memo with robust corrective action plans, were put in place over many years in attempt to bring Ms. Carter into agency-wide compliance. Ms. Carter's disregard of basic rules of employment with CMHA-CEI over the years, lead up to final dismissal of a positive drug screen, which alone is cause for separation.

Jana also reported that The House of Commons has been a well-respected leader in substance use disorder treatment for more than fifty (50) years. The nature of this work and the potential high level of risk, require supervision while consumers participate in activities, and strict adherence to contract agreement and policies and procedures with treatment of substance use disorder.

Sharon Taylor reported the Summary of Local 459's position. Ms. Carter was terminated from CMHA-CEI on May 29, 2024 for allegations of violations of CMHA-CEI policies. Local 459 filed a grievance believing that the termination was without just cause and the employee should have been offered opportunity to take another drug test at the employer's expense. When the original drug test was administered Ms. Carter was on medications prescribed by her physician. Ms. Carter was off on medical leave for a full year. Her doctor then gave her authorization to return to work with restrictions on her driving. Her primary job prior to her medical leave was a Mental Health Worker, driving clients throughout the state. She was offered other positions in the agency including one at the House of Commons in which required a drug test.

Sharon reported that Ms. Carter was unaware that her prescribed medication could potentially cause a false positive result. Ms. Carter was presented with the results and stated that she spoke to her PCP who gave her information showing the potential for a false positive in which was passed on to HR. Ms. Carter requested a new drug test on April 1, 2024, stating after she stops taking the prescription medication she would be able to test negative and stated that she was denied the opportunity. Ms. Carter is requesting to return to employment with CMHA-CEI until she is eligible for retirement.

Dale Copedge inquired about the purpose of the medication that Ms. Carter is taking and she replied.

Brian Filipiak reported the following sequence of events; On March 6, 2023 Ms. Carter began a full-time continuous Family Medical Leave Act. On March 23, 2023 Ms. Carter exhausted her allotted FMLA leave protection of 480 hours of leave for the previous twelve rolling months. Ms. Carter, per the Local 459 Bargaining Agreement, transitioned to unpaid and non-benefited leave of absence on March 24, 2023. February 27, 2024 Ms. Carter provided a return to work note indicating she could return to work on March 4, 2024 with notations of medical and safety concerns while driving.

Ms. Carter was offered a Custodial position by Human Resources which met her work related restrictions. Ms. Carter declined the position and provided a new note that lessened work restrictions. Human Resources was able to accommodate Ms. Carter's work restrictions under the new note and then began the employment process. Ms. Carter was unable to maintain compliance. Emily Edom the Human Resources Leaves Specialist presented the details regarding Ms. Carter's long term leave. Morgan Mckittrick presented the requirements and process of reorientation of an employee after a long term absence. Jana Baylis presented the follow up to the Medical Review Office to inquire about the medication presented by Ms. Carter and confirm the MRO's finding of a positive test.

Sharon Taylor presented for the Local 459 union. Sharon stated that Ms. Carter was off on Medical leave due to stress with her Supervisor. Ms. Carter had made a number of complaints regarding this and was continuing to work on her recovery. Ms. Carter stated that she was willing to do a hair test and blood test. Ms. Carter stated that she went on medical leave due to what she was dealing with on the job.

Closing Statements were then made by Jana Baylis and Sharon Taylor.

The HR Committee Members then went into a brief deliberation after asking some questions regarding the grievance.

ACTION:

MOVED by Maxine Thome and SUPPORTED by Dale Copedge to uphold the termination of Lonetta Carter.

MOTION PASSED unanimously.

Unfinished Business

None.

New Business

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:38 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday June 4, 2025 at 5:30 PM, 812 E. Jolly Rd, G-11C.

Minutes respectfully submitted by:

Latisha Toussaint

Human Resources Administrative Assistant