



**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
Wednesday, March 4, 2026, 5:30 PM**

**Committee Members' Present:**

Maxine Thome, Dale Copedge, Dwight Washington, Tim Hanna, and Lisa Alicea

**Committee Members Excused:**

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

Jeanne Wright

**Staff Present:**

Jana Baylis, Sara Lurie, Brian Filipiak, Morgan Mckittrick, Melissa Glinn, Adama Wurie, Syd Harvey, Jenny Pelton, and Shawna Schmidt.

**Public Present:**

Tony Dalimonte, Jerilyn Upright

**Call to Order:**

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

**Previous Meeting Minutes**

**ACTION:**

MOVED by Maxine Thome and SUPPORTED by Tim Hanna to approve the meeting minutes of December 3, 2025, as written.

**MOTION CARRIED unanimously.**

**Adoption of Agenda**

**ACTION:**

MOVED by Dwight Washington and SUPPORTED by Tim Hanna to approve the meeting agenda of March 4, 2026.

**MOTION CARRIED unanimously.**

**Public Comment on Agenda Items:**

None.

**BUSINESS ITEMS**

**First Quarter Diversity Initiative and EEO Report**

Syd Harvey talked about the rise in percentage regarding positive feedback on-boarding training feedback. There was a slight decline pertaining to D.A.C. not many people understand what they are and do. Bridge Builders takes up numerous topics related to diversity bringing staff together and has had a lot of success in getting people involved. Syd informed the committee that our first podcast has been completed and it's another opportunity for staff to learn. The feedback from that has been positive as well. Since the start of employment Syd has reported this is the first time, we had more ethnic groups receive services. It helps us as an agency to be better prepared with language assistance. Syd displayed a chart that shows continuous growth in leadership with individuals that identify as a Person of Color (POC). The chart also displayed the clients who identify as a POC.

Jenny Pelton shared some of the Career Fairs that CMHA-CEI attended such as MSU and their Social Work Fair, Northern Ohio University, Akron University, Ferris State, Andrews College, CMU, GVSU, Indiana State University, Indiana Wesleyan, and Madison Wisconsin. She also shared some of the Recruitment Initiatives and special events Jenny (recruiter) attended. She also announced opening process of the NHSC application, which is still open with 15 applicants, 2 of which are for our nursing program and 13 for Mental Health Therapist. Posting positions on Handshake, Indeed (website mostly used), NHSC website, NASW site, College and University's sites. The ongoing recruitment efforts that CMHA-CEI provides include correspondence via Handshake, on-going communications with Historic Black Colleges, active job board postings, MSU Career Handbook Full Page Ad, City Pulse Ads and 96.5 Radio Ads, facilitating seventy (70) new interns with twenty-one (21) starting in two nursing cohorts, extending and promoting the Referral program for Master's Level positions/Registered Nurses and the Partnership Planning for field course with MSU/Cohorts which is ongoing. Residential Technician and Psychiatrist recruitment videos on social media platform.

### **First Quarter Diversity Initiative and EEO Report**

#### **ACTION:**

MOVED by Tim Hanna and SUPPORTED by Jeanne Wright 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, 2025, through December 31, 2025.

**MOTION CARRIED unanimously.**

### **First Quarter Labor Relations Grievance Report**

Melissa Glinn reported that during the first quarter, eight (8) new grievances were filed, and seven (7) grievances were resolved. Five (5) grievances remain open from the first quarter of fiscal year 2025-2026. Four (4) grievances were resolved from the fourth quarter of fiscal year 2024-2025. During the first quarter zero grievances have been filed which was a big accomplishment with Labor Relations. As of December 31, 2025, the five (5) open have been closed.

### **First Quarter Labor Relations Grievance Report**

#### **ACTION:**

MOVED by Dwight Washington and SUPPORTED by Tim Hanna 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, 2025, through December 31, 2025.

**MOTION CARRIED unanimously.**

### **UNFINISHED BUSINESS:**

#### **Letter to Board from Retiree**

The retiree wrote a letter to the Board of Directors that shared some concerns. The board recommended the letter be referred to legal for further review. Legal report stated no violations of CMHA-CEI policy, procedure or guidelines was found and no recommendation of further action needs to be taken.

**Letter to Board from Retiree**

**ACTION:**

MOVED by Max Thome and SUPPORTED by Dale Copedge that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton, Ingham Counties Board of Directors to accept the report from legal.

**MOTION CARRIED unanimously.**

**New Business**

None.

**Public Comment**

Ms. Upright stated that she was not satisfied with the decision of legal report or the Board approval.

**Adjournment**

The meeting was adjourned at 6:15 p.m. The next meeting of the Human Resources Committee is scheduled for Wednesday May 6, 2026, at 5:30 PM, 812 E. Jolly Rd, G-11C.

Minutes respectfully submitted by:

Adama Wurie

Human Resources Administrative Assistant