



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
Wednesday, September 3, 2025 5:30 PM**

Committee Members Present:

Maxine Thome, Dale Copedge, and Dwight Washington

Committee Members Excused:

Tim Hanna

Board Members Present (non-committee members):

None.

Staff Present:

Jana Baylis, Sara Lurie, Brian Filipiak, Morgan Mckittrick, Melissa Glinn, Adama Wurie, Antoinette Lewis and Jenny Pelton.

Public Present:

None.

Call to Order:

The meeting was called to order at 5:34 p.m., by Chairperson, Maxine Thome.

Previous Meeting Minutes

ACTION:

MOVED by Maxine Thome and SUPPORTED by Dwight Washington to approve the meeting minutes of June 4, 2025 as written.

MOTION CARRIED unanimously.

Adoption of Agenda

ACTION:

MOVED by Maxine Thome and SUPPORTED by Dwight Washington to approve the meeting agenda of September 3, 2025.

MOTION CARRIED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

Third Quarter Labor Relations Grievance Report

Melissa Glinn reported that during the third quarter, seven (7) new grievances were filed and three (3) grievances were resolved. One (1) grievance was resolved from the second quarter of fiscal year 2025, one (1) was resolved from fiscal year 2024, and six (6) remaining open grievance was carried from the third quarter of fiscal year 2025.

ACTION:

MOVED by Dwight Washington and SUPPORTED by Dale Copedge that the Human Resources Committee recommends that the Community Mental Health Authority of Clinton, Eaton and Ingham Counties Board of Directors accept the Third Quarter Grievance Report from April 1, 2025 through June 30, 2025.

MOTION CARRIED unanimously.

Third 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; the annual recruitment initiatives include involvement in workforce readiness programs through the tri-county area and attendance at career fairs in more diverse geographical locations.

Sara welcomed our new DEIJ specialist Antoinette Lewis who has already jumped in and took over On Your Own activities, Bridge Builders and new hire orientation onboarding. She also gave a brief overview of some of the DAC Initiatives events that CMHA-CEI participated/sponsored, having a feedback QR code for New Hire Orientation to get more feedback in real time and shape communication needs requested, DAC meeting structure set include stretch and grow time, committee time and announcements. The attendance for these meetings include an average of twenty (20) staff per meeting across the agency and three (3) of those attendees are at the Director level of leadership. She also briefly shared that Bridge Builders have scheduled a series on development disabilities and physical disabilities. DAC Team last "On Your Own Activities" is still getting positive feedback.

Jenny Pelton shared some of the Career Fairs that CMHA-CEI attended such as Indiana State University, Indiana University, Olivet University, Lake Michigan College, Western

Michigan University, Macomb Community College, Farmington Hills National Social Work Fair, and Jackson College (twice); Second time attending was a meet and greet that turned out to be successful. She also shared some of the Recruitment Initiatives and special events attended such as the opening process of the NHSC application which is still opened. 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 96.4 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 and the Partnership Planning for field course work with MSU/Cohorts which is ongoing.

Third Quarter EEO Report

Sara Lurie briefly discussed how CMHA CEI is doing for recruiting BIPOC (Black Indigenous people of color), LGBTQ+, disabilities and age. By providing data across the US, compared to data in the State, Tri-county area, percentage we serve, employee and finally the number in leadership roles we provide to the demographic we serve to better understand what realistic number we want to aim for. Finding, recruiting and development of staff from minority groups remains an important and urgent goal for the organization. The graph is set up to track our growth in minority staff/ leadership roles for influence and longevity.

Sara reported that right now finding, recruiting and development of staff from minority groups remains an important and urgent goal for the organization. The data shown is tracked by CMHA-CEI and reflects the clients served and staffing data. Some of that data included 16 BIPOC in leadership roles across the agency at 13.11%. This remains the same as the last quarter.

ACTION:

MOVED by Dwight Washington 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 accept the Third Quarter EEO Report from April 1, 2025 through June 30, 2025.

MOTION CARRIED unanimously.

Unfinished Business

None.

New Business

Sara Lurie brought up the possibility of review of DEIJ name and efforts due to new federal rules regarding this subject. She would like guidance from the Board, if they feel it is time to review the DEIJ efforts. Ingham County has reviewed and choose to rename their efforts, so she felt it was time to obtain guidance. This could possibly effect some federal funding and the committee would like to revisit this decision when/if we are notified that that funding would be effected.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:20 p.m. The next meeting of the Human Resources Committee is scheduled for Wednesday October 1, 2025 at 5:30 PM, 812 E. Jolly Rd, G-11C. This is a Special Grievance meeting.

Minutes respectfully submitted by:

Adama Wurie

Human Resources Administrative Assistant