Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

CEO SEARCH COMMITTEE
HYBRID MEETING
MINUTES
Wednesday, June 10, 2026
4:30 p.m.
Community Mental Health Authority, CEI
812 E. Jolly Road, G11-C
Lansing, MI 48910

Call to Order:

The meeting was called to order by Dale Copedge, Board Chair at 4:30 p.m.

Committee Members' Present:

Dale Copedge, Jeanne Pearl-Wright, Tim Hanna, Maxine Thome, Dwight Washington

Zoom

None.

Excuse

None.

Other Board Members Present:

None.

Staff Present:

Jana Baylis, KC Brown (via Zoom), Aleshia Echols, Morgan McKittrick

Public Present:

None.

Approval of Meeting Minutes

ACTION:

MOVED by Tim Hanna and SUPPORTED by Dwight Washington that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties approve the May 21, 2026 Meeting Agenda as written.

MOTION CARRIED unanimously.

Adoption of Meeting Revised Agenda

ACTION:

MOVED by Tim Hanna and SUPPORTED by Jeanne Pearl-Wright that the Board of Directors of the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties the June 10, 2026 Meeting Agenda.

MOTION CARRIED unanimously.

Public Comment

None.

BUSINESS ITEM

Review Interview Questions

CHRO, Jana Baylis presented two sets of interview questions for review. The CEO Search Committee reviewed both sets of questions (a total of thirty-four interview questions), in total. Following review and deliberation, fourteen (14) of the thirty-four (34) questions were selected. Of the fourteen (14) questions, the committee agreed that none of the fourteen (14) questions would be advanced to the candidates.

Using the fourteen (14) questions selected, the Human Resources staff will develop a rating form for the purposes of scoring questions following the June 18th interviews. The rating form results will be reviewed by the CEO Search Committee at their next

regular meeting following the June 18th interviews for deliberations and recommendations.

Future Meeting Dates

Due to the fact that the CEO Search Committee will need to review the rating system results, an additional CEO Search Committee meeting was scheduled for Monday, June 22, 2026 @ 5:00 pm, 812 E. Jolly Road, G11C. At that time, the CEO Search Committee will also determine whether second round interviews will be scheduled or if a recommendation will be made to the full board without moving forward with a second round of interviews. Discussion ensued regarding the need to schedule an additional "special" board meeting to move the recommendation forward to the full board for consideration and approval.

The following dates continued to be held for the CMHA-CEI full Board of Directors to meet as needed:

- **June 25 from 1:00 – 5:00 pm, CMHA-CEI Executive Drive Office, 5913 Executive Drive, Lansing, MI 48911**

- **July 8 from 8:00 – 5:00 pm, CMHA-CEI Executive Drive Office, 5913 Executive Drive, Lansing, MI 48911**

Board Chair, Dale Copedge inquired about using another word other than "equity" in the diversity questions. CEO Search Committee member, Dwight Washington suggested that CEI adapt using "Tri-County populations that we serve." The CEO Search Committee agreed to the suggested language change.

ACTION: CHRO, Jana Baylis will update the DEI equity language as indicated above in the questions.

Human Resources Update

Morgan McKittrick, HR Manager advised that one candidate declined the 1st round interview (which frees up 1 hour in the schedule). CHRO, Jana Baylis asked if the CEO Search Committee would be interested in one hour and fifteen minutes interviews? Discussion ensued.

ACTION: The CEO Search Committee agreed to extend the Round 1, in-person CEO interviews to one hour and fifteen minutes as follows:

1st Round Interview Schedule

Time	Agenda	Zoom Link Information
9:00 – 9:30 am	Board of Directors arrive, breakfast served.	None
9:30 – 10:30 am	HR Interview Orientation	None
10:30 am	**MEETING CALLED TO ORDER**	
10:30 – 11:45am	**Candidate #1**	http:zoom.us/j/97621575249
11:45 – 12:30 pm	Lunch	None.
12:30 – 1:45 pm	**Candidate #2**	http:zoom.us/j/97621575249
1:45 – 2:05 pm	Break	None.
2:05 – 3:20 pm	**Candidate #3**	http:zoom.us/j/97621575249
3:20 – 3:40 pm	Light Refreshments	None
3:40 – 4:55 pm	**Candidate #4**	http:zoom.us/j/97621575249
5:00pm	**ADJOURNMENT**	

June 18 Interview Structure

CHRO, Jana Baylis advised the CEO Search Committee that during the formal interview process, she will ask all 14 questions which will allow board members to ask any follow-up questions they may have and complete the individual interview questionnaire for each candidate which HR will use to rate each question for discussion at the Monday, June 22 5pm CEO Search Committee Meeting.

Writing Assignment Examples

CHRO, Jana Baylis shared that immediately following the in-person interview, each candidate will be escorted to a private room within the facility to complete a writing assignment. Copies of two writing assignment examples were distributed for review and input. Discussion ensued.

ACTION: Human Resource staff will prepare and conduct the writing assignment with each candidate immediately following their in-person interview.

Review CEO Employment Contract language (see attachment entitled: Employment Contract

CHRO, Jana Baylis advised that the contract had been sent to the attorney for review, and returned with the following recommended language by the attorney (see shaded language below):

Page 1 of 6, paragraph 2., entitled, Duties:

XXXX shall not serve as an officer or director of, or otherwise perform services for compensation for, any other entity without the prior written consent of the Board. To the extent XXXX is a member of, or volunteers to participate in any other board, organization, or other organization or group, XXXX understands that such participation shall not conflict with the goals or operations of CMHA, as determined by CMHA and that such activities must not interfere with or XXXX obligations and duties to CMHA. If the Board determines other employment or obligations of XXXX interferes with the faithful execution of XXXX duties, that will constitute a breach of this Agreement by XXXX.

Page 3 of 6, D., entitled: Dispute Resolution

~~**Any disagreement related to, any termination of XXXX's employment, including any dispute related to their termination from employment for "just cause," shall be submitted to binding and final arbitration.**~~

Any disagreement related to or arising out of this agreement, XXXX's employment, or any termination of XXXXX's employment , including any dispute related to their termination from employment for "just cause," shall be submitted to binding and final arbitration. Any request for arbitration of any disagreement of any kind related

to XXXX termination shall be requested by XXXX within twenty-eight (28) days of their date of termination or all claims shall be waived. All other claims must be brought within the lesser of six months of the occurrence of the alleged violation, or the applicable statute of limitation.

ACTION: CHRO, Jana Baylis will update the contract language to reflect the above attorney recommendations.

Public Comment

None.

Adjournment

The meeting adjourned at 5:30 p.m. The next regular meeting of the CEO Search Committee is scheduled for Monday, June 22, 2026 @ 5:00 pm, G11-C conference room, 812 E. Jolly Road, Lansing, MI 48910.

Minutes submitted by:

Aleshia Echols, Executive Administrative Assistant