



**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
Wednesday, June 4, 2025 5:30 PM**

Committee Members Present:

Maxine Thome, Dale Copedge, Dwight Washington and Al Platt

Committee Members Excused:

Tim Hanna

Board Members Present (non-committee members):

None.

Staff Present:

Jana Baylis, Sara Lurie, Latisha Toussaint, Brian Filipiak, Morgan Mckittrick, Melissa Glinn, Sydeon Harvey, Adama Wurie and Jenny Pelton.

Public Present:

None.

Call to Order:

The meeting was called to order at 5:32 p.m., by Chairperson, Maxine Thome.

Previous Meeting Minutes

ACTION:

MOVED by Dale Copedge and SUPPORTED by Al Platt to approve the meeting minutes of March 5, 2025 as written.

MOTION PASSED unanimously.

Adoption of Agenda

ACTION:

MOVED by Dale Copedge and SUPPORTED by Dwight Washington to approve the meeting agenda of June 4, 2025.

MOTION PASSED unanimously.

Public Comment on Agenda Items:

None.

BUSINESS ITEMS

Labor Relations Second Quarter Grievance Report

Jana Baylis reported that during the second quarter, four (4) new grievances were filed and five (5) grievances were resolved. One (1) open grievance was carried over from the fiscal year 2024, one (1) open remaining grievance was carried over from the fiscal year 2024, and one (1) remaining open grievance was carried from the second quarter of fiscal year 2025.

ACTION:

MOVED by Al Platt and SUPPORTED by Dwight Washington 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 January 1, 2025 through March 31, 2025.

MOTION PASSED unanimously.

Second Quarter Diversity Initiative Report

Sydeon Harvey 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, Presentations on Current CMHA-CEI vacancies, In-services and promotional ongoing recruitment efforts sponsored and/or participated in during the second quarter.

Sydeon also gave a brief overview of some of the DAC Initiatives events that CMHA-CEI participated/sponsored in such as the revamping of the DEI Onboarding to be more interactive, restructure of the DAC meetings, set to include stretch and grow time, committee time and announcements. The attendance for these meetings have grown from about ten (10) to average of twenty (20) staff per meeting across the agency and three (3) of those in attendance are at the Director level of leadership. He also shared that Bridge Builders have scheduled and had their second meeting while a third meeting on development disabilities and physical disabilities are in the works. DAC Team has currently been publishing "On Your Own Activities" with a lot of positive feedback. He

stated that Directors group is in the process of doing a book study with the book 'Waking up White'. Sydeon also stated that the agency is in the process of hiring a DEIJ Specialist.

Sydeon presented the DAC Initiatives to the committee showing them the "On Your Own Activities" for the month of June. The activity list included books, places to check out if you are looking for a supportive community, community festivals, LGBTQ+ Support Resources, movies, podcasts, websites to visit, kids' books and a quote from Malcolm X.

Jenny Pelton shared some of the Career Fairs that CMHA-CEI attended in the last quarter, such as Ohio State, Bowling Green University, Dayton University, Saginaw Valley, Purdue Fort Wayne, University of Michigan, Central Michigan University, Andrews University, MSU, Indiana Bloomington and Grand Valley. She also shared some of the Recruitment Initiatives and special events attended such as the opening process of the NHSC application which closed on June 1st. The ongoing recruitment efforts that CMHA-CEI provides include correspondence via Handshake, on-going communications with Colleges, active job board postings, MSU Career Handbook Full Page Ad, City Pulse Ads and 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.

Second Quarter EEO Report

Sydeon Harvey reviewed the Statement of Diversity and shared the new layout of what the EEO Report will look like in future HR Committee meetings. Sydeon reviewed the summary stating that recruitment efforts continue within the parameters of the Human Resources budget. He stated that resources are utilized for social media, posting platforms, association advertising, career fairs, community partnerships and an active diversity council. Syd suggested that we take a new approach on the EEO Report to show how we are moving forward or how we can move forward better.

Sydeon then reviewed the data report for the second quarter in which the following information provides a way for us to look at how we are doing in recruiting, hiring and development of staff who are BIPOC (Black Indigenous people of color) and LGBTQ+. By looking at the number of hiring and leadership/ roles of influence in care compared to the demographic we can better understand what is a realistic number to aim for. Sydeon stated that right now finding, recruiting and development of staff from minority groups remains an important and urgent goal for the organization. The

following graph presented is set up so that we can track our growth in minority staff in leadership/ roles of influence and longevity. The data shown is tracked by CMHA-CEI and reflects the clients served and staffing data. Some of that data included eight (8) people who identified as having a disability, in which one (1) was identified as a manager and two (2) were identified as professionals.

Sydeon reviewed the proposed strategies 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. The strategies reviewed were recruiting, in which involved finding and promoting staff, determining the demographics of those interviewed, the review of longevity of diverse populations, LGBTQ+ focus and Bridge Builders.

Sydeon shared that the next quarter will produce more data on the graph showing the second quarter in comparison to the third quarter and determining where do we start and how we can improve the numbers. A plan was share to train managers on the biases in applications or interviews such as location, spelling errors, how many jobs they moved to, schools they went and etc. Sydeon reviewed the data report stating that in the last quarter thirteen-point two percent (13.2%) of people of color were in leadership roles and eight (8) people identified as having a disability. He expresses that the numbers can be used as a starting point to figure out how we can increase that numbers in this data for the next quarter. We will also be looking about longevity of people of color in leadership role, this data shows six (6) have been in leadership roles for more than three (3) years.

ACTION:

MOVED by Dwight Washington and SUPPORTED by Al Platt 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 January 1, 2025 through March 31, 2025.

MOTION PASSED unanimously.

Unfinished Business

None.

New Business

Select Dates and Times for Human Resources Committee

Maxine Thome informed the committee that it is time to select dates and times for the Human Resources Committee for the dates of May 1, 2025 to April 30, 2026.

ACTION

MOVED by Al Platt 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 selected Dates and Times effective for dates May 1, 2025 to April 30, 2026 for the Human Resources Committee.

MOTION PASSED unanimously.

Agency Wide Survey Results

Sara Lurie presented a PowerPoint in which included the results from the agency wide survey with the committee members and stating that we are currently gathering feedback and will be working on a plan from the results received.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:02 p.m. The next regular quarterly meeting of the Human Resources Committee is scheduled for Wednesday September 3, 2025 at 5:30 PM, 812 E. Jolly Rd, G-11C.

Minutes respectfully submitted by:

Latisha Toussaint

Human Resources Administrative Assistant