

**Shiawassee County Community Mental Health Authority
Human Resources Committee
May 31, 2017**

Members Present: Paul Wiese (Chair), Vicki Bocek, Bruce Cadwallender, Bill Dodge, Janelle Hughes

Members Absent: Jeanne Ladd

Others Present: Lindsey Hull; Chief Executive Officer, Deb Hoenshell; Human Resources Coordinator, Kristy Bendt (Union Representative), Kristyn Courtney, Dan Hamilton (AFSCME Staff Representative), Diane Vack (Union Representative), Jamie Burke (Executive Assistant) (Minutes)

Topic	KEY DISCUSSION	MOTION/ACTION
1. Called to Order		The meeting was called to order at 5:34 p.m. by Paul Wiese.
2. Approval of the Agenda	D. Hoenshell added to the agenda 8a. Executive Assistant position.	MOTION BY DODGE, SUPPORTED BY HUGHES to approve the agenda as presented. All ayes, motion carried.
3. Public Comment	There was no public present.	
4. Grievance Hearing	The grievance for an employee was presented and discussed.	MOTION BY CADWALLENDER, SUPPORTED BY DODGE to uphold management's decision on the discharge decision based on the contract language. All ayes, motion carried.
OLD BUSINESS		
5. Salary Study		Item tabled to next meeting.
NEW BUSINESS		
6. Employee Turnover Report and Exit Interview Summary	The committee reviewed and discussed the employee turnover report and exit interview summary completed by Human Resources Coordinator. L. Hull offers an Exit Interview to all employees.	
7. Annual Review of Human Resources Policies		MOTION BY HUGHES, SUPPORTED BY BOCEK to accept the annual review of the Human Resources Polices. All ayes, motion carried.
8. Conflict of Interest Policy Statement	The Ethics Committee revised the Conflict of Interest.	MOTION BY CADWALLENDER, SUPPORTED BY BOCEK to accept and forward to the board the Conflict of Interest. Motion carried.

8a. Executive Assistant Position	Discussion of the Executive Assistant position. J. Burke excused herself from the meeting.	
9. Next meeting		The next meeting will be October 2, 2017 at 5:30 p.m.
10. Adjourn		MOTION BY HUGHES, SUPPORTED BY BOCEK to adjourn the meeting at 6:47 p.m. All ayes, motion carried.

These minutes were approved by the SCCMHA Board of Directors on June 26, 2017.