**Human Resource Committee Meeting Agenda**

**Wednesday, January 8, 2020**

**8:00 a.m. – 9:15 a.m.**

PFC Resource Center – Conference Room B

***Be the Driving Force*** *to meet our roles and responsibilities as a committee by:*

|  |  |  |
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| * *Recommending personnel strategies* | * *Ensuring labor level compliance* | * *Providing guidelines for HR policy strategies* |

1. **Call to Order & Chair Comments –** Hank Debnam
   1. Welcome
2. **President’s Report**
3. **Approval of Minutes \***
   1. November 13, 2019 – Open Session
4. **Policies *(Providing Guidelines for HR Policy Strategies)* \***
   1. HR 413 Shared Leave Policy – Effective February 1, 2020
5. **Information Δ**

Human Resources Updates

1. Policy Updates
   1. Weapons Free Facility (and Active Shooter Training)
   2. Dress Code
   3. Onboarding and Orientation
2. Personnel Updates
   1. Vacant Positions
      1. Healthy Social Behaviors Specialist
      2. Community Alignment Specialist
      3. Administrative Specialist
      4. Family Support Caseworker
      5. Multi-Accounting and Contracting Coordinator
3. Performance Reviews: Transition to Set Schedule
4. Paid Parental Leave

\*Needs Action

Δ Information Only

Upcoming Committee Meetings

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| **MEETING** | **MEETING DATE** | **MEETING TIME** |
| Board Development | January 8, 2019 | 9:30 am – 10:30 am |
| Facility & Tenant | January 13, 2019 | 11:30 am – 1:00 pm |
| Finance | January 21, 2019 | 3:00 pm – 5:00 pm |
| Board of Directors  (& NC Pre-K Planning) | January 30, 2019 | 12:30 pm – 2:00 pm |
| Planning & Evaluation | February 11, 2019 | 2:00 pm – 4:00 pm |
| CCR&R | February 20, 2019 | 9:00 am – 11:00 am |
| Executive | February 27, 2019 | 9:00 am – 11:00 am |
| Human Resources | March 11, 2020 | 8:00 am – 9:15 am |

Upcoming Events/Volunteer Opportunities

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| --- | --- | --- | --- |
| **EVENT** | **DATE** | **LOCATION** | **CONTACT** |
| NC Diaper Bank | February 1, 2020  10:00 am – 2:00 pm | PFC | Michelle Hearon  mhearon@ccpfc.org |
| NC Pre-K Recruitment | February 29, 2020  9:00 am – 3:00 pm | Health Dept. | Ar-nita Davis  adavis@ccpfc.org |
| Little Land | March 7, 2020  10:00 am – 2:00 pm | Crown Arena | Sharon Moyer  smoyer@ccpfc.org |
| NC Diaper Bank | March 14, 2020  10:00 am – 2:00 pm | PFC | Michelle Hearon  mhearon@ccpfc.org |
| Story & Art Time | 2nd & 4th Friday of each Month – 10:30- noon | PFC | Bobbie Capps  @ 826-3044 |
| Grandparent Support Group | 3rd Tuesday of each Month 10:00-noon | PFC | Michelle Hearon  @ 826-3073 |

Holiday Schedule

|  |  |
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| **HOLIDAY** | **DATE CLOSED** |
| MLK Birthday | January 20, 2020 |
| Good Friday | April 10, 2020 |

Next HR Committee Meeting

* Policy Revisions (TBD)
* Job Description Revisions (TBD)
* Worker’s Comp Audit
* Year-End Reporting