

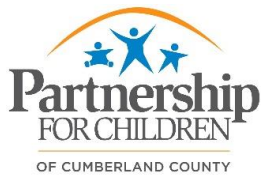


Partnership for Children of Cumberland County, Inc.
Human Resource Committee Meeting Minutes
January 8, 2020 (8:13 am to 9:25 am)
Be the Driving Force



MEMBERS PRESENT: Lisa, Childers, Robert Hines, Jim Grafstrom (Acting Chair), and Chas Sampson
MEMBERS ABSENT: Hank Debnam
NON-VOTING ATTENDEES: Marie Lilly, Anthony Ramos, and Mary Sonnenberg

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Call to Order	The scheduled meeting of the Human Resource Committee was held at the Partnership for Children Resource Center, 351 Wagoner Drive, Fayetteville, NC, on January 8, 2020 beginning 8:13 am pursuant to prior written notice to each committee member. Jim Grafstrom (Acting Chair), determined that a quorum was present and called the meeting to order. Anthony Ramos was Secretary for the meeting and recorded the minutes.	Called to Order	None
II. President's Report	See attached report.	None	None
III. Approval of Meeting Minutes A. November 13, 2019 (Open Session)	A. The open session minutes of the November 13, 2019 Human Resource Committee meeting were distributed and reviewed by the committee members. Lisa Childers moved to accept the November 13, 2019 Human Resource committee meeting minutes, as presented. Robert Hines seconded the motion. Hearing no further discussion, the Acting Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.	Motion Carried	None
IV. Policies A. HR 413 – Shared Leave (revised) Effective February 1, 2020	A. Anthony Ramos explained that the Partnership questioned whether it could add sick leave into its Shared Leave Policy as an additional form of leave that may be donated. Anthony consulted with an attorney at law, Frank Albetta of Albetta Law in Durham, NC, and with the Partnership's HR consultant, Mike Womble. Frank and Mike both advised that the Partnership can set its shared leave policies as it sees fit. The IRS does not distinguish between types of accrued leave as long as accrued leave is being used in the shared leave program. After thought and discussion, the Partnership decided that it should not, at this time, add sick leave as an additional source for donation in the shared leave program. Anthony went on to discuss that while answering the above question, the Partnership took the opportunity to bolster the guidelines of usage and eligibility for the shared leave program. Requesting leave must meet one of two criteria, a medical emergency or a major disaster, and employees must submit a shared leave request/donate form to participate. .Jim Grafstrom asked whether the medical emergency and major disaster criteria were too restrictive. To illustrate his point, he asked, for instance, if an employee's home burned down, would it be inside or outside of the major disaster criteria, and if outside, are we excluding employee's in that situation from participation. After some discussion about the criteria as	Motion Carried	None



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	<p>presented, the HR Committee recommended that the policy include a third criteria that includes employees who are experiencing a severe hardship and who may petition the president for approval to request shared leave donation. Lisa Childers moved to accept the revised shared leave policy with added recommendations from the HR Committee. Robert Hines seconded the motion. Hearing no further discussion, the acting chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p>		
<p>V. Information</p>	<p>Anthony discussed various informational HR-related updates. Beginning with updates on recently enacted policies, Anthony shared that the Partnership implemented its Weapons Free Facility policy and held active shooter training sessions for both staff and tenants. The Partnership will continue that training with new hires and with staff on a regular basis. He also shared that the Dress Code policy revisions have worked so far to the Partnership’s advantage, and shared that HR has been revamping the onboarding process, including transitioning to a digital applicant tracking system using Indeed.com’s free platform. Anthony went on to discuss the current vacant positions at the Partnership and distributed cards to all committee members with a link to the Partnership’s careers page. Anthony and Mary shared that the Partnership is looking at changes to its performance review process, including moving all reviews to a single period each year. Lastly, Mary discussed that the Partnership is starting to assess the possibility of adding paid parental leave. Mary gave some justifications for why it would make sense for the Partnership to implement a policy: to live up to our values (family-focused and child-centered). She also mentioned that North Carolina Partnership for Children (NCPC) recently implemented their own paid parental leave policy. After some discussion about other sectors implementing paid parental leave, the HR committee suggested that we consider adopting NCPC’s policy. The Partnership will bring NCPC’s policy to committee in March for discussion.</p>	<p>None</p>	<p>None</p>
<p>VI. Adjournment</p>	<p>As there was no further business; the acting chair announced the meeting adjourned. The meeting was adjourned at 9:12 am.</p>	<p>Adjourned</p>	<p>None</p>

Submittal: The minutes of the above stated meeting are submitted for approval.

Secretary of Meeting

Date

Approval: Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.

Committee Chair

Date