**Human Resource Committee Meeting Agenda**

**Wednesday, September 11, 2019**

**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*
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1. **Call to Order & Chair Comments –** Hank Debnam
	1. Welcome
2. **President’s Report**
3. **Approval of Minutes \***
	1. May 8, 2019 – Open Session
	2. May 8, 2019 – Closed Session
4. **Personnel *(Recommending Personnel Strategies)***
	1. **New Position\***
		1. Community Alignment Specialist (NEW) – Contingent on grant funding
	2. **President Succession Plan\***
5. **Policies *(Providing Guidelines for HR Policy Strategies)* \***
	1. HR policy 308 – Salary Administration
	2. HR policy 312 – Business Travel Expenses (memo)
	3. HR policy 407 – Child Involvement Leave
	4. HR policy 509 – Personal Appearance
6. **Closed Session \***
7. **Information**

Upcoming Committee Meetings

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| **MEETING** | **MEETING DATE** | **MEETING TIME** |
| Board Development | September 11, 2019 | 9:30 am – 10:30 am |
| Facility & Tenant | September 16, 2019 | 11:30 am – 1:00 pm |
| Planning & Evaluation | September 17, 2019 | 2:00 pm – 4:00 pm |
| CCR&R | September 19, 2019 | 9:00 am –11:00 am |
| Board of Directors (& NC Pre-K Planning) | September 26, 2019 | 12:30 pm – 2:00 pm |
| Public Engagement & Development (PED) | October 1, 2019 | 3:00 pm – 5:00 pm |
| Planning & Evaluation | October 8, 2019 | 2:00 pm – 4:00 pm |
| Finance | October 15, 2019 | 3:00 pm – 5:00 pm |
| Executive | October 31, 2019 | 9:00 am – 11:00 am |
| Human Resource | November 13, 2019 | 8:00 am – 9:15 am |

Upcoming Events/Volunteer Opportunities

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| **EVENT** | **DATE** | **LOCATION** | **CONTACT** |
| Flu Shot Clinic | September 26, 2019, 11:30 am – 2 pm | PFC | Anthony Ramosaramos@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** |
| Veterans Day | November 11, 2019 |

 \*Needs Action

  Δ Information Only