**Human Resource Committee Meeting Agenda**

**Wednesday, November 13, 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:*

|  |  |  |
| --- | --- | --- |
| * *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. September 11, 2019 – Open Session
4. **Personnel *(Recommending Personnel Strategies)***
	1. **Organizational Changes\***
		1. Organizational Chart and Memorandum
	2. **Job Descriptions\***
		1. Administrative Specialist
5. **Policies *(Providing Guidelines for HR Policy Strategies)* \***
	1. HR Policies Memorandum
	2. Abbreviated Schedule Memorandum
6. **Information**

Upcoming Committee Meetings

|  |  |  |
| --- | --- | --- |
| **MEETING** | **MEETING DATE** | **MEETING TIME** |
| Board Development | November 13, 2019 | 9:30 am – 10:30 am |
| Facility & Tenant | November 18, 2019 | 11:30 am – 1:00 pm |
| CCR&R | November 20, 2019 | 9:00 am –11:00 am |
| Board of Directors (& NC Pre-K Planning) | November 21, 2019 | 12:30 pm – 2:00 pm |
| Planning & Evaluation | December 10, 2019 | 2:00 pm – 4:00 pm |
| Executive | December 19, 2019 | 9:00 am – 11:00 am |
| Human Resources | January 8, 2020 | 8:00 am – 9:15 am |
| Finance | January 21, 2020 | 3:00 pm – 5:00 pm |

Upcoming Events/Volunteer Opportunities

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT** | **DATE** | **LOCATION** | **CONTACT** |
| Bake Sale | November 21, 2020, 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

|  |  |
| --- | --- |
| **HOLIDAY** | **DATE CLOSED** |
| Thanksgiving | November 27-29, 2019 |
| Christmas/New Year | December 24, 2019 – January 1, 2020 |

 \*Needs Action

  Δ Information Only