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| **MEMBERS PRESENT:** Lisa, Childers, Hank Debnam (Chair), Robert Hines, Jim Grafstrom, and Chas Sampson**MEMBERS ABSENT:** **NON-VOTING ATTENDEES:** Marie Lilly, Anthony Ramos, Kalia Mullins, and Mary Sonnenberg |
| AGENDA ITEM | **DISCUSSION & RECOMMENDATION** | **ACTION** | **FOLLOW-UP** |
| 1. 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 November 13, 2019 beginning 8:05 am pursuant to prior written notice to each committee member. Hank Debnam, 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  |
| 1. President’s Report
 | See attached report. Additionally, Mary made HR committee aware of a recent incident in the building wherein a visitor brought a firearm inside with the intent to intimidate two individuals who were currently meeting with a Family Resource Center Counselor. The situation was resolved peacefully; however, it highlighted some gaps in PFC’s policies and procedures regarding emergency action planning. Mary requested input from committee members about possible measures to implement. Hank inquired about a building-wide code system for emergencies. PFC does not currently implement a code system due to an inability to page or intercom tenants. PFC will however look at leveraging our current text system using the Dial My Calls app. Lisa suggested reaching out to the city or county for active shooter training. Ultimately, the committee agreed with Jim’s recommendation to provide temporary on-site law enforcement security during the classroom meetings for, at least, the remainder of the year. | None | None |
| 1. Approval of Meeting Minutes
	1. May 8, 2019 (Open Session)
 | A. The open session minutes of the September 11, 2019 Human Resource Committee meeting were distributed and reviewed by the committee members. Jim Grafstrom moved to accept the September 11, 2019 Human Resource committee meeting minutes, as presented. Robert Hines seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried. | Motion Carried | None |
| 1. Personnel
2. Organizational Chart and Memorandum

 Effective December 1, 20191. Job Descriptions Revised – Administrative Specialist

Effective December 1, 2019 | A and B. Mary and Anthony discussed the proposed changes to the organizational chart: eliminating the Family Support Admin Specialist, creating an additional Family Support Caseworker, and retitling the Program Admin Specialist to Administrative Specialist, as well as, revising the job description. Mary provided some background for the proposed changes: as CCR&R continues to find its organizational stride, leadership determined that multiple admin specialists were not nearly as vital as additional support for intake in the family support unit. Anthony provided additional justification and walked the committee through the changes as they appeared on the organizational chart. He highlighted that the new Administrative Specialist would report to Michelle Hearon, and would provide support to the whole program unit. Chas Sampson moved to accept the organizational changes and the new job description together. Robert Hines seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried. | Motion Carried | None |
| 1. Policies
	1. HR Policies Memorandum

Effective November 1, 2019* 1. Abbreviated Schedule Memorandum Effective November 1, 2019
 | A. Anthony presented two memorandums together that proposed updates to a number of policies regarding employment classifications and part-time benefits. The memorandums included revisions to the following policies: HR 301, HR 401, HR 402, HR 404, HR 405, HR 406, HR 408, HR 414, HR 415, and HR 419. Anthony provided background and justification for revisions to these policies. He explained that current PFC employment classifications had two part-time classifications in policy, which is confusing for part-time employees. One of the part-time classifications was eligible for benefits and worked at least 30 hours, while the other part-time classification was not eligible for benefits and worked less than 30 hours. Anthony proposed that HR 301 be revised to rename the part-time classification eligible for benefits to regular abbreviated schedule, thus distinguishing the two classifications. The other part-time classification would remain regular part-time. Anthony noted that PFC does not currently have any employees in the newly proposed abbreviated schedule classification, and that we could remove it from policy. However, HR committee recommended to leave the classification in policy with the new classification title. Anthony guided the committee through the policies that required revisions in order to reflect the classification changes. In addition, Anthony highlighted several policies that delegated part-time benefits to the job offer letter instead of outlining the benefits in policy. Anthony proposed to eliminate the offer letter as the source for part-time benefits, and instead consistently outline benefits and paid leave for part-time employees in relevant policies. Anthony noted that while we currently have only two part-time employees, we may add more in the future, and that we should give part-time employees the same consistency that we give full-time employees. Anthony further recommended creating separate paid leave accrual schedules for the different classifications: full-time, abbreviated schedule, and part-time. He proposed that part-time employees accrue half of what full-time employees accrue, and that abbreviated schedule employees accrue a median rate between full-time and part-time employees. Robert Hines moved to accept the organizational changes and the new job description together. Jim Grafstrom seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried. | Motion Carried | None |
| 1. Adjournment
 | As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 9:02 am. | Adjourned | None |

**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