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| **MEMBERS PRESENT:** Lisa, Childers, Hank Debnam (Chair), Robert Hines, and Chas Sampson**MEMBERS ABSENT:** Jim Grafstrom, Ayesha Neal**NON-VOTING ATTENDEES:** Marie Lilly, Anthony Ramos 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 September 11, 2019 beginning 8:07 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 | None | None |
| 1. Approval of Meeting Minutes
	1. May 8, 2019 (Open Session)
	2. May 8, 2019 (Closed Session)
 | A. The open session minutes of the May 8, 2019 Human Resource Committee meeting were distributed and reviewed by the committee members. Lisa Childers moved to accept the May 8, 2019 Human Resource committee meeting minutes, as presented. Chas Sampson 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.B. The closed session minutes of the May 8, 2019 Human Resource Committee meeting were distributed and reviewed by the committee members. Chas Sampson moved to accept May 8, 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 CarriedMotion Carried | NoneNone |
| 1. Personnel
2. New Position
	1. Community Alignment Specialist

Effective upon funding1. Succession Plan (Revised) Effective September 27, 2019
 | A. Mary described the background and history of the Community Alignment Specialist (CAS) within the Duke Family Connects program. The CAS operates as a community liaison. PFC has applied for grant funding to put the Family Connects program in place, which will also fund the CAS. PFC should know whether that grant funding is secured by December. Mary noted that PFC is still determining how best to implement program. She compared how Durham operates the program and noted that PFC is in conversation with DSS and the Health Department about their involvement in our community. The program uses RNs instead of licensed social workers because this program is designed to support every newborn. DHHS is looking at creating a pilot, of which PFC would likely be a part. Mary stated that PFC is seeking HR committee’s recommendation for approval of the CAS position under Community Engagement so that PFC may begin recruiting once funding is secured. Robert Hines questioned if this position is similar to the Community Engagement Administrator. Mary responded that it would be more similar to the Community Engagement Liaison. She went to describe some of the duties and responsibilities and the return on investment. Other communities that have already implemented Family Connects have seen reduced costs in emergency visits and reduced cases of child abuse and neglect. Chas Sampson moved to accept the Community Alignment Specialist position contingent on grant funding. 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.B. Mary presented the 2019-2020 President Succession Plan for review as part of an annual review process. Mary briefly described the necessity and purpose of the succession plan especially during times of emergency, such as devastating hurricanes. That the President, Vice-President of Finance, and Human Resources Manager each holds vital PFC information in a personal, secure location helps the organization operate during such times. Marie Lilly also suggested that PFC creates digital copies on flash drives in case paper copies are destroyed due to such things as flooding. Anthony highlighted that revisions include updates to PFC’s information inventory, grammatical corrections, and streamlined presentation. Chas Sampson moved to accept the revisions to the President Succession Plan, but would like a copy emailed to HR committee for reference. 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 CarriedMotion Carried | NoneNone |
| 1. Policies
	1. HR Policy 308 – Salary Administration (Revised) Effective September 27, 2019
	2. HR Policy 312 – Business Travel & Expenses (Memo) Effective September 1, 2019
	3. HR Policy 407 – Child Involvement Leave (Revised) Effective September 27, 2019
	4. HR Policy 509 – Personal Appearance (Revised) Effective September 27, 2019
 | A. Mary presented HR Policy 308 revisions to committee. She discussed the need to add a set percentage equity increase in policy so that board would not have to approve every time PFC provides staff an equity increase. Mary recommended that the set percentage be 2% based on the availability of funds. Lisa Childers recommended that when PFC plans to provide an equity increase to also look at releveling salary ranges to prevent wage compression. The committee recommended that PFC partner with Mike Womble, HR Consultant, to review current salary levels and detect compression issues. Chas Sampson moved to accept the revisions to HR Policy 308 revisions with the noted condition that PFC review salary levels. Lisa Childers 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. B. Mary presented a memorandum for the partial exemption from HR Policy 312 effective September 1, 2019. Mary discussed that HR Policy 312 requires all staff to check the availability of PFC cars and use one if available. However, this creates an unnecessary burden for staff who work primarily in the field and whose office designation is their home. Under current policy, they are required to drive to PFC to pick up a car and be paid for mileage to do so, which adds time to their travel for work visits and reduces time for training and technical assistance. Mary explained that NCPC has not yet responded to more complete revisions to Policy 312, but that NCPC did say that we can at least exempt remote staff from checking on PFC cars. Those staff will instead be paid the state rate for mileage, which the budgets also support. Robert asked how the PFC car mileage rate was reach, to which Mary responded with a short walkthrough of that assessment. Lisa Childers moved to accept the memo to HR Policy 312. Chas Sampson 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. C. Mary and Anthony discussed the need to revise HR Policy 407. Under current policy, grandparents were not allowed to use the leave, but usage in such manner took place regularly and was not enforced. Furthermore, it contradicted NC labor laws that provide unpaid leave to all employees who are a parent, guardian, or person standing in the place of a parent. Anthony explained that the policy revisions better reflect NC law. Chas Sampson moved to accept the revisions to HR Policy 407. 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. D. Mary and Anthony presented revisions to HR Policy 509. They explained that the current policy was outdated and had not been revised since 2010. As written, the current policy was also being violated on a regular basis without repercussions or disciplinary actions. The committee expressed concerns that the revised policy might be too generous, but agreed that the current policy was too rigid. The committee recommended making the following changes to the revised policy: 1. In item 2(d), change the word “honor” to “adhere.” 2. In item 2(e), replace “may” with “will,” strike the word “partner,” and qualify the request as written. 3. In item 3(a), clarify that supervisors may be held responsible. 4. In item 3(b), replace “should” with “will,” replace “discipline steps” with “disciplinary actions.” After some initial discussion about whether to add this item to the consent agenda, the committee decided to add it to the consent agenda for the next Board meeting. Chas Sampson moved to accept the revisions to HR Policy 509 with the committees recommended changes. 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 CarriedMotion CarriedMotion Carried | NoneNoneNone |
| 1. Adjournment
 | As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 9:32 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