

**Human Resource Committee Meeting Agenda**  
**Quorum = 3 (50%) (Total Committee Members = 5)**  
**Tuesday, December 15, 2020**  
**8:30 a.m. – 9:45 a.m.**  
ZOOM Virtual Meeting Room

*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*

**I. Call to Order & Chair Comments – Karen McDonald**

A. Welcome

**II. President's Report**

**III. Approval of Minutes \***

- A. November 17, 2020 – Open Session
- B. November 17, 2020 – Closed Session

**IV. Policies \***

- A. HR 404 – Vacation
- B. HR 206 – Introductory Period
- C. HR 210 – Employment Termination

**V. Information <sup>Δ</sup>**

Human Resources Updates

- 1. Personnel Updates
  - a. Filled Positions – PT Information Assistant
  - b. Open Positions – Coach (Provider Services), Program Specialist
  - c. Employee Well-being Survey

\*Needs Action  
<sup>Δ</sup> Information Only

**Upcoming Committee Meetings**

| <b>MEETING</b>                | <b>MEETING DATE</b> | <b>MEETING TIME</b>    |
|-------------------------------|---------------------|------------------------|
| Executive                     | December 17, 2020   | 3:00 pm – 5:00 pm      |
| Facilities & Tenant           | December 21, 2020   | 9:00 am – 10:00 am     |
| PED                           | January 7, 2021     | 9:00 am – 11:00 am     |
| Board Development             | January 13, 2021    | 9:30 a.m. – 11:00 a.m. |
| Finance                       | January 19, 2021    | 3:00 p.m. – 5:00 p.m.  |
| Facility & Tenant             | January 19, 2021    | 11:30 am – 1:30 pm     |
| Board of Directors / NC Pre-K | January 28, 2021    | 12:00 pm – 2:00 pm     |
| Planning and Evaluation       | February 9, 2021    | 11:30 am – 1:00 pm     |
| Facility & Tenant             | February 15, 2021   | 9:00 am – 10:00 am     |
| Human Resources               | February 16, 2021   | 8:30 am – 9:45 am      |
| CCR&R                         | February 18, 2021   | 9:00 am – 11:00 am     |
| Executive                     | February 25, 2021   | 3:00 pm – 5:00 pm      |

**Upcoming Events/Volunteer Opportunities**

| <b>EVENT</b> | <b>DATE</b> | <b>LOCATION</b> | <b>CONTACT</b> |
|--------------|-------------|-----------------|----------------|
|              |             |                 |                |
|              |             |                 |                |

**Holiday Schedule**

| <b>HOLIDAY</b>             | <b>DATE CLOSED</b>   |
|----------------------------|----------------------|
| Christmas                  | December 24-31, 2020 |
| New Years Day              | January 1, 2021      |
| Martin Luther King Jr. Day | January 18, 2021     |