



**Partnership for Children of Cumberland County, Inc.**  
**Human Resource Committee Meeting Minutes**  
**November 17, 2020 (8:36 am to 9:37 am)**  
***Be the Driving Force***



<b>MEMBERS PRESENT:</b> Karen McDonald, Jim Grafstrom, Robert Hines, Lisa Childers <b>MEMBERS ABSENT:</b> Chas Sampson <b>NON-VOTING ATTENDEES:</b> Marie Lilly, Anthony Ramos, and Mary Sonnenberg			
AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Call to Order	The scheduled meeting of the Human Resource Committee was held via ZOOM virtual conference due to the COVID-19 pandemic, on November 17, 2020 beginning 8:36 am pursuant to prior written notice to each committee member. Karen McDonald (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
II. President's Report	See attached report.	None	None
III. Approval of Meeting Minutes A. September 15, 2020 (Open Session)	A. The open session minutes of the September 15, 2020 Human Resource Committee meeting were distributed and reviewed by the committee members. Robert Hines moved to accept the September 15, 2020 Human Resource committee meeting minutes, as presented. 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.	Motion Carried	None
IV. Policies A. HR 206 – Introductory Period Effective December 1, 2020	To accommodate a revamp to employee performance, three policies needed relevant revisions: HR 206, 302, and 308. Anthony briefly described the new direction of performance: replacing the former annual based system with a quarterly conversational check-in system modeled after Adobe Check-in. Revisions to HR 206 focused on two categories: replacing references to annual performance review with performance check-in conversations and eliminating policies that potentially conflicted with the Partnership's at-will status. For the first category, all references to annual performance review, anniversary date, or formal performance evaluation were either eliminated or replaced with performance conversation. For the second category, item K created the perception of a more protected status after completion of the introductory period, which could conflict with the Partnership's at-will status. Items C and F were redundant and could imply that the Partnership's ability to make personnel decisions during or after the introductory period is limited in scope. Jim Grafstrom moved to accept the revised policy, HR 206, 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



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<p>B. HR 302 – Performance Conversations Effective December 1, 2020</p>	<p>Revisions to HR 302 covered the bulk of the changes to employee performance. This policy was overhauled to provide structural policies and guidelines for the new performance conversations system planned to begin July 2021. Anthony detailed how the system will be structured, but noted that the full procedures are still being developed through a pilot program. HR 302 provides the framework for how performance conversations will provide the means for setting expectations and goals, sharing feedback, and discussing development on a quarterly basis if not more frequent. HR 302 also formally decouples performance increases from a performance evaluation. Performance increases will be standardized, following policies in HR 308, and paid at the beginning of each fiscal year. Employees will still have performance standards to meet in order to qualify for the performance increase. Finally, HR 302 sets the core guidelines for the performance conversations cycle: establish expectations and clarify goals for year ahead, quarterly check-ins to monitor progress and provide feedback, and at least one check-in to focus on developmental needs. Robert Hines moved to accept the revised policy, HR 302, as presented. 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.</p>	<p>Motion Carried</p>	<p>None</p>
<p>C. HR 308 – Salary Administration Effective December 1, 2020</p>	<p>HR 308 was revised to separate merit pay from a performance evaluation in accordance to the revisions to HR 302. Jim Grafstrom moved to accept the revised policy, HR 308, as presented. Robert Hines seconded the motion. After hearing there was further discussion needed, Jim withdrew his motion and Robert withdrew his second. Karen McDonald noted that HR 308 used the term merit to denote performance increases, while HR 302 used the term performance. She recommended that the Partnership consolidate terminology and use the term performance in both HR 308 and 302. HR committee members agreed. Jim Grafstrom moved to accept the revised policy, HR 308, with the recommended revision suggested by HR committee. 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.</p>	<p>Motion Carried</p>	<p>None</p>
<p>D. Temporary Performance Pay Timing Effective December 31, 2020</p>	<p>Anthony explained that because the Partnership is currently in a transition year while revamping the performance system, performance pay for FY20-21 needed a timing change. The former system relied on a performance evaluation tied to an anniversary date. In the transition year, performance evaluations have been halted, but the new system is not ready to roll out. The Partnership decided that employees should not be faulted for not having a performance evaluation, and further decided that performance pay will still be paid out this year on one pay date, December 31. The increase received will be pro-rated to match what each employee would have received by the end of the fiscal year based on their anniversary date. If an employee’s anniversary date was before December 31, then they would receive the full 2% increase plus retro pay to their anniversary date. If an</p>	<p>Motion Carried</p>	<p>None</p>



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	<p>employee’s anniversary date was after December 31, then they would receive a modified increase to equal their actual salary increase based on their anniversary date. Anthony noted that these performance increases were already budgeted into personnel costs at the beginning of the fiscal year. Jim Grafstrom moved to accept the temporary performance pay timing for FY20-21 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.</p>		
<p>V. Closed Session</p>	<p>At 9:12 a.m., Karen McDonald asked for a motion to go into closed session to discuss Personnel Actions, pursuant to NC Open Meetings Law, §143-318.11. Closed Sessions, Section (6) – To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.</p> <p>Jim Grafstrom moved to enter closed session with Anthony, Mary, and Marie present. Anthony is to act as secretary for the closed session. 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.</p> <p>At 9:25 a.m., Lisa Childers moved to go out of closed session and enter open session. Robert Hines seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried.</p> <p>At 9:26 a.m., Jim Grafstrom moved to approve the decisions made in closed session. 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.</p>	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>	<p>None</p> <p>None</p> <p>None</p>
<p>VI. Information</p>	<p>Anthony provided HR updates to committee members including staffing updates and upcoming meetings. He shared that the Partnership has successfully filled both vacant HSB Specialist chairs, a difficult position to recruit for due to the unique specialization required. The Partnership also hired a Visual Communications Designer who will be taking over for Danielle Fennern, set to leave the Partnership after training her replacement. Danielle will move on to become an educator in graphic design at FTCC.</p>	<p>None</p>	<p>None</p>



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VII. Adjournment	As there was no further business; the acting chair announced the meeting adjourned. The meeting was adjourned at 9:37 am.	Adjourned	None
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**Submittal:** The minutes of the above stated meeting are submitted for approval.

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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