



Partnership for Children of Cumberland County, Inc.
Human Resource Committee Meeting Minutes
September 15, 2020 (8:01 am to 9:16 am)
Be the Driving Force



MEMBERS PRESENT: Karen McDonald, Jim Grafstrom, Robert Hines, Lisa Childers MEMBERS ABSENT: Chas Sampson NON-VOTING ATTENDEES: 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 September 15, 2020 beginning 8:01 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. May 13, 2020 (Open Session)	A. The open session minutes of the May 13, 2020 Human Resource Committee meeting were distributed and reviewed by the committee members. Jim Grafstrom moved to accept the May 13, 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 413 – Shared Leave Program Effective July 1, 2020	HR 413 was revised to allow staff to donate their sick leave, in addition to vacation leave, directly to a staff member who has formally requested shared leave per HR 413. This revision was recommended by HR committee in the May 13, 2020 meeting. Robert Hines moved to accept the revised policy, HR 413, 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.	Motion Carried	None
V. Closed Session	At 8:13 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.	Motion Carried	None



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	<p>Robert Hines moved to enter closed session with Anthony, Mary, and Marie present. Anthony is to act as secretary for the closed session. 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>At 9:05 a.m., Jim Grafstrom 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 9:05 a.m., Jim Grafstrom moved to approve the decisions made in 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>		
VI. Information	Anthony provided HR updates to committee members including staffing updates and ongoing HR projects. He discussed vacant positions currently in talent search, turnover metrics, and announced HR's plan to revamp performance evaluations and merit pay. He shared with committee that the Partnership will be hosting a flu shot clinic and that board members are welcome to participate.	None	None
VII. Adjournment	As there was no further business; the acting chair announced the meeting adjourned. The meeting was adjourned at 9:16 am.	Adjourned	None

Submittal: The minutes of the above stated meeting are submitted for approval.

Approval: Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.

Secretary of Meeting Date

Committee Chair Date