

Human Resource Committee Meeting Agenda
Quorum = 3 (50%) (Total Committee Members = 5)
Tuesday, April 20, 2021
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. Sustainability Planning – Scottie Seawell

III. President's Report

IV. Approval of Minutes *

A. December 15, 2020 – Open Session

V. Policies * (Changes Effective June 1, 2020)

- A. HR 306 – Rest and Meal Periods (revision)
- B. HR 525 – Breastfeeding in the Workplace (new)

VI. Personnel * (Changes Effective May 1, 2020)

- A. Program Consultant (re-leveling and job description updates)
- B. Program Specialist (job description updates)
- C. Administrative Specialist (Programs) → Program Specialist (title change)
- D. Administrative Specialist (P&E) → Quality Assurance Specialist I (title change and job description updates)
- E. Quality Assurance Specialist → Quality Assurance Specialist II (title change and job description updates)

VII. Information ^Δ

Human Resources Updates

1. Personnel Updates

- a. Filled Positions – Visual Communications Designer
- b. Open Positions – Program Consultant
- c. HR 110 – Communicable Disease Emergency (enforcement feedback)
- d. Performance Conversations

*Needs Action
 ^ Information Only

Upcoming Committee Meetings

MEETING	MEETING DATE	MEETING TIME
Executive	April 29, 2021	3:00 pm – 5:00 pm
PED	May 6, 2021	9:00 am – 11:00 am
Board Development	May 12, 2021	9:30 a.m. – 11:00 a.m.
Facility & Tenant	May 17, 2021	11:30 am – 1:30 pm
Finance	May 18, 2021	3:00 p.m. – 5:00 p.m.
Board of Directors / NC Pre-K	May 20, 2021	12:00 pm – 2:00 pm
Planning and Evaluation	June 8, 2021	11:30 am – 1:00 pm
Human Resources	June 15, 2021	8:30 am – 9:45 am
CCR&R	June 17, 2021	9:00 am – 11:00 am
Facility & Tenant	June 21, 2021	9:00 am – 10:00 am
Executive	June 24, 2021	3:00 pm – 5:00 pm

Upcoming Events/Volunteer Opportunities

EVENT	DATE	LOCATION	CONTACT

Holiday Schedule

HOLIDAY	DATE CLOSED
Memorial Day	May 31, 2021
Independence Day	July 5, 2021
Labor Day	September 6, 2021