



Partnership for Children of Cumberland County, Inc.
Human Resource Committee Meeting Minutes
December 15, 2020 (8:42 am to 9:20 am)
Be the Driving Force



MEMBERS PRESENT: Karen McDonald, Robert Hines, Lisa Childers MEMBERS ABSENT: Chas Sampson, Jim Grafstrom NON-VOTING ATTENDEES: 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 December 15, 2020 beginning 8:42 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. November 17, 2020 (Open Session)	The open session minutes of the November 17, 2020 Human Resource Committee meeting were distributed and reviewed by the committee members. Lisa Childers moved to accept the November 17, 2020 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 Carried	None
B. November 17, 2020 (Closed Session)	The closed session minutes of the November 17, 2020 Human Resource Committee meeting were distributed and reviewed by the committee members. Lisa Childers moved to accept the November 17, 2020 Human Resource committee meeting closed 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 Carried	None
IV. Policies A. HR 204 - Vacation Effective December 1, 2020	At the end of December, The Partnership closes for a week and a half. Some of the days during that closure are provided by the Partnership as holidays. However, the remaining days must be covered by employees own accrued leave. The Partnership's HR Manager explained to the committee that new employees who are hired within 3 months of the Christmas break in December are unable to cover all of the days with accrued leave, leaving them to take unpaid leave during the Partnership's closure. Following the Partnership's HR policies, new employees begin accruing leave at the time of hire; however, they may not use accrued vacation until after the 90-day introductory period. HR 404 and 206 do allow an exception to that policy. As it is currently stated, the exception allows new employees to use accrued vacation during the introductory period for the Christmas closure.	Motion Carried	None



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<p>B. HR 206 – Introductory Period Effective December 1, 2020</p> <p>C. HR 210 – Employment Termination Effective December 1, 2020</p>	<p>Because the exception does not address the fact that new employees will not have accrued enough vacation during their introductory period to cover all of the days required (usually 3 days), the Partnership wants to expand this exception to allow new employees who are in the introductory period to enter a negative vacation balance, up to 32 hours, for the sole use during the Christmas break. Additional revisions to HR 404 focus on making the policy easier to read by organizing existing information into defined sections. Robert Hines moved to accept the revised policy, HR 404, 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.</p> <p>HR 206 also included the same policy exception as described above in HR 404. The revision to HR 206 also changes the exception to allow new employees in the introductory period to use accrued vacation and enter a negative balance for the sole use during the Christmas break. Lisa Childers 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.</p> <p>North Carolina Partnership for Children (Raleigh, NC) has previously directed the Partnership to examine its bylaws and remove policies that violate open meeting laws, such as allowing committees or board to vote by email. The Partnership found one such instance of these violations in HR 210. One policy in HR 210 allows the HR committee or a board officer to override the forfeiture of earned but unused leave in some termination cases, i.e. when an employee does not give a two-week notice. The policy also allowed the override to be accomplished by electronic vote, which violates open meeting laws. The Partnership suggested revising this policy by eliminating the electronic vote option and also letting the President handle override decisions for staff. After discussion with the committee, the committee recommended eliminating the whole policy item: HR 210, item 2.e. The Partnership agreed the item was unnecessary. Lisa Childers moved to accept the policy, HR 210, with HR committee’s recommended revisions. 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>None</p> <p>None</p>
<p>V. 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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VI. Adjournment	As there was no further business; the acting chair announced the meeting adjourned. The meeting was adjourned at 9:20 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.

DocuSigned by:

Anthony Parnas

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4/23/2021 | 11:34 AM EDT

Secretary of Meeting

Date

DocuSigned by:

Karen McDonald

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4/30/2021 | 6:52 AM PDT

Committee Chair

Date