

Human Resource Committee Meeting Agenda
Quorum = 3 (50%) (Total Committee Members = 5)
Tuesday, September 20, 2022
12:30 p.m. – 1:45 p.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. June 21, 2022 – Open Session

IV. Policy

A. HR 404 and 405 Vacation and Sick Leave - Revised (Effective January 1, 2023) *

V. Personnel

A. Position Updates Memo (Effective October 1, 2022) *

B. Organizational Chart (Effective October 1, 2022) *

C. President Succession Plan (Effective October 1, 2022) *

VI. Information ^Δ

Human Resources Updates

1. Vaccination Policy – sunseting enactment for COVID-19

2. Personnel Updates

a. Filled Positions – Program Support Specialist, Fiscal Monitor, Coach x2, Quality Assurance Specialist

b. Open Positions – Program Specialist, IT Engineer, Contracts Coordinator, MAC Accountant

i. Candidates can apply at www.indeed.com/cmp/Partnership-For-Children-of-Cumberland-County

*Needs Action

^Δ Information Only

Upcoming Committee Meetings

MEETING	MEETING DATE	MEETING TIME
Board of Directors / NC Pre-K	September 29, 2022	12:00 pm – 2:00 pm
Family Connects	October 4, 2022	2:00 pm – 3:00 pm
Planning and Evaluation	October 4, 2022	1:00 pm – 3:00 p.m.
CED	October 6, 2022	9:00 am -11:00 am
Facility & Tenant	October 17, 2022	11:30 am – 1:00 pm
Finance	October 18, 2022	3:00 pm – 5:00 pm
Executive	October 27, 2022	9:00 am – 11:00 am
Family connects	November 1, 2022	2:00 pm – 3:00 pm
Board Development	November 9, 2022	9:30 am – 11:00 am
CCR&R	November 10, 2022	9:00 am – 11:00 am
Facility & Tenant	November 14, 2022	11:30 am – 1:00 pm
Human Resources	November 15, 2022	12:30 pm – 1:45 pm
Board of Directors / NC Pre-K	November 16, 2022	12:00 pm – 2:00 pm

Upcoming Events/Volunteer Opportunities

EVENT	DATE	LOCATION	CONTACT
NC Diaper Bank	October 8, 2022	PFC	dmalvesti@ccpfc.org

Holiday Schedule

HOLIDAY	DATE CLOSED
Veterans Day	November 11, 2022
Thanksgiving	November 23-25, 2022

Executive Committee (Acting as Board) (Hybrid Meeting) Thursday, August 25, 2022 President's Report

A. North Carolina Partnership for Children (NCPC) Updates / DCDEE Updates / Legislative Updates

1. NCPC

- **NCPC** – FY 23 contract has been executed. DSP subcontracts have been prepared and executed. Carry-forward funds are anticipated to go into a contract amendment late November/December.
- The mandatory DSP in-service for Smart Start activities was held on August 16.
- **Kerri Hurley**, one of our DSPs, provides **Kindermusik and Music Therapy** to classrooms in Cumberland County School preschool classroom. Kerri has recently been recognized as one of the 2022 highest performing studios (Snyder Music Academy) offering the Kindermusik curricula worldwide! She also was the **recipient of the 2022 Outreach Award!** Her innovative pivoting through the COVID pandemic challenges allowed her to continue meeting the needs of the children in our community.
- Fiscal Monitoring in process and will be completed by September 30.
- **State Expansion of Child Care Health Consultants** – The amendment on the Expansion grant for the No Cost extension through September 30, 2022 has been executed. The proposal for Year 2 is being prepared.
- **PDG Grant for Regional Pilots for Family Connects** – PFC has interviewed for the new Program Support Specialist position. Recruitment continues on site at the hospital. Home visits are offered to all families, while telehealth visits continue to be an option for families. **Eligible births*** are those from Cumberland, Hoke and Robeson Counties. We are having preliminary discussions with additional hospitals as we look at scaling options. Conversations are focused on potential hospitals and counties in our region. Updated budgets were submitted for a potential Year 3 of funding and we are awaiting news of approval. We have 2 more years of Community Foundation funding for the Community Alignment Specialist position.

	10/4/2021	1/25/2022	2/15/2022	3/15/2022	4/15/2022	5/15/2022	6/15/2022	7/15/2022	8/15/2022
Total Births	0	1130	1367	1615	1913	2185	2465	2760	3139
Eligible*	0	967	1169	1381	1644	1864	2101	2354	2613
Not Eligible	0	163	198	234	269	321	364	406	450
Decline		138 14.27%	155 13.26%	180 13.03%	189 11.50%	202 10.84%	225 10.71%	419 17.80%	451 17.26%
Scheduled		377 38.99%	449 38.41%	539 39.03%	580 35.28%	647 34.71%	647 30.79%	174 7.39%	194 7.42%
Completed		270 27.92%	348 29.77%	445 32.22%	557 33.88%	667 35.78%	773 36.79%	833 35.39%	1005 38.46%
Pending		102 10.55%	140 11.98%	137 9.92%	238 14.48%	260 13.95%	275 13.09%	289 12.28%	317 12.13%
Unable to Contact		80 8.27%	77 6.59%	80 5.79%	80 4.87%	88 4.72%	181 8.61%	619 26.30%	751 28.74%
COMPLETED VISITS									
County of Residency	Goal								
Cumberland	56%	83%	83%	84%	85%	86%	639 85%	85%	86%
Hoke	28%	12%	11%	11%	10%	9%	71 9%	9%	9%
Robeson	16%	5%	6%	5%	5%	5%	42 6%	6%	5%

2. DCDEE

- Child care programs continue to be impacted by the ability to hire staff in child care programs. Statewide strategies include increasing access to Career and Technical education, working with Community College system to provide credit for prior learning, access to T.E.A.C.H. (scholarship program), fast-track programs for Early Childhood and Infant Toddler Certificates, and develop a resource for teacher/provider access to higher education. <https://ccpfc.org/wp-content/uploads/2022/08/Child-Care-Commission-First-Quarter-Meeting-August-2022-DCDEE-Presentation.pdf>
 - The State of Emergency was lifted August 15. Notices for licensing requirements have been sent to providers by DCDEE and state licensing consultants are working with providers as Star Ratings come up for renewal. Providers may request Technical Assistance from PFC coaching staff.
 - **NC Pre-K** – FY 23 contract has been executed. An advance for service dollars was requested.
 - a. Subcontracts with providers have been developed and are in process of being executed.
 - b. Any new funding for NC Pre-K that was granted in the short session will be put into a contract amendment once DCDEE does amendments with Contract Agency Administrators.
 - c. The Board of Directors is seeking nominations for the mandated positions of parents and child care providers for the NC Pre-K Planning Committee that functions as part of the Partnership Board of Directors. Nomination form: <https://www.tfaforms.com/4979833>
 - d. Waiting for guidance from DCDEE on the \$20M for NC Pre-K start-up, quality and capital expenses.
 - **Approved Stabilization Grants (November 1, 2021):** The last payments will occur January 2023 for January - April 2023.
 - Parent fees for subsidy resumed July 2022.
3. NC General Assembly – This year will be the long session for the next biennial budget.
 4. The NC Supreme Court will hear oral arguments beginning August 31st regarding the court order to fully fund the Leandro Plan.
 5. Federal Level – Passage of the Inflation Reduction Act of 2022. This act lowers prescription drug costs, health care costs, and energy costs. There were no early childhood initiatives in the bill. These may be addressed in the reauthorization of the CCDF grant.
 6. Local Level
 - The Cumberland County Health Department is conducting several vaccine clinics this month for required school vaccinations as well as COVID vaccines.

B. Grant Opportunities/Updates/RFPs

1. Continue to research capital grant opportunities. Had initial calls with the Cannon Foundation and will be submitting a request for the infrastructure project for Phase 2 in their September 23 funding cycle.
2. The City of Fayetteville's CDBG proposal – Received notice of award approved by City Council June 7, 2022. Next steps involve additional review processes along with specific RFP requirements. The timeline is such that this award will go toward Phase 3 of the project and most likely into the next fiscal year.
3. City of Fayetteville ARPA funding – the contract agreement, effective August 1, supports the child care workforce with signing and retention bonuses for teaching staff. Child care sites must be within Qualified Census Tract zip code areas in the City of Fayetteville. The first application cycle will open early September.

C. COVID-19 Updates

The NC State of Emergency was lifted August 15. The building is fully operational. We continue to provide enhanced cleaning, hand sanitizer stations and masks upon request. We monitor updates on COVID-19 in relationship to federal, state and local health and safety guidelines, key COVID metrics and impacts on staff and building operations.

D. PFC Updates & Highlights

1. **Position openings posted: website link** (<https://www.indeed.com/cmp/Partnership-For-Children-of-Cumberland-County>). Please go to our website for new postings and share opportunities. There are programmatic as well as fiscal postings.

2. **Infrastructure Project:** Phase 2 of the project is moving forward. The change order has been initiated adding the additional window. We are in the waiting phase for windows. Met with Fleming & Associates to begin planning for Phase 3 in conjunction with City of Fayetteville CDBG funding.

E. Events/Community Outreach

1. **Board and Committee Meetings:** Meetings are being offered in a hybrid format.
2. **All Staff Meetings:** Monthly meetings are offered in a hybrid format.
3. **Tenant Meetings:** Quarterly meetings started with tenants last fiscal year. The schedule for the new fiscal year has been set and the first meeting of the year was Tuesday, August 16th from 5:30-6:30 pm. The upcoming meetings will be November 15, February 21, and May 16.
4. **NC Pre-K Recruitment continues:** There is a drop box outside the front door for families to drop off applications. Please continue to share the letsgetenrolled.com URL with your networks for families to access the new multi-program application for the 22-23 school year. Placements will be on-going. We are processing new applications and doing placements on a daily basis. Programming for most sites begins August 29.
5. **CarMax** – Our local CarMax group continues to be strong supporters of the Partnership through their regular volunteer service at most of our events, including the Diaper Bank, Soiree, and Little Land. In addition, through recommendations from the local group, we have been the benefactor of ongoing financial grants from the CarMax Foundation. **The most recent grant was for \$2,000. THANK YOU!!**
6. **Drive-Through Truckload of Hope Diaper Bank: September 10, October 8, November 12 and December 10** from 8:30-10:30 am. Volunteers needed. Contact Daniele Malvesti (dmalvesti@ccpfc.org) if you can assist. We are in conversations with the Diaper Bank of NC about additional options for the Diaper Bank in Cumberland County.
7. **Readers' Choice Winner!** We won as The Best Nonprofit in The Fayetteville Observer's Readers' Choice. Sandee Gronowski and Mary Sonnenberg attended the event on August 18 at the Crown Expo Center and accepted the award – for the fifth year!
8. **Car seat Safety Event** – Collaborated with the City of Fayetteville Fire Department at BUY BUY BABY in providing a Car seat Safety Clinic on August 20 from 11:00 am – 2:00 pm. Will continue to collaborate with the Safe Kids coalition on car seat safety.
9. **Nonprofit Night at The Woodpeckers.** We are taking part in the Woodpecker's Nonprofit night, August 25th. We have met the minimum of selling 15 tickets. We appreciate board members, staff and friends who have purchased tickets. The tickets are \$14, with \$5 coming back to PFC.
10. **The Soiree is coming back and will be held at the Crown Arena on October 28.** Sharon Moyer (smoyer@ccpfc.org) will have more information in upcoming meetings. The proposed theme is "The 70's". If you're interested in serving on the planning committee, contact Sharon Moyer or Daniele Malvesti. Planning is moving forward. If you're interested in a sponsorship, contact Sharon. We have several returning restaurants for the Chef's Circle. Go to www.ccpfc.org/Soiree for more information.



Partnership for Children of Cumberland County, Inc.
Human Resource Committee Meeting Minutes
June 21, 2022 (12:35p-1:08p)
Be the Driving Force



MEMBERS PRESENT: Jim Grafstrom, Karen McDonald, Heather Skeens
MEMBERS ABSENT: Lisa Childers, Lonnie Ballard
NON-VOTING ATTENDEES: Anthony Ramos, Mary Sonnenberg, Pamela Federline

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 June 21, 2022 beginning 12:35pm 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. April 19, 2021 (Open Session)	The open session minutes of the April 19, 2022 Human Resource Committee meeting were distributed and reviewed by the committee members. Jim Grafstrom moved to accept the April 19, 2022 Human Resource committee meeting minutes, as presented. Heather Skeens 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 312 – effective July 1 2022	Anthony presented the final changes to HR 312 Business Travel before implementation on July 1, 2022. The first edition of travel revisions was approved by HR Committee in Q2 2021 for a July 1, 2022 effective date. The final changes introduced updated provisions from NCPC, which allowed local Partnerships to choose whether or not to use a rental analysis form. Cumberland Partnership decided that its travel policies were strong enough to maintain reasonable travel expenses without the use of the analysis form, and so decided to discontinue it. HR 312 was revised to remove the analysis form from policy and procedure guidelines. Jim Grafstrom moved to accept the revisions to HR 312 as presented. Heather Skeens 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. Personnel – effective June 30, 2022 A. Position Updates Memo and Organizational Chart	Anthony presented the positions update memo and the organizational chart and discussed the revisions. The Contracts Coordinator's job description was revised, removing fiscal monitoring responsibilities. One additional seat was added to the IT Engineer position for a total of 2 seats. The Fiscal Monitor position was recreated after having been dissolved in 2017. The position will handle fiscal monitoring responsibilities. One seat (currently vacant) was removed from the Parent Educator position for a total of 2 seats. The organizational chart visually reflects the changes discussed on the memo. Heather Skeens moved to accept the position changes and organizational chart as presented in the memo. Jim Grafstrom seconded the	Motion Carried	None



Partnership for Children of Cumberland County, Inc.
Human Resource Committee Meeting Minutes
June 21, 2022 (12:35p-1:08p)
Be the Driving Force



	motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.		
VI. Information	Anthony provided HR updates to committee members including hiring updates, upcoming holidays, events and meetings.	None	None
VII. Adjournment	As there was no further business; the acting chair announced the meeting adjourned. The meeting was adjourned at 1:08 pm.	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



MEMO

HR 404 and 405 Policy Revisions – Effective 1/1/23

Rollover Grace Period Sunsetting

- In response to the pandemic, the Partnership implemented in 2020, with the Board's approval, a grace period to allow staff to use vacation and sick leave six months beyond the regular rollover date December 31.
- As vacation and sick leave usage return to normal, the Partnership will sunset the grace period with Board's approval, returning to its regular rollover date of December 31 each year.

From: Anthony Ramos
To: HR Committee
Dated: 6/21/22

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Benefits

Section 404 – Vacation Leave

1. Purpose and Eligibility

Paid vacation is available to all employees, except temporary employees, to provide opportunities for rest, relaxation, and personal pursuits.

Vacation accrual begins on the first day of regular employment. Vacation is accrued according to the schedule in this policy. Vacation can be used after it is earned and after completion of the introductory period for new employees. Vacation leave will not be earned during an unpaid leave of absence.

2. Policies

a. Vacation Accrual Schedule

Paid vacation is accrued monthly at a rate determined by the employee's length of service and employment classification.

Milestones for Regular Full-Time Employees

- At date of hire – 96 hours yearly (8 hours accrued monthly).
- 2 years of service – 120 hours yearly (10 hours accrued monthly).
- 5 years of service – 132 hours yearly (11 hours accrued monthly).
- 10 years of service – 156 hours yearly (13 hours accrued monthly).
- 15 years of service – 180 hours yearly (15 hours accrued monthly).
- 20 years of service – 204 hours yearly (17 hours accrued monthly).

Milestones for Regular Abbreviated Schedule Employees

- At date of hire – 60 hours yearly (5 hours accrued monthly).
- 2 years of service – 84 hours yearly (7 hours accrued monthly).
- 5 years of service – 96 hours yearly (8 hours accrued monthly).
- 10 years of service – 120 hours yearly (10 hours accrued monthly).
- 15 years of service – 144 hours yearly (12 hours accrued monthly).
- 20 years of service – 168 hours yearly (14 hours accrued monthly).

Milestones for Regular Part-Time Employees

- At date of hire – 24 hours yearly (2 hours accrued monthly).
- 2 years of service – 48 hours yearly (4 hours accrued monthly).
- 5 years of service – 72 hours yearly (6 hours accrued monthly).
- 10 years of service – 96 hours yearly (8 hours accrued monthly).
- 15 years of service – 120 hours yearly (10 hours accrued monthly).
- 20 years of service – 144 hours yearly (12 hours accrued monthly).

b. Leave Requests

To schedule vacation leave, employees must communicate with their supervisors and are encouraged to submit a time off request in Paychex Flex at least two weeks before the requested leave. Employees must ensure that they have enough accrued leave available to

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Benefits

Section 404 – Vacation Leave

cover the dates requested. Employees cannot request vacation leave in excess of the amount they have accrued, and cannot take more than 25 consecutive business days of vacation in any one calendar year without the prior approval of the President.

Requests will be evaluated fairly using factors such as department operating and staffing requirements. Supervisors should acknowledge and/or approve/deny the request within three business days of the date the leave request form was submitted. If the request is denied, the supervisor should provide an explanation for the denial to the employee verbally and in writing.

c. Vacation Pay

Vacation leave will be paid at the employee's base pay rate at the time vacation is taken. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than vacation pay. Paid vacation leave can be used in minimum increments of 15 minutes.

d. Accrual of Vacation Leave

The Partnership encourages employees to use available vacation leave. If the available vacation leave is not used by the end of the calendar year, employees may carry unused leave forward to the next calendar year. Any hours in excess of the maximum 240 hours (30 days) at the end of each calendar year ~~will be given a grace period until June 30 to use accrued excess hours. At the end of the grace period, June 30, vacation hours in excess of 240~~ will be converted to Sick Leave (See HR 405 for the Sick Leave maximum carryover).

e. Introductory Period for New Hires

For new employees, vacation accrual begins on the first day of regular employment; however, the introductory period must be completed before vacation leave is available to use. At that time, new employees will be credited vacation leave accrued during the introductory period.

If the introductory period includes the week-long closure between Christmas Eve and New Year's Day, new employees may use accrued vacation leave during this holiday closing. A negative vacation balance for this purpose will be permitted up to 32 hours. (See HR 206 for more information on introductory periods and HR 402 for holiday closings.)

f. Termination

Upon termination of employment, accrued, unused vacation will be paid at the employee's base rate of pay at termination, not to exceed 240 hours. Hours in excess of 240 upon date of termination are forfeited. Employees terminated during the introductory period will forfeit any earned vacation.

If a former employee is rehired within two years from termination, that employee may (at the discretion of the President) accrue vacation at the same rate the employee was accruing on their date of separation. Employees rehired more than two years since separation will accrue leave starting at the same rate as a new hire. (See HR 210 for more information about employment termination.)

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Benefits

Section 405 – Sick Leave

1. General Information

- a. See Section 403 – Leave (General) for leave accrual while on unpaid leave.

2. Policies

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides paid sick leave to all regular full-time, regular abbreviated schedule, and regular part-time employees for periods of temporary absence due to illnesses, injuries, or medical appointments.
- b. Regular full-time employees will accrue sick leave at the rate of 96 hours per calendar year (8 hours accrued on the first day of each month).
- c. Regular abbreviated schedule employees will accrue sick leave at the rate of 72 hours per calendar year (6 hours accrued on the first day of each month).
- d. Regular part-time employees will accrue sick leave at the rate of 48 hours per calendar year (4 hours accrued on the first day of each month).
- e. Sick leave is calculated on the basis of a “benefit year,” the 12-month period that begins on the employee’s initial hire date.
- f. Sick leave is earned on the last workday of the month for all employees on active pay status on that day.
 - Employees are on active pay status when they are working or on earned leave. Employees on a leave of absence without pay and/or being paid from donated leave are not considered to be on active pay status.
- g. An employee earns sick leave as of the first day of the month following employment, regardless of when he/she starts work.
- h. An employee who is on leave of absence without pay does not accrue sick leave.
- i. Paid sick leave can be used in minimum increments of 15 minutes.
- j. An employee, to include those within their 90-day introductory period, may use sick leave for an absence due to his or her own illness, injury, or medical appointment or that of a child, stepchild, parent, stepparent, grandparent, spouse, spouse’s parent, child or spouse’s step child of the

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Compensation

Section 405 – Sick Leave

employee.

- k. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be required verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.
- l. Sick leave will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.
- m. Employees may accrue and carry over up to a maximum of 960 hours (120 days) at the end of each calendar year. Any hours in excess of 960 at the end of a calendar year ~~will be given a grace period until June 30 to use accrued excess hours. At the end of the grace period, June 30, sick leave in excess of 960 hours~~ will not carry over and will no longer be available for use.
- n. Unused sick leave will not be paid to employees upon termination of employment.
 - Previous hours of accrued unused sick leave may be reinstated (at the discretion of the President) when an employee returns to PFC, and separation was in good standing, within two years of separation from the last workday.



MEMO

Position Updates – Effective 10/1/22

Supervisor Change

1. Program Specialist (part-time)
 - a. Remove from Division Administrator (Family Services).
 - b. Add to Program Manager (NC Pre-K).
2. Program Specialist (Subsidy)
 - a. Remove from Division Administrator (Family Services).
 - b. Add to Program Manager (Caseworkers).
3. Program Consultant
 - a. Remove from Division Administrator (Provider Services).
 - b. Add to Program Manager (Coaches)

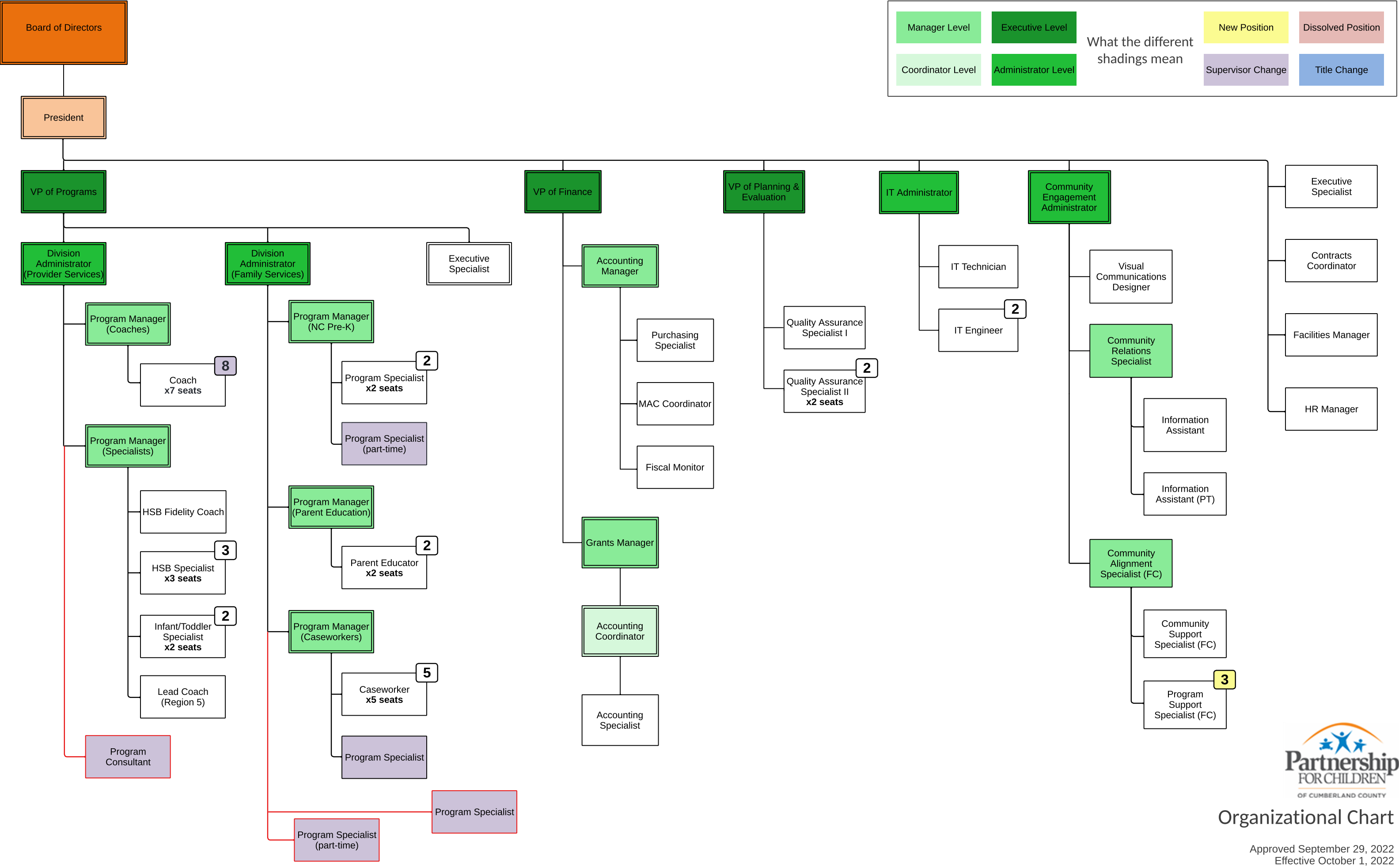
Job Title Change

1. Program Consultant → Coach
 - a. Program Consultant functions like a Coach, so will become a Coach and join the other Coaches.
 - b. With this change, the total Coach seats will be 8 seats. Formerly 7 seats.

New Positions Added

1. Program Support Specialist (Family Connects)
 - a. Adding an additional seat for a total of 3 seats. Formerly 2 seats.

From: Anthony Ramos
To: HR Committee
Dated: 9/20/22



Organizational Chart

Approved September 29, 2022
Effective October 1, 2022