

**Human Resource Committee Meeting Agenda**  
**Quorum = 3 (50%) (Total Committee Members = 6)**  
**Tuesday, February 21, 2023**  
**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. November 15, 2022 – Open Session

**IV. Policy**

A. HR 308 Salary Administration (Revision – Effective July 1, 2022) \*

**V. Information <sup>Δ</sup>**

Human Resources Updates

1. Personnel Updates

- a. Filled Positions – Program Specialist, Coach, Quality Assurance Specialist, Information Assistant (part-time)
- b. Open Positions – Coach, Play Facilitator, Parent Educator, Program Manager (Caseworkers)

i. Candidates can apply at

<https://www.indeed.com/cmp/Partnership-For-Children-of-Cumberland-County/about>

\*Needs Action  
<sup>Δ</sup> Information Only

Upcoming Committee Meetings

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MEETING	MEETING DATE	MEETING TIME
Executive	February 23, 2023	9:00 am – 11:00 am
CED	March 2, 2023	9:00 am – 11:00 am
Family Connects	March 7, 2023	2:00 pm – 3:00 pm
Board Development	March 8, 2023	9:30 am – 11:00 am
Facility & Tenant	March 20, 2023	11:30 am – 1:00 pm
Finance	March 21, 2023	3:00 pm – 5:00 pm
Board of Directors / NC Pre-K	March 30, 2023	12:00 pm – 2:00 pm
Family connects	April 4, 2023	2:00 pm – 3:00 pm
Planning and Evaluation	April 4, 2023	1:00 pm – 3:00 p.m.
Facility & Tenant	April 17, 2023	11:30 am – 1:00 pm
Human Resources	April 18, 2023	12:30 pm – 1:45 pm
Executive	April 27, 2023	9:00 am – 11:00 am
Family connects	May 2, 2023	2:00 pm – 3:00 pm
CED	May 4, 2023	9:00 am – 11:00 am
Board Development	May 10, 2023	9:30 am – 11:00 am
Facility & Tenant	May 15, 2023	11:30 am – 1:00 pm
Finance	May 16, 2023	3:00 pm – 5:00 pm
Board of Directors / NC Pre-K	May 18, 2023	12:00 pm – 2:00 pm
Family Connects	June 6, 2023	2:00 pm – 3:00 pm
Planning and Evaluation	June 6, 2023	1:00 pm – 3:00 p.m.
CCR&R	June 15, 2023	9:00 am – 11:00 am
Facility & Tenant	June 20, 2023	11:30 am – 1:00 pm
Human Resources	June 20, 2023	12:30 pm – 1:45 pm
Executive	June 29, 2023	9:00 am – 11:00 am

### Upcoming Events/Volunteer Opportunities

EVENT	DATE	LOCATION	CONTACT
NC Diaper Bank	2 <sup>nd</sup> Saturday Monthly	PFC	dmalvesti@ccpfc.org
Littleland	March 25, 2023	Crown Expo	dmalvesi@ccpfc.org

### Holiday Schedule

HOLIDAY	DATE CLOSED
Good Friday	Friday, April 7, 2023
Memorial Day	Monday, May 29, 2023
Juneteenth	Monday, June 19, 2023

**NC Pre-K Planning Committee/Board of Director's Meeting**  
**Charles Morris Room/Hybrid**  
**Thursday, January 26, 2023**  
**President's Report**

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

**1. NCPC**

- **MAC sites** – Staff determined that we don't have the capacity to add another site at this time. Notified NCPC.
- **State Expansion of Child Care Health Consultants** – The amendment on the Expansion grant extending the contract through June 30, 2023 has been executed.
- **Federal PDG Grant for Regional Pilots for Family Connects** – The amendment for extending the contract through November 30, 2023 has been executed. This will be the final year of PDG funding. We have 2 more years of Community Foundation funding for the Community Alignment Specialist position. State level meetings are occurring around sustainability beyond the PDG funding for the Family Connects Pilot sites. Data summary attached.
- **DPIL (Dolly Parton Imagination Library) Funding Changes** – the state funding is reaching its capacity at present levels. In order to maintain children currently enrolled, there will be no program support funding for FY 23/24. There is also a target cap on enrollment. We are collaborating with United Way in order to continue to serve more children in Cumberland County. We may be able to allocate program support funds through a separate local Smart Start activity.
- **ROR (Reach Out and Read)** – This activity will no longer be an approved Smart Start activity effective with the new fiscal year. Transition of these programs to the NC ROR program is in progress. We are working with 4C, our DSP for this activity, and the physician practices during this transition.

**2. DCDEE**

- Guidance from DCDEE on the \$20M for NC Pre-K start-up, quality and capital expenses is still pending. We will share information as soon as it is available.
- DCDEE Stabilization Grants for Compensation will run through December 2023.
- **NC Pre-K**
  - a. We continue to wait on the Contract amendment for rate and administrative increases. The projected date for executed amendments is the end of January. We will then execute subcontract amendments with the providers as soon as we have our executed contract. The amendment is effective July 1, 2022 and payments to the providers will be retroactive to the beginning of the school year. The amendment will also include the funding for stipends for staff from private sites and Head Start who are participating in LETRs training.
  - b. State required **LETRs training** on literacy started in November. Teachers who are new in NC Pre-K programs or didn't attend the 11/8/2022 training need to enroll.
  - c. Utilizing monthly NC Pre-K Directors meetings for work on NC Pre-K processes for school year 23-24.

**3. Local Level**

- **Child Care Stakeholder Community Meeting** with local and state lawmakers, child care providers and other leaders and stakeholders: The second meeting was held December 7 at FTCC. The next meeting will be held January 31 from 6:30-8:00 pm at FTCC to engage families and teachers in the

group. The event will be livestreamed. You can find the registration link online at [ccpfc.org/meetings](http://ccpfc.org/meetings).

4. **State Level** – The General Assembly is in session. This is the long session determining the biennial budgets. The State Supreme Court ruled on Leandro for full funding for Years 2 & 3. Attached is the NC Early Education Coalition's Legislative Priorities document.
5. **Federal Level** – The federal budget was finalized and effective through September 30, 2023. The summary for Labor, HHS, Education and related agencies is attached. Funding includes 30% increase in the Child Care & Development Block Grant (CCDBG), increases in Head Start funding, mental health funding, improving maternal health and public school Title 1-A grants.

#### **B. Grant Opportunities/Updates/RFPs**

1. City of Fayetteville ARPA funding – Submitted Scope and timeline modifications to city staff. Finalizing the Amendment for execution. Anticipate being able to launch application cycle in February.
2. Cumberland County Nonprofit Fiscal Recovery Assistance Program – assessing eligibility to apply for the Occupancy category for utilities. Applications are rolling.

#### **C. 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 postings.
2. **Welcome** – Carolin Hardy, Information Assistant, started January 4. Laquacious Burgess, Program Specialist for NC Pre-K, will start January 30.
3. **Vaccine Update:** We continue to monitor federal, state and local health and safety guidelines for any recommendations and compliance guidelines related to COVID-19. Following trends and information from the federal and state levels, along with our vaccine policy, we will sunset the COVID vaccine requirement effective March 31, 2023. Enhanced cleaning and hand sanitizer stations will continue to be available as are masks upon request as health and safety protocols. In addition, we continue to consult with the Cumberland County Health Department for ongoing guidance on communicable diseases.
4. **Infrastructure Project:** We provided a timeline to Pinam Construction on December 20, 2022 for submittals of the final documents needed to start the project and to issue the Notice to Proceed for Phase 2 of the project. The Notice to Proceed date of February 13 was issued January 17, 2023. The extension of interest only payments and draws for the construction loan for twelve months has been signed with First Bank.
5. **Amazon Smile** – On January 18, 2023, Amazon announced the end of the Amazon Smile program. The program will end on February 20, 2023. If you have any Amazon Smile logos and links in your email signature please remove them. We thank everyone who has designated PFC through Amazon Smile.

#### **D. Events/Community Outreach**

1. **Board and Committee Meetings:** Full Board and Executive Committee meetings are moving to in person meetings. Other committee meetings may be offered in a hybrid format and in-person. Please refer to your meeting invites for the format of the particular meeting.
2. **All Staff Meetings:** Monthly meetings are offered in a hybrid format.
3. **Tenant Meetings:** An in-person tenant meeting will be held February 21 at 5:30 pm in the Charles Morris Room.
4. **Drive-Through Truckload of Hope Diaper Bank: February 11, March 11** from 8:30-10:30 am. Volunteers needed. Contact Daniele Malvesti ([dmalvesti@ccpfc.org](mailto:dmalvesti@ccpfc.org)) if you can assist. We continue to be in conversations with the Diaper Bank of NC about additional options for the Diaper Bank in Cumberland County since transportation is a challenge for some families rather than a once a month distribution.
5. **Soiree Update:** While a beloved event, the Soiree has been a challenge to revive. As the economy continues to struggle, our long-time corporate sponsors, local businesses, and individuals have not been able to support us in the ways they have in the past. In addition, NCPC has changed how we can report revenue from fundraising events. As a result, we have decided to cancel Soiree and replace it with Little Land. Little Land: Big Play for Families is an expo-style event for young children and their families. Our target audience. **We will be hosting our second Little Land on Saturday, March 25 at the Crown Expo Center.** More information to come.



**Partnership for Children of Cumberland County, Inc.**  
**Human Resource Committee Meeting Minutes**  
**November 15, 2022 (12:33p-1:08p)**  
***Be the Driving Force***



<b>MEMBERS PRESENT:</b> Lonnie Ballard, Karen McDonald, Van Gunter, Terrasine Gardner <b>MEMBERS ABSENT:</b> Heather Skeens, Lisa Childers <b>NON-VOTING ATTENDEES:</b> Anthony Ramos, Mary Sonnenberg, Carole Mangum, Marie Lilly			
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 15, 2022 beginning 12:33p 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 20, 2022 (Open Session)	The open session minutes of the September 20, 2022 Human Resource Committee meeting were distributed and reviewed by the committee members. Van Gunter moved to accept the September 20, 2022 Human Resource committee meeting minutes, as presented. Terrasine Gardner 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 401, 414, 415, & 416 revisions – effective January 1, 2023	<p>Anthony presented revisions to HR 401, 414, 415, and 416 as summarized on the policy revisions memo. The revisions will allow part-time staff to participate in vision, dental, long-term disability, and life insurances. Anthony discussed how many part-time staff the Partnership has added, what benefits part-time staff are currently eligible for, and what the group insurance plans allow. He also discussed the estimated annual cost of the proposed benefits for a part-time employee, and reviewed each section in each policy that contained a revision.</p> <p>Van Gunter moved to approve the policy revisions as presented. Lonnie Ballard 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>	Motion Carried	None
V. Personnel – effective December 1, 2022 A. Play Facilitator and Organizational Chart	Anthony presented the positions update memo and the organizational chart and discussed the new position. The Partnership is creating a Play Facilitator position that will be paid from the Smart Start Kaleidoscope activity. Anthony explained the FLSA status, pay grade, and reporting structure for the position as presented on the position updates memo. The Partnership will create 2 seats for this position.	Motion Carried	None



**Partnership for Children of Cumberland County, Inc.**  
**Human Resource Committee Meeting Minutes**  
**November 15, 2022 (12:33p-1:08p)**  
***Be the Driving Force***



	<p>Anthony shared information about the Kaleidoscope Play and Learn program that this position supports. He also summarized the key responsibilities and requirements for the position as presented on the job description. The organizational chart changes visually reflect the changes discussed on the memo.</p> <p>Lonnie Ballard moved to accept the position changes and organizational chart as presented in the memo. Terrasine Gardner 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 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 308 Policy Revisions – Effective 7/1/2022

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### Region 5 Activities Salary Increase Limits

- Previously, Region 5 grants limited salary increases to 3% per year.
- Effective Fiscal Year 2022-23, the Region 5 Projects have allowed up to a 10% increase in personnel costs. PFC will adopt the allowance increase in policy until notified of any further changes from the Region 5 Projects.
- Our salary administration policy, HR 308, needs to be updated to acknowledge the revised limits.
- The revised limits are not a guarantee or indication of what the Partnership will approve each year.
- The Partnership is still limited by available funds and budget capacity.
- The policy revision acknowledges the maximum increase allowed by the grantor.

### Summary of Policy Revisions

- HR 308 Salary Administration
  - Section 1. Added “in support of the company’s mission and values.”
  - Section 2.d. Added examples of how equity pay will be used and changed the maximum allowed from 2% to 10%.

From: Anthony Ramos  
To: HR Committee  
Dated: 02/21/2023

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

**Employment Information – Compensation**  
**Section 308 – Salary Administration**

**1. General Information**

Salary administration at the Partnership for Children of Cumberland County, Inc. (PFC) establishes the principles and standards for consistent compensation practices in compliance with federal and state laws and **in support of the company's mission and values.** Additionally, policies for the distribution of merit increases, equity adjustments, and bonuses are approved by the Board and will continue until such time as a revised plan is presented to the Board.

**2. Policies**

- a. Compensation will reflect the value of job duties and responsibilities and will provide competitive and equitable pay and future salary growth, based on the availability of funds.
- b. PFC's salary administration policies and programs are administered without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.
- c. **Performance.** Standardized performance pay increases are provided annually based on job performance standards and the availability of funds. The standardized performance increase will not exceed 2% as set by the Board. Performance increases do not apply to employees with less than 12 months of service. (See HR 206 for performance policy)
- d. **Equity.** Equity adjustments are provided periodically regardless of performance levels to all employees based on availability of funds and the reason for adjustment. **Equity adjustments may be used to address compensation issues such as wage compression, malalignment with market-based compensation studies, or high inflation and cost-of-living. The amount of the equity adjustment as approved by the Board will not exceed 10%.** Equity adjustments may be prorated for employees with less than 12 months of service.
- e. **Bonuses.** Occasionally, PFC may provide bonuses to employees based on availability of funds and approval by the Board.