

Human Resource Committee Meeting Agenda
Quorum = 3 (50%) (Total Committee Members = 6)
Tuesday, August 20, 2024
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 – Lonnie Ballard

- A. Welcome
- B. Agenda Items

II. Approval of Minutes *

- A. June 18, 2024 – Open Session

III. Old Business

- A. Temporary Pay Policy (update) ^Δ
- B. DOL Exempt Salary Threshold Increases (update) ^Δ
- C. Travel Advances – HR 312 Business Travel (revised, effective 7/1/24) *

IV. New Business ^Δ

- A. Benefits Package Assessment

V. Information ^Δ

Human Resources Updates

1. Personnel Updates

- a. Filled Positions – IT Engineer, Caseworker, Coach
- b. Open Positions – Family Childcare Consultant, MAC Accountant, Coach
 - i. Candidates can apply at

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

***Needs Action**
Δ Information Only

Upcoming Committee Meetings

MEETING	MEETING DATE	MEETING TIME
Board of Directors / NC Pre-K	August 22, 2024	12:00 pm – 2:00 pm
Board Development	September 11, 2024	9:00 am – 10:30 am
CCR&R	September 12, 2024	9:00 am – 11:00 am
Facility & Tenant	September 16, 2024	11:30 am – 1:00 pm
Executive	September 26, 2024	9:00 am – 11:00 am
Planning and Evaluation	October 1, 2024	1:00 pm – 3:00 p.m.
Community Engagement	October 3, 2024	9:00 am – 11:00 am
Finance	October 15, 2024	3:00 pm – 5:00 pm
Facility & Tenant	October 21, 2024	11:30 am – 1:00 pm
Board of Directors / NC Pre-K	October 31, 2024	12:00 pm – 2:00 pm
Family Connects	November 5, 2024	3:00 pm – 4:00 pm
Board Development	November 13, 2024	9:00 am – 10:30 am
CCR&R	November 14, 2024	9:00 am – 11:00 am
Facility & Tenant	November 18, 2024	11:30 am – 1:00 pm
Human Resources	November 19, 2024	12:30 pm – 2:00 pm
Executive	November 21, 2024	9:00 am – 11:00 am

Upcoming Events/Volunteer Opportunities

EVENT	DATE	LOCATION	CONTACT
Little Land on the Farm	Aug 30 – Sep 8, 2024	Cumberland Fair	dmalvesti@ccpfc.org
Little Land	February 15, 2025	Expo Center	dmalvesti@ccpfc.org

Holiday Schedule

HOLIDAY	DATE CLOSED
Optional Work Day	Friday, August 30, 2024
Labor Day	Monday, September 2, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving	November 27-29, 2024



Partnership for Children of Cumberland County, Inc.
Human Resource Committee Meeting Minutes
June 18, 2024 (12:46p-1:42p)
Be the Driving Force



MEMBERS PRESENT: Lonnie Ballard, Heather Skeens, Terrasine Gardner MEMBERS ABSENT: Van Gunter, Lisa Childers NON-VOTING ATTENDEES: Anthony Ramos, Marie Lilly, Mary Sonnenberg, Karen Staab, Dorothy Adams			
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, on June 18, 2024 beginning 12:46 pm pursuant to prior written notice to each committee member. Lonnie Ballard, committee chair, determined that 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. Approval of Meeting Minutes April 16, 2024 (Open Session)	The open session minutes of the April 16, 2024 Human Resource Committee meeting were distributed and reviewed by the committee members. Terrasine Gardner moved to accept the April 16, 2024 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
III. Old Business Developing a Structure for Policy Discussion and Temporary Pay Policy	<p>Committee revisited discussion about how it can best review and advise the Partnership on policy matters. In April, committee previously discussed a realignment with the bylaws to focus on policy issues and not personnel issues. It was suggested at that time that committee meetings function as workshops to discuss recent or upcoming legislation and/or HR trends. Committee continued discussion on June 18 that workshops should provide information about an issue and the potential impact on staff, and should cover broad categories of HR, such as compensation practices, comprehensive benefits, or regulatory compliance to name a few.</p> <p>Anthony updated committee that Partnership leadership is still exploring the potential for a temporary pay policy. Discussions continue.</p>		
IV. New Business DOL Increases Exemption Salary Threshold	Anthony reviewed the DOL's planned new rule to raise the salary threshold for exempt employees on July 1, 2024 and again on January 1, 2025. Anthony shared with committee the Partnership's exposure on July 1, 2024, which would be two employees no longer qualified for exempt status under the new rule. Anthony explained that due to legal uncertainty for the new rule, the Partnership will reclassify impacted employees	None	None



Partnership for Children of Cumberland County, Inc.
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Travel Advances	<p>as non-exempt until legal challenges are litigated. Committee will revisit this topic before the effective date of the second, more substantial salary threshold increase.</p> <p>Anthony reviewed the DOT’s new rule requiring automatic refunds of airline tickets and the Partnership’s administrative pressure to handle emergency travel changes such as delayed or cancelled flights. The Partnership is proposing to create more flexibility by allowing employees to ask for travel advances so that the travelling employee can handle emergency changes in the field without need of administrative staff. Committee suggested adopting travel advances. They agreed that added flexibility in the form of travel advances will enhance our travel policies and be good for employees. The Partnership will review revisions with Leadership and bring revised drafts back to committee for final approval.</p>	None	None
Staff Solicitation Policies	<p>Anthony requested guidance from committee on staff solicitation policies or procedures. The Partnership does not have a solicitation policy. Historically, staff have sent emails marked “Not Work-Related” for such matters. Our goal is to settle on a way to be supportive of staff building a sense of community while mitigating disruptions during work hours. Committee suggested that we discourage solicitation through email, but that supporting a sense of community via a bulletin board or something similar in the break room is a positive development. The Partnership will discuss committee’s guidance with leadership and staff.</p>	None	None
V. Adjournment	<p>As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 1:42 pm.</p>	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

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

Employment Information – Compensation
Section 312 – Business Travel Expenses

Overview

It is the policy of The Partnership for Children of Cumberland County, Inc. (PFC) will reimburse employees for reasonable and necessary expenses incurred during approved work-related travel.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with grant guidelines. All work-related travel paid with grant funds must comply with the specific grant's expenditure policies. If the Partnership's business travel policies are contradicted by [or interfere with](#) grant guidelines, the grant guidelines take precedence.

Authorization and responsibility

All staff travel must be authorized by the immediate supervisor in writing generally by completing a purchase and travel request (PTR) form and/or an expense report. Travelers should verify that planned travel is eligible for reimbursement before requesting travel arrangements. PTRs should be submitted as early as possible to give the business office sufficient time to complete the purchase. Within 30 days of completion of a trip, the traveler should submit an expense report form and any necessary supporting documentation to obtain reimbursement of expenses. Travelers should batch expenses on one report as much as possible.

An individual may not approve their own travel or reimbursement. The expense report form must be authorized by the immediate supervisor and at least one designee from the finance department. Finance designees are the Accounting Manager and the VP of Finance.

Travel and reimbursement for the president must be approved by the board chair.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal funds

Travelers should review business travel policies and any applicable expenditure policies prior to spending personal funds for business travel. The Partnership reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

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

Employment Information – Compensation
Section 312 – Business Travel Expenses

Travelers who need to use personal funds to facilitate travel arrangements must have prior, written approval from the president and will not be reimbursed until after the trip occurs and proper documentation is submitted. Travelers who use personal funds on business travel-related expenses during the trip will also not be reimbursed until after the trip and proper documentation is submitted.

Advances

Travel advances ~~for per diem allowances~~ may be authorized by the president or their designee in order that personal funds will not be required. Advances [for per diem allowances](#) should not exceed per diem rates. Advances must be deducted from the reimbursement request on the expense report.

Vacation in conjunction with business travel

Travelers may use vacation in conjunction with business travel as long as the time away is approved. In cases in which vacation or personal time is added to a business trip, the Partnership will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

Non-employee travelers

Non-employee travelers are prohibited from operating or riding in company-owned or rental vehicles. Non-employee travelers may be passengers in an employee’s personal vehicle during business-related travel as long as it doesn’t add interference with completing business objectives nor add additional cost to the Partnership. Prior permission from the department head is required.

Exceptions

Occasionally, it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the president. In most instances, the expected turnaround time for review and approval is five business days.

Travel Expenses/Procedures

General information

Additional information is included in Section 9 of the Accounting Policies and Procedures.

Business travel means being away from the employee’s normal work location or home and, while traveling, the employee must be acting in his/her official capacity as required by his/her work.

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

Employment Information – Compensation
Section 312 – Business Travel Expenses

Overnight travel is business travel and also must involve a travel destination located at least 35 miles from the employee’s normal work location or home, whichever is less, to receive approved reimbursement for travel expenses.

General Procedures

- a. Travel should be planned in advance with immediate supervisor.
- b. In most cases, a PTR must be completed and submitted to the business office. The Partnership recommends submitting PTRs at least 30 days prior to travel or earlier if possible. Usually, daily business travel (driving to and from work-related offsite locations as part of regular work duties) does not require a PTR.
- c. If the traveler will be driving and seeking reimbursement, they must use a company vehicle unless it is unavailable, not easily accessible, or not feasible for travel.
- d. After the trip, the traveler must complete and submit the following:
 - a. An expense report.
 - b. Any necessary documentation such as original receipts for non-per-diem reimbursements.

Permissible travel expenses

Airfare and rail. Travelers are limited to actual coach fare for air or rail transportation that reasonably meets business travel needs.

Airfare will be purchased by the business office following approval with a completed PTR.

Travelers are strongly encouraged to submit a completed PTR as early as possible to avoid premium airfare pricing and ensure the business office has sufficient time to approve and make the purchase.

Travel to and from an airport or train station is reimbursable when required for travel on Partnership business.

Vehicles. To maximize use of company-owned vehicles, travelers seeking expense reimbursement must use the company vehicle if available, easily accessible, and feasible for travel purposes. [Some grant-specific guidelines may override this policy requirement. Employees should be aware of such guidelines. Check with your supervisor if you are unsure.](#) When company-owned resources are not available, not easily accessible, or not feasible, travelers should pursue one of the following options:

- a. ***Rental.*** The Partnership will pay for approved use of a rental vehicle provided the company vehicle is unavailable, inaccessible, or infeasible for travel purposes.

Rental vehicles will be purchased by the business office following approval with a

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

Employment Information – Compensation
Section 312 – Business Travel Expenses

completed PTR. Travelers should submit their PTRs as early as possible to give the business office ample time to secure a reservation.

The Partnership authorizes reservation of economy, midsize, or standard class vehicles only.

No reimbursement will be made for rental insurance purchased because Partnership employees are covered under the Partnership’s auto insurance policy.

If for some reason a rental can’t be reserved by the business office, travelers may be reimbursed for rental vehicle expenses incurred during travel if a rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Travelers must have supervisor approval. Original receipts are required.

- b. *Personally owned.* The Partnership will pay for use of a personally-owned vehicle on business-related travel provided the company vehicle is unavailable, inaccessible, or infeasible for travel.

A valid driver’s license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her insurance company for travel that is business or not personal in nature.

If a traveler uses a personal vehicle for business travel, actual mileage is reimbursable. Mileage is measured from the duty station or point of departure – whichever is closer to the destination – to the destination (and return). Maximum mileage reimbursement rate will follow the rate set in the state budget manual (section 5.2).

In some circumstances, the Partnership may require a traveler to use a rental vehicle over their personally-owned vehicle.

Conference registration fees. Conference registration fees will be purchased by the business office following approval with a completed PTR. This includes both virtual and in-person conferences.

If not included in the registration fees, business-related banquets or meals that are considered part of the conference may also be purchased by the business office and should be included on the PTR.

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

Employment Information – Compensation
Section 312 – Business Travel Expenses

Lodging. Overnight lodging will be purchased by the business office following approval with a completed PTR.

Overnight lodging may only be authorized and paid to support business needs and when the traveler is in overnight travel status. The president or their designee must give prior written approval for overnight stays.

Per diem rates for lodging are based on subsistence rates set by NCDHHS.

Excess lodging – lodging above NCDHHS subsistence rates – may be granted with prior approval from the president or their designee for the following reasons:

- a. The traveler is in a high cost area and the current allowance is insufficient to secure lodging.
- b. Cost of the excess lodging is less than the cost of lower cost lodging plus transportation costs.
- c. The traveler or the Partnership deems that lower cost lodging would put the traveler at risk for safety or security.

Meals (*per diem*). Per diem allowances are reimbursable while in overnight travel status.

The Partnership per diem rates are based on the subsistence rates set by NCDHHS. Per diem allowances may not surpass the daily combined limit for reimbursable meals.

If a free meal is served on a plane, included in a conference registration fee, or provided during a conference or workshop, the per diem allowance for that meal may not be claimed. Reimbursement for breakfast is allowable even if a lodging establishment offers free continental breakfast.

Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed and an expense report is submitted. Departure and arrival times must be documented on the expense report.

Travelers in business travel status but not in overnight travel status may claim the lunch per diem allowance only when the traveler is required to attend at a meeting or event in their official capacity and the meal is preplanned and involves persons not employed by the same entity.

Per diem allowances are reimbursable for partial days of travel when in overnight travel status and the partial day is the day of departure or day of return as follows:

- a. Breakfast: departing prior to 6 a.m.

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

Employment Information – Compensation
Section 312 – Business Travel Expenses

- b. Lunch: departing prior to 12 p.m. or returning after 2 p.m.
- c. Dinner: departing prior to 5 p.m. or returning after 8 p.m.

Business expenses. Expenses required for business purposes, including business telephone calls, faxes, photocopies, and internet charges incurred while on travel status, can be reimbursed. Original itemized receipts are required.

Parking, tolls, and miscellaneous transportation. Parking fees, tolls, taxi or shuttle services, and public transportation are reimbursable while in the course of conducting official Partnership business as long as such expenses are reasonable and not just for the traveler's personal convenience. Receipts are required for reimbursement of these expenses.

Fines for traffic and parking violations are the responsibility of the traveler.

Non-reimbursable travel expenses

General. The following items that may be associated with business travel will not be reimbursed by the Partnership:

- Airline club memberships.
- Airline upgrades.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the Partnership
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.

Travel for non-employees. Additional costs for travel, lodging, meal or other travel expenses for non-employees, such as spouses or other family members, will not be reimbursed.