

**Human Resource Committee Meeting Agenda**  
**Quorum = 3 (50%) (Total Committee Members = 6)**  
**Tuesday, February 18, 2025**  
**12:30 p.m. – 2:00 p.m.**

Partnership for Children of Cumberland County, Fayetteville, NC

***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. Action Items \***

- A. Approval of Minutes for December 3, 2024 – Open Session

**III. Committee Workshop Progress Review**

- A. Benefits Review, Effectiveness, and Comparison (with Charles Morris)
- B. Position Evaluation Project Overview, Tools, and Timeline
- C. Pay Structure Considerations: A Look Ahead
- D. Draft Survey for Staff Satisfaction: What's Important to Staff?

**IV. Information <sup>Δ</sup>**

Human Resources Updates

- 1. Personnel Updates
  - a. Filled Positions –
  - b. Open Positions – Part-time Program Specialist for NC Pre-K, Healthy Social Behaviors Coach, Part-time Accounting Specialist
    - 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

MEETING	MEETING DATE	MEETING TIME
CCR&R	February 20, 2025	9:00 am – 11:00 am
Board of Directors / NC Pre-K	February 27, 2025	12:00 pm – 2:00 pm
Community Engagement	March 6, 2025	9:00 am – 11:00 am
Board Development	March 12, 2025	9:00 am – 10:30 am
Facility & Tenant	March 17, 2025	11:30 am – 1:00 pm
Finance	March 18, 2025	3:00 pm – 5:00 pm
Executive	March 27, 2025	9:00 am – 11:00 am
Planning and Evaluation	April 1, 2025	1:00 pm – 3:00 p.m.
Facility & Tenant	April 21, 2025	11:30 am – 1:00 pm
Board of Directors / NC Pre-K	April 24, 2025	12:00 pm – 2:00 pm
Community Engagement	May 1, 2025	9:00 am – 11:00 am
Family Connects	May 6, 2025	3:00 pm – 4:00 pm
Board Development	May 14, 2025	9:00 am – 10:30 am
Facility & Tenant	May 19, 2025	11:30 am – 1:00 pm
Human Resources	May 20, 2025	12:30 pm – 2:00 pm
Finance	May 20, 2025	3:00 pm – 5:00 pm
Executive	May 22, 2025	9:00 am – 11:00 am

#### Upcoming Events/Volunteer Opportunities

EVENT	DATE	LOCATION	CONTACT
Team Development Day	May 5, 2025	PFC	aramos@ccpfc.org

#### Holiday Schedule

HOLIDAY	DATE CLOSED
Good Friday	April 18, 2025
Optional Mental Health Day	April 21, 2025
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025



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**MEMBERS PRESENT:** Lonnie Ballard, Heather Skeens, Terrasine Gardner, Van Gunter

**MEMBERS ABSENT:** Lisa Childers

**NON-VOTING ATTENDEES:** Anthony Ramos, 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, on December 3, 2024 beginning 11:37 am 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. Action Items A. Approval of Meeting Minutes August 20, 2024 (Open Session) B. President's Succession Plan Revisions for FY24-25	A. The open session minutes of the August 20, 2024 Human Resource Committee meeting were distributed and reviewed by the committee members. Van Gunter moved to accept the August 20, 2024 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
	B. Anthony presented a brief overview of the information in the president's succession plan, followed by a recap of the two revisions made for FY24-25: updating our Paychex payroll specialist and the list of board members. These were the only revisions needed this year. Heather Skeens moved to accept the president's succession plan, as presented. Van Gunter 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. Committee Workshop	In the workshop portion of the meeting, the committee reviewed and discussed HR-related priorities in 2025. The agenda included three areas of focus for discussion: workforce goals, compliance goals, and work environment goals. The committee devoted a majority of time on the workforce goal: develop a revised compensation plan and position evaluation plan by the end of 2025, in support of organizational sustainability goals. Committee ultimately recommended focusing its efforts to supporting and reviewing progress on this goal. Anthony reviewed the rationale and outcomes for this goal, discussing PFC's current plan and the obstacles currently facing. The current plan was developed by Mike Womble, who provided HR consultation, using the National Position Evaluation Plan (NPEP), a point-factor evaluation method. However, the NPEP is no longer in print and Mike Womble is fully retiring. Legacy reliance leaves PFC vulnerable. Additionally, 20% of salaries are over their respective ranges due to long-tenured employees and absent internal controls. PFC must address these issues by revising compensation policies and		



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	implementing procedures to manage long-term salary growth responsibly. The action plan includes completing a comprehensive review of all job roles and salary bands compared to market benchmarks, assessing non-compensation benefits, gathering staff feedback about what contributes to their overall job satisfaction, reviewing and revising compensation policies, and developing and implementing a revised pay structure and an internal method for evaluating positions. Committee requested a discussion with Charles Morris, PFC's benefits broker, about the effectiveness of our current health, vision, dental, life and long-term disability insurances and a comparison with an association plan offered through the NC Center for Nonprofits. Committee also discussed understanding what the annual need is for salary growth to better inform fund diversification and fundraising needs. Anthony touched upon some additional opportunities that are a part of planned future work initiatives, including evaluation of our current HRIS and payroll vendor, developing and implementing a system to identify and track relevant HR metrics, strengthening a collaborative and inclusive culture, supporting employee well-being and productivity, and devoting resources for leadership-specific training opportunities. Committee members recommended some well-being resources such as the Betterhelp and Calm apps. The workshop concluded with an identified 2025 goal on which HR Committee will provide guidance and oversight: developing and implementing a revised compensation plan, including a plan for standardized job evaluations, a revised pay structure, evaluation of non-compensation benefits, and policy and procedure revisions.		
IV. Adjournment	After a few updates on hiring (all positions filled), upcoming meetings and events, there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 1:10 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