

Human Resource Committee Meeting Agenda
Quorum = 3 (50%) (Total Committee Members = 6)
Tuesday, May 20, 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 February 18, 2025 – Open Session
- B. Org Chart – Effective June 30, 2025

III. Committee Workshop Progress Review

- A. Position Evaluation Project Status Update
- B. Pay Structure Considerations: NCPC Compensation Study Update

IV. Information ^Δ

- A. Travel Policy Temporary Amendment
- B. Personnel Updates
 - 1. Region 5 Projects Changes – Staff Impact
 - 2. Filled Positions – Part-time Program Specialist for NC Pre-K
 - 3. Open Positions – Part-time Accounting Specialist
 - a. 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
Executive	May 22, 2025	9:00 am – 11:00 am
Planning and Evaluation	June 3, 2025	1:00 pm – 3:00 p.m.
CCR&R	June 5, 2025	9:00 am – 11:00 am
Facility & Tenant	June 9, 2025	11:30 am – 1:00 pm
Board of Directors / NC Pre-K	June 12, 2025	12:00 pm – 2:00 pm
Facility & Tenant	July 21, 2025	11:30 am – 1:00 pm
Executive	March 27, 2025	9:00 am – 11:00 am
Planning and Evaluation	August 5, 2025	1:00 pm – 3:00 p.m.
Family Connects	August 5, 2025	3:00 pm – 4:00 pm
Community Engagement	August 7, 2025	9:00 am – 11:00 am
Facility & Tenant	August 18, 2025	11:30 am – 1:00 pm
Human Resources	August 19, 2025	12:30 pm – 2:00 pm
Finance	August 19, 2025	3:00 pm – 5:00 pm
Board of Directors / NC Pre-K	August 21, 2025	12:00 pm – 2:00 pm
Board Development	September 10, 2025	9:00 am – 10:30 am

Upcoming Events/Volunteer Opportunities

EVENT	DATE	LOCATION	CONTACT
Grilled Cheese Festival	November 15, 2025	Dirtbag Ales	dmalvesti@ccpfc.org
Little Land	March 14, 2026	Expo Center	dmalvesti@ccpfc.org

Holiday Schedule

HOLIDAY	DATE CLOSED
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025
Independence Day	June 30-July 4, 2025



Partnership for Children of Cumberland County, Inc.
Human Resource Committee Meeting Minutes
February 18, 2025 (12:35p – 1:59p)
Be the Driving Force



MEMBERS PRESENT: Lonnie Ballard, Heather Skeens, Terrasine Gardner, Van Gunter
MEMBERS ABSENT: Lisa Childers
NON-VOTING ATTENDEES: 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 in Fayetteville, NC at Partnership for Children of Cumberland County on February 18, 2025 beginning 12:35 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. Action Items A. Approval of Meeting Minutes December 3, 2024 (Open Session)	A. The open session minutes of the December 3, 2024 Human Resource Committee meeting were distributed and reviewed by the committee members. Van Gunter moved to accept the December 3, 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. Committee Workshop Progress Update	<ul style="list-style-type: none"> Charles Morris provided a comprehensive overview of the organization’s current benefits. He explained how a First Dollar Health Reimbursement Arrangement (HRA) functions. Charles noted the effectiveness of the benefits plan, citing a 47% loss ratio, indicating good plan performance. He shared background information on the North Carolina Center for Nonprofits Association Health Plan. Despite potential, the association plan remains too costly compared to the current benefits plan. Recommendation: Wait and monitor whether costs decrease as more nonprofits join the association. Anthony Ramos provided a brief overview of tools and timeline for PFC position evaluation project split into two phases: job analysis and job evaluation. He briefly explained some of PFC’s pay structure considerations, such as salary caps and pay range spreads, as we look beyond the completion of the job analysis phase. He briefly mentioned a draft for a staff satisfaction survey that may be sent to staff depending on data received from an earlier survey as part of NC Family Forward certification. 	None	None



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IV. Adjournment	After a few updates on open positions, upcoming meetings and events, there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 1:59 pm.	Adjourned	None
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Submittal: The minutes of the above stated meeting are submitted for approval.

_____	_____
Secretary of Meeting	Date

Approval: Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected.

_____	_____
Committee Chair	Date

DEPARTMENTS

Programs

Planning /
Evaluation

Community
Engagement

Finance

Information
Technology

Administration

Board of Directors

President

Executive
Specialist

VP of Programs

VP of Planning &
Evaluation

Community
Engagement
Administrator

VP of Finance

IT Administrator

Facility Operations
Manager

Contracts
Coordinator

HR Manager

Executive
Specialist

Quality Assurance
Specialist II
(2 seats)

Community
Relations Specialist

Visual
Communications
Designer

Community
Alignment
Specialist

Accounting
Manager

Grants Manager

IT Engineer
(2 seats)

Program Manager
(Region Specialists)

Program Manager
(Coaches)

Program Manager
(NC Pre-K)

Information
Assistant

Program Support
Specialist
(3 seats)

MAC Coordinator

Accounting
Coordinator

IT Technician

HSB Specialist
(3 seats)

Coach
(6 seats)

Program Specialist
(2 seats)

Information
Assistant
(part-time)

Accounting
Associate (Fiscal
Monitor)

Accounting
Specialist

Infant/Toddler
Specialist
(2 seats)

Program Specialist
(part-time)

Region Lead Coach

Caseworkers
(2 seats)

Purchasing
Specialist

Region Coach

Family Child Care
Consultant
(2 1 seats)

Region
Caseworkers
(2 seats)

Proposed Changes

Dissolve

Supervisor Change

New Position

Title Change

Organizational Chart

Effective June 30, 2025



Thank you to those of you that attended the meeting on Friday. This email provides a summary of that meeting and where we are with the Compensation Study project.

Where are we and what's next?

- 1000 Feathers has completed the data analysis and lots of fantastic information has emerged. One thing that we want to reiterate is that this study ended up being more of a workforce landscape analysis with compensation information than a traditional compensation study.
- For the Leadership Symposium on Friday, we will be focusing specifically on the data that is related to compensation. We will be using the Symposium to continue to collect feedback on the final report and products.
- After the Leadership Symposium we will continue to work with 1000 Feathers on what all the data means, how the data will be summarized for the final report, and what the products will be.
- The final outcome of this project will be final written report and 2-3 products that will be created specifically for the use of the Local Partnerships.
- 1000 Feathers is scheduled to attend the June 17th Network Call when we're close to being finished with the project. This project will officially wrap up on June 30th.

Highlights from the Data:

- We had a great response rate and therefore we can say confidently that the data we got is representative.
- There were no significant differences in the data based on region.
- There were differences between LP size which is defined by operating budget (from the organization's 990s). The breakdown of size categories that we are using for this study is listed below.
- Overall, the salary ranges by position across the Network are not widely different and are distributed similarly to the larger market.

Suggested Products from 1000 Feathers:

- *Spreadsheet calculator for calculating true cost of salary*
 - Essentially, folks would be able to enter in salary and non-salary benefits into a tool that will provide a calculation of the true cost of an employee's salary.
- *Job Description Templates*
 - We would have a set of Smart Start job description templates that LP's can pull from and modify as needed.
- *Job Life-Cycle Toolkit*
 - Tools and templates that will walk LPs through recruitment, hiring, onboarding, performance management, retention, offboarding.

Product suggestions from the Advisors:

- Tool for calculating appropriate salary for employees (using points).
 - I understand that Mike Womble used to provide a tool like this and with his upcoming retirement, LPs that used that tool are having to find ways to create their own.
- Adding to the Job Description Templates
 - Adding samples bullets for different job descriptions and a resource bank of LPs job descriptions to compare and pull from.

Definitions of LP Size (based on operating budget)

What is a SMALL PARTNERSHIP?

Budget Range of: anything less than \$1,250,000
Average Smart Start Allocation: \$645,830
Average Budget: \$693,304
Average Number of Employees: 6

What is a MEDIUM PARTNERSHIP?

Budget Range of: \$1,250,000 - \$3,750,000
Average Smart Start Allocation: \$1,539,911
Average Budget: \$2,380,226
Average Number of Employees: 10

What is a LARGE PARTNERSHIP?

Budget Range of: \$3,750,000 - \$7,000,000
Average Smart Start Allocation: \$2,441,534
Average Budget: \$4,584,567
Average Number of Employees: 17

What is an EXTRA LARGE PARTNERSHIP?

Budget Range of: anything over \$7,000,000
Average Smart Start Allocation: \$8,211,095
Average Budget: \$17,033,957
Average Number of Employees: 39



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OF CUMBERLAND COUNTY

MEMORANDUM

To: All PFC Staff

From: Mary Sonnenberg, President

Date: April 30, 2025

Subject: Temporary Amendment to HR 312 – Business Travel Policy

Effective immediately, and until further notice, the Partnership for Children of Cumberland County is implementing a **temporary amendment** to **HR 312 – Business Travel** due to changes in the availability of company-owned vehicles.

As of April 29, 2025, both company vehicles have been **permanently retired and are no longer available for staff use**. Until HR 312 is formally revised, **all staff may use their personal vehicles for business-related travel** and will be **eligible for mileage reimbursement** in accordance with current reimbursement rates.

If you have not done so yet, you will need to complete the **Direct Deposit Authorization Form** in order to be reimbursed. You can complete the form at ccpfc.org/hr/employee-forms under Miscellaneous Forms.

When completing an **expense report**, staff should indicate the following reason in the **yellow box** attestation section:

"Company vehicles are inaccessible due to PFC permanently retiring both vehicles."

This temporary amendment will **sunset upon the formal revision of HR 312** and the update of all related tools, including the expense report form. Policy revisions are expected to be finalized in **August 2025**.

We appreciate your flexibility during this transition. If you have any questions regarding mileage reimbursement or travel documentation, please contact HR at 910-826-3075 or aramos@ccpfc.org.

Thank you,


Mary Sonnenberg
President

PFC is a 501(c)(3) non-profit organization supported by public and private funds through Smart Start, NC Pre-K, tax-deductible donations, and grants.



a partner
in the

Smart Start
network

Be the Driving Force.