

Human Resource Committee Meeting Agenda
Quorum = 3 (50%) (Total Committee Members = 6)
Tuesday, December 3, 2024
11:30 a.m. – 1:00 p.m.
Action Pathways, 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 August 20, 2024 – Open Session
- B. President's Succession Plan Revisions for FY24-25

III. Committee Workshop

- A. Identify Workforce Goals
- B. Identify Compliance Goals
- C. Identify Work Environment Goals

IV. Information ^Δ

Human Resources Updates

- 1. Personnel Updates
 - a. Filled Positions – Internal candidates: MAC Coordinator, Accounting Manager, Information Assistant. External candidates: Accounting Associate, Family Childcare Consultant, Information Assistant (part-time), Family Connects Program Support Specialist
 - b. Open Positions – No open requisitions currently! Fully staffed
 - i. Candidates can apply at
<https://www.indeed.com/cmp/Partnership-For-Children-of-Cumberland-County/about>

***Needs Action**

^ΔInformation Only

Upcoming Committee Meetings

MEETING	MEETING DATE	MEETING TIME
Executive	November 21, 2024	9:00 am – 11:00 am
Planning and Evaluation	December 3, 2024	1:00 pm – 3:00 p.m.
Family Connects	December 3, 2024	3:00 pm – 4:00 pm
Facility & Tenant	December 9, 2024	11:30 am – 1:00 pm
Board of Directors / NC Pre-K	December 12, 2024	12:00 pm – 2:00 pm
Board Development	January 8, 2025	9:00 am – 10:30 am
Community Engagement	January 9, 2025	9:00 am – 11:00 am
Facility & Tenant	January 20, 2025	11:30 am – 1:00 pm
Finance	January 21, 2025	3:00 pm – 5:00 pm
Executive	January 30, 2025	9:00 am – 11:00 am
Family Connects	February 4, 2025	3:00 pm – 4:00 pm
Planning and Evaluation	February 4, 2025	1:00 pm – 3:00 p.m.
Facility & Tenant	February 17, 2025	11:30 am – 1:00 pm
Human Resources	February 18, 2025	12:30 pm – 2:00 pm
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

Upcoming Events/Volunteer Opportunities

EVENT	DATE	LOCATION	CONTACT
Little Land	February 15, 2025	Expo Center	dmalvesti@ccpfc.org

Holiday Schedule

HOLIDAY	DATE CLOSED
Thanksgiving	November 27-29, 2024
Winter Closure	December 24, 2024 – January 1, 2025
MLK Day	January 20, 2025



Partnership for Children of Cumberland County, Inc.
Human Resource Committee Meeting Minutes
August 20, 2024 (12:34p-1:47p)
Be the Driving Force



MEMBERS PRESENT: Lonnie Ballard, Heather Skeens, Terrasine Gardner, Lisa Childers
MEMBERS ABSENT: Van Gunter
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 August 20, 2024 beginning 12:34 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 June 18, 2024 (Open Session)	The open session minutes of the June 18, 2024 Human Resource Committee meeting were distributed and reviewed by the committee members. Heather Skeens moved to accept the June 18, 2024 Human Resource committee meeting minutes, as presented. Lisa Childers 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 A. Temporary Pay Policy B. DOL Exempt Threshold C. HR 312 Revised eff 7/1/24 *	A. Anthony updated committee that the Partnership is indefinitely suspending consideration of a temporary pay policy due to budgetary constraints. B. Anthony updated committee that there are no litigation updates regarding the legal challenges to the new DOL rule. PFC enacted is predetermined plan to change the FLSA status of exempt employees who did not meet the new minimum salary threshold. Impacted employees were converted to non-exempt status. Only 2 PFC employees were impacted by the July 1 increase, but several employees will be impacted by the January 1, 2025 increase unless the rule is modified or overturned. PFC plans to convert impacted employees to non-exempt status until the future of the new rule is more concrete. C. Anthony updated committee that HR 312 has been revised according to the June 18 discussion about travel advances. Anthony presented the revisions to committee for approval as outlined in the draft revised policy. Revisions clarified that the policy is overridden when in conflict with a funder's requirements and that staff may request travel advances for all business-related travel expenses. Heather Skeens asked about a specific policy on meal reimbursement and Anthony explained its origins in the North Carolina Budget Manual and the Smart Start Cost Principles. Lonnie Ballard asked how PFC tracks approvals for expenses and Anthony reviewed both PFC's purchase and travel request form and expense report that ensure PFC's compliance with funder regulations.	Motion Carried	None



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	After some discussion about wording in one paragraph, Heather Skeens moved to accept the revisions to HR 312, 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.		
IV. New Business Benefits Package Assessment	To give committee members a strong informational foundation about PFC's current policy, compensation, and compliance, Anthony reviewed PFC's benefits package and employee satisfaction survey with committee as outlined on the benefits summary attachment in the agenda packet. Committee provided feedback to better assess PFC's benefits package and well as areas to focus on such as retirement plan participation and contribution matches. PFC will gather additional benchmarking and comparison data to better assess benefits package.	None	None
V. Adjournment	After a few updates on hiring, upcoming meetings and events, there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 1:47 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

HR Committee Workshop

Workforce

A. Develop New Position Evaluation Tools and Revise Pay Structure

a. History

- i. PFC created HR 309 Salary Classification Plan in 2016 based on the National Position Evaluation Plan (NPEP), which is a point-factor evaluation method.
- ii. The NPEP has served as our dedicated evaluation tool since 2016. Our HR Consultant, Mike Womble is the licensed user of that tool.
- iii. A point factor method grades each position following predetermined criteria or factors and attributes points for each factor based upon the position's responsibilities and requirements. The final point score determines where the position places in the pay grade scale.
- iv. PFC's current scale is 11 pay grades. The salary range spread for each pay grade is 50%. PFC's wage ratio (executive to worker pay gap) is 2.8:1. The average ratio for a nonprofit with a \$5 million or more budget is 5:1, according to Nonprofit Quarterly.

b. Issue

- i. The NPEP was discontinued. It is no longer in print nor available online. Additionally, Mike Womble is ready to fully retire, removing accessibility to his licensed copy.
- ii. At the same time, it has been over 4 years since PFC conducted a market study, and about 20% of salaries are in excess of their respective max range. This is primarily attributed to employees with more than 10 years of service.
- iii. Therefore, PFC must make plans to secure an alternate method for evaluating positions and review its current pay structure.
- iv. This issue is crucial for retaining top talent, reducing turnover, remaining competitive, and aligns with our broader goals of sustainability and succession planning.

c. Action

- i. Complete a comprehensive review of 100% of job roles and salary bands compared to market benchmarks.
- ii. Develop and implement a method for evaluating positions and revised pay structure.
- iii. Anthony began work on a new point-factor evaluation plan and evaluation tools.
- iv. Additionally, Anthony began work on a market study and a revised pay structure using compensation data from the Bureau of Labor Statistics, Catapult, and both Cumberland County and the City of Fayetteville.

Compliance

A. Implement System for Tracking and Analyzing Key HR Metrics

From: Anthony Ramos

To: HR Committee

Dated: 12/03/24



- a. History
 - i. Paychex Flex is our payroll and human resources information system.
 - ii. Paychex provides some reporting on turnover rate and time and attendance.
 - iii. PFC uses Indeed to manage applicant tracking.
- b. Issue
 - i. PFC doesn't currently use a consistent, comprehensive report of HR-related metrics.
 - ii. Having a consistent, comprehensive report will provide recurring actionable insights on both the organizational and team levels.
 - iii. Examples include turnover/retention, absenteeism, employee satisfaction, time-to-hire.
- c. Action
 - i. PFC should identify 3 or more metrics to consistently track and report.
 - ii. Using existing software or additional tools (prioritizing cost-effectiveness), develop and implement standard reporting on monthly or quarterly cadence.
 - iii. Provide training to ensure key personnel understand how to access, interpret, and (as needed) produce reports.

Work Environment

- A. Continue to Strengthen Leadership Communication and Engagement by:
 - a. implementing regular leadership check-ins and consistent feedback loops through structured one-on-one conversations.
 - b. providing people manager training through ongoing certification programs and identifying and developing resources and workshops.
 - c. devoting additional resources for leadership-specific training like nonprofit management workshops and certifications.
- B. Continue to Strengthen a Collaborative and Inclusive Culture by:
 - a. emphasizing teamwork, different and multitudes of ideas and perspectives, transparency and integrity, community and well-being, a passion for life-long learning, and space for owning and growing from our mistakes.
- C. Continue to Strengthen Productivity and Well-being by:
 - a. providing wellness resources such as standing desks, mental health and financial planning support, a relaxation zone, flexible work arrangements, etc.

From: Anthony Ramos
To: HR Committee
Dated: 12/03/24