

Human Resource Committee Meeting Agenda
Quorum = 3 (50%) (Total Committee Members = 6)
Tuesday, August 19, 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 May 20, 2025 – Open Session

III. Committee Workshop Progress Review

- A. Position Evaluation Project Status Update
- B. Region Projects Funding Cuts – HR Perspective
- C. Travel Policy Revisions
- D. Annual Acknowledgment Form

IV. Information ^Δ

- A. Personnel Updates
 - 1. Open Positions – Program Specialist (NC Pre-K), Early Literacy and Play Coordinator
 - 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 |
|-------------------------------|---------------------|---------------------|
| 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 |
| CCR&R | September 11, 2025 | 9:00 am – 11:00 am |
| Facility & Tenant | September 15, 2025 | 11:30 am – 1:00 pm |
| Executive | September 25, 2025 | 9:00 am – 11:00 am |
| Community Engagement | October 2, 2025 | 8:30 am – 10:30 am |
| Planning and Evaluation | October 7, 2025 | 1:00 pm – 3:00 p.m. |
| Finance | October 16, 2025 | 3:00 pm – 5:00 pm |
| Facility & Tenant | October 20, 2025 | 11:30 am – 1:00 pm |
| Board of Directors / NC Pre-K | October 30, 2025 | 12:00 pm – 2:00 pm |
| Family Connects | November 4, 2025 | 3:00 pm – 4:00 pm |
| Board Development | November 12, 2025 | 9:00 am – 10:30 am |
| CCR&R | November 13, 2025 | 9:00 am – 11:00 am |
| Facility & Tenant | November 17, 2025 | 11:30 am – 1:00 pm |
| Human Resources | November 18, 2025 | 12:30 pm – 2:00 pm |
| Finance | November 20, 2025 | 3:00 pm – 5:00 pm |
| Planning and Evaluation | December 2, 2025 | 1:00 pm – 3:00 p.m. |
| Facility & Tenant | December 8, 2025 | 11:30 am – 1:00 pm |
| Board of Directors / NC Pre-K | December 11, 2025 | 12:00 pm – 2:00 pm |

Upcoming Events/Volunteer Opportunities

| EVENT | DATE | LOCATION | CONTACT |
|-------------------------|--------------------|-----------------|---------------------|
| United Way Kick-off | September 24, 2025 | PFC | aramos@ccpfc.org |
| Staff Fundraiser | October 30, 2025 | PFC | aramos@ccpfc.org |
| 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 |
|----------------------------|--------------------|
| Optional Mental Health Day | August 29, 2025 |
| Labor Day | September 1, 2025 |
| Veterans Day | November 11, 2025 |



Partnership for Children of Cumberland County, Inc.
Human Resource Committee Meeting Minutes
May 20, 2025 (12:30p – 2:00p)
Be the Driving Force



| | | | |
|-------------------------------------|---|------------------|-------------|
| <p>III. Information and Updates</p> | <ul style="list-style-type: none"> • Anthony provided brief update on the job analysis project. Nearly all employee responses submitted. Department heads and managers will begin reviewing and validating responses next. • Anthony shared findings from NCPC Compensation Study. Tempered expectations. Not a true compensation study, but did provide some interesting data. Handout provided in agenda packet with details. • Anthony reviewed the temporary travel policy amendment with committee. The amendment was signed into effect by the president because the company cars were both being retired and there are no plans to replace them. Consequently, a temporary change to policies is required until policies can be formally revised and approved by committee. • Committee discussed non-owned auto liability coverage, DMV checks, and annual acknowledgment/attestation of policies and personal auto insurance. PFC already has non-owned liability and conducts DMV verifications every 5 years. Committee weighed options to require proof of personal auto insurance versus attest to valid personal auto insurance. Considerations will continue. Committee offered suggestion to create an annual policy acknowledgement that covers major policies for all employees to review and sign. • Anthony reviewed current vacant and recently filled positions, upcoming meetings, events and holidays. | <p>None</p> | <p>None</p> |
| <p>IV. Adjournment</p> | <p>After a few updates on open positions, upcoming meetings and events, there was no further business; the acting chair, Heather Skeens, announced the meeting adjourned. The meeting was adjourned at 1:50 pm.</p> | <p>Adjourned</p> | <p>None</p> |

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

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ccpfc.org

MEMORANDUM

TO: HR Committee
FROM: Anthony Ramos, HR Manager
DATE: August 19, 2025

SUBJECT: Status Update – Job Analysis Project

This memo provides an update on the Job Analysis Project and outlines adjustments to the review timeline and approach due to changing organizational priorities.

The review and validation phase of the project is taking longer than originally projected. This extension is necessary to accommodate shifting organizational needs, particularly in response to staffing adjustments and changes in Region 5 federal grant funding.

In addition to reviewing submitted job analysis forms, this phase will now include the development of workflow mappings using RACI (Responsible, Accountable, Consulted, Informed) matrices for each department. While this was not part of the original project scope, it has become increasingly important to understand how individual positions interconnect within and across teams—especially in light of operational and structural changes.

Rather than proceeding in a linear fashion by department, the project will now focus first on high-priority areas, including:

- Teams with immediate vacancies
- Departments undergoing structural or funding changes
- Areas where workflow clarity is urgently needed

This phased, needs-based approach allows us to align our efforts with urgent operational demands while continuing broader position validation work in the background.

Next Steps

- Workflow mapping and RACI matrices will be completed alongside job review for each priority area.

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- An updated project timeline will be developed and shared once the revised scope is finalized.
- Ongoing progress updates will be provided to the HR Committee at regular intervals.

These adjustments will ensure the final deliverables are not only accurate but also aligned with the organization's current and future staffing needs. Please contact me with any questions or concerns ahead of our next committee meeting.

Summary of Changes: Business Travel Expenses Policy

1st Draft

| Policy Area | Original Policy | Edited Policy |
|-------------------------|--|---|
| Use of Vehicles | Required use of company vehicle if available; exceptions allowed for rentals or personal vehicles. | Removed all references to company vehicles; allows personal vehicle use with IRS mileage reimbursement. |
| Duty Station Definition | No formal definition or policy on duty station. | Defines duty station based on job classification (remote, hybrid, in-office); clarifies mileage rules. |
| Travel Authorization | PTR required; some ambiguity around daily/local travel. | Clarifies when PTR is needed (airfare, lodging, etc.); daily travel does not require PTR. |
| Expense Reporting | No batching guidance; mixed messages on funder-based separation. | Encourages weekly batching for daily travel; separate reports for multiple funders. |
| Language & Tone | Formal and policy-heavy wording. | Simplified and employee-friendly language. |
| Per Diem Source | Per diem based on NCDHHS subsistence rates. | Clarifies use of GSA rate as adopted by NCDHHS. |
| Travel Advances | Mostly handled by business office; limited guidance on self-booking. | Allows approved advances via PTR for employee-led bookings. |
| Non-Reimbursable Items | Listed but embedded in dense text. | Clearly structured list; better integrated. |
| Procedures Format | Text-heavy and segmented; harder to follow. | Bulleted list format for easier comprehension. |

2nd Draft

| Policy Area | 1 st Draft | 2 nd Draft |
|-------------------|---|--|
| Travel Advances | Allows approved advances via PTR for employee-led bookings. | Check request form and support required for advances. |
| Expense Reporting | Weekly batching encouraged | Monthly batching |
| Per Diem Meals | Choice between per diem rate or file receipts. | Only per diem allowed. |
| | | |

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) to 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 it has not been, and will not be, received from other sources. In cases not specifically addressed by this policy, the most conservative course of action should be taken.

All work-related travel paid with grant funds must comply with the applicable grant's expenditure guidelines. If this policy conflicts with a grant requirement, the grant guidelines take precedence.

Authorization and Responsibility

All work-related travel must be authorized by the immediate supervisor, generally by completing a Purchase and Travel Request (PTR) form and/or an expense report. Travelers should confirm that planned travel is eligible for reimbursement before submitting a PTR. PTRs should be submitted as early as possible to allow the business office time to process purchases.

Within 30 days of completing travel, employees must submit an expense report with any required supporting documentation. Travel expenses should be batched on a single expense report whenever possible. However, expenses for multiple grant activities must have separate reports for each grant activity.

An individual may not approve their own travel or reimbursement. PTRs and expense reports must be reviewed and authorized by an immediate supervisor or department head. The finance department reviews and approves appropriate budget coding. The Board chair must approve travel and reimbursement for the President.

Designated approvers are responsible for reviewing expenditures and may withhold reimbursement for inappropriate or excessive costs.

Personal Funds

Employees should review this policy before using personal funds for travel. PFC may deny reimbursement if expenses do not comply with this policy.

For larger, non-routine business travel expenses, such as airfare, lodging, or conferences, a

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PTR must be completed and approved by the President before an employee uses personal funds to purchase their airfare, lodging or registration. In general, employees should be prepared to be reimbursed after travel for all business travel expenses, even airfare and lodging, but may request an advance before travel.

Advances

Travel advances must be approved by the president or their designee with a completed check request form and supporting documentation, such as an estimated expense report. Advances for per diem allowances should not exceed per diem rates. Advances will be deducted from the reimbursement request on the after-travel expense report.

Vacation in Conjunction with Business Travel

Employees may take vacation in conjunction with business travel if approved in advance. PFC will not pay for personal travel expenses or reimburse them later.

Non-Employee Travelers

Non-employee travelers may accompany employees in their personal vehicles during business-related travel if it does not interfere with business objectives or increase costs. Prior approval from the supervisor or department head is required.

Exceptions

Requests for exceptions to this policy must be submitted in writing and approved by the President. Allow five business days for review.

Duty Station Definition and Mileage Reimbursement Basis

An employee's duty station is the location from which business travel is typically measured and where the employee regularly performs their work. The following definitions apply:

- **Fully remote:** Employees whose positions are designated as fully remote due to business needs will use their home office as their duty station.
- **Hybrid:** Employees working remotely part of the time under an approved telecommuting agreement based on personal preference will use PFC as their duty station, even when working from home.
- **Fully in-office:** Employees whose positions require regular on-site work will use PFC as their duty station.

Regardless of an employee's duty station:

- Travel between home and the PFC office is considered a personal commute and is not eligible for mileage reimbursement, even if the employee's home is their duty station.

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- Business travel mileage should generally be calculated from the employee's designated duty station to the business destination (and return), or from the point of departure—whichever is closer.

Employees are responsible for using the correct duty station in calculating and submitting mileage for reimbursement.

Travel Expenses and Procedures

General Definition

Business travel is defined as travel away from the employee's normal work location or home in their official capacity. Overnight travel must be at least 35 miles from the duty station or home (whichever is closer) to be reimbursable.

General Travel Procedures

- Travel should be planned in advance with the employee's immediate supervisor.
- Airfare, rentals, conference registrations, lodging, and travel advances generally require an approved PTR before purchase.
- Daily, local business travel using a personal vehicle generally does not require a PTR.
- Expense reports must be submitted after all travel for reimbursement of all eligible business expenses, such as mileage or public transportation.
- If this is your first reimbursement request, you must submit a Direct Deposit Authorization Form, available at <https://ccpfc.org/hr/employee-forms>.
- For employees who travel daily, travel expenses should be batched on one expense report, ideally monthly.
 - If traveling for multiple activities with different funders, submit separate expense reports for each activity.

Permissible Travel Expenses

Airfare and rail. Coach class only; requires an approved PTR. Employees will generally purchase their own fare and be reimbursed after travel. However, employees may request an advance by completing a check request form.

Mileage reimbursement. Employees using a personal vehicle for business travel will be reimbursed at the current IRS mileage rate. Mileage is measured from the employee's duty station or point of departure—whichever is closer to the destination.

- Reimbursement requires a valid U.S. driver's license and personal auto insurance.

Conference fees. Requires an approved PTR. Conferences are generally booked and paid by the Purchasing Specialist. If not included in the registration fees, include relevant banquets or meals that are considered part of the conference on the PTR.

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Lodging. Overnight lodging requires overnight travel status and an approved PTR. Employees will generally purchase their own fare and be reimbursed after travel. However, employees may request an advance by completing a check request form.

Per diem rates follow the standard General Services Administration (GSA) rate for North Carolina as used by North Carolina Department of Health and Human Services (NCDHHS).

Lodging above the standard state GSA rate 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). Reimbursable in overnight travel status (35 miles away from duty station or home). Employees may request an advance with a completed check request form for eligible meals using the per diem rate. Departure and arrival times must be documented on the expense report.

Per diem rates follow the standard GSA rate for North Carolina as used by NCDHHS. Per diem allowances may not surpass the daily combined limit for reimbursable meals.

Reimbursement for meals is unallowable if the meal is provided during a conference or workshop, or if the cost of the meal is included in the registration fee.

Reimbursement for breakfast per diem is allowable even if a lodging establishment offers free continental breakfast.

Receipts are not required for per diem allowances.

Employees in business travel status but not in overnight travel status may claim the lunch per diem allowance only when the employee is required to attend 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.
- b. Lunch: departing prior to 12 p.m. or returning after 2 p.m.

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- c. Dinner: departing prior to 5 p.m. or returning after 8 p.m.

Business expenses. Includes calls, faxes, photocopies, and internet access required for work. Itemized receipts required.

Parking, tolls, and transportation. Reasonable and necessary expenses for taxis, shuttles, parking, etc. are reimbursable. Receipts required. Fines, such as traffic or parking violations, are not reimbursed.

Non-Reimbursable Travel Expenses

- Airline upgrades or club memberships.
- 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.
- Expenses for non-employees, such as spouses or family members.
- Other expenses not directly related to the business travel.

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Human Resources Policies and Procedures

Employment Information – Rules of Conduct

Section 522 – Employee Use of a Personal Vehicle or Rental

Purpose

This policy outlines the requirements, responsibilities, and procedures for employees who use a personal vehicle or a rental vehicle for official business on behalf of the Partnership for Children of Cumberland County (PFC). The policy aims to ensure safety, compliance with legal standards, and consistency in reimbursement practices.

Eligibility & Participation Requirements

Employees must meet the following requirements to use a personal or rental vehicle for work-related travel:

- **Valid Driver's License:** Employees must possess and maintain a valid driver's license issued by the State of North Carolina or their state of residence.
- **Vehicle Insurance:** Employees must maintain current and legally required personal auto insurance. North Carolina requires minimum liability insurance coverage of:
 - \$30,000 for bodily injury (per person)
 - \$60,000 for total bodily injury (per accident)
 - \$25,000 for property damage
- **Vehicle Registration:** The vehicle used must be legally registered and in good working condition.
- **Annual Attestation of Insurance:** Employees must attest to maintaining minimum requirements of NC automobile liability insurance. PFC reserves the right to request proof of insurance.
- **Traffic Laws:** Employees are expected to obey all federal, state, and local traffic laws, including posted speed limits and seat belt requirements.
- **Distracted Driving:** Employees must refrain from texting, eating, or other distractions while operating a vehicle. The use of handheld devices while driving is strictly prohibited unless using hands-free technology.
- **Medication Disclosure:** Employees must notify their supervisor or Human Resources if they are taking any prescription or over-the-counter medications that may impair their ability to drive safely.
- **Driving Record:** PFC reserves the right to periodically review driving records of employees who regularly drive for work-related purposes.

Mileage Reimbursement

Employees using a personal vehicle for approved business travel are eligible for mileage reimbursement under the following conditions:

- **Reimbursement Rate:** Reimbursement is based on the standard IRS mileage rate in effect at the time of travel.
- **Expense Report Submission:**

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- Employees must complete an official **Expense Report** form, available for download at: <https://ccpfc.org/hr/employee-forms>.
- Reports must be submitted to the employee’s supervisor for review and approval.
- **Direct Deposit:** Reimbursements will be paid via direct deposit. Employees must complete a **Direct Deposit Authorization Form**, also available at the above link, if not already on file.

Rental Vehicles

- **Rental Use:** When approved by a supervisor, employees may rent vehicles for business travel when more practical or cost-effective than using a personal vehicle.
- **Rental Insurance:** Employees must accept the **liability and collision damage waiver (CDW)** coverage when renting a vehicle unless specifically directed otherwise by Human Resources.
- **Fuel Receipts:** Employees must retain and submit all fuel receipts when driving a rental vehicle. Fuel costs are reimbursable only for business-related travel.

Injuries and Accidents

- **Accidents:**
 - In the event of an accident while on official PFC business, employees must:
 - Contact law enforcement as appropriate.
 - Notify their supervisor as soon as safely possible.
 - Complete and submit an accident report to Human Resources within 24 hours of the incident.
- **Worker’s Compensation:** Injuries sustained while performing work duties—regardless of vehicle ownership—may be covered under PFC’s worker’s compensation insurance. Employees must report all injuries to Human Resources immediately and follow the standard injury reporting process.
- **Personal Insurance:** Any damage to an employee’s personal vehicle is the responsibility of the employee and their personal insurance carrier. PFC is not responsible for personal vehicle repairs or insurance deductibles.

Non-Compliance

Failure to comply with this policy may result in disciplinary action, including loss of travel privileges or other corrective measures, in accordance with PFC’s disciplinary procedures.

PFC Annual Acknowledgement and Attestation

Required Attestations

- I acknowledge that I have received and am able to access the policy and procedures manual. Policies and documents are at ccpfc.org/hr.
- I agree to read and comply with all organizational policies and procedures.
- I understand that failure to comply with policies may result in disciplinary action, up to and including termination.
- I will immediately notify my supervisor or HR if I become aware of a conflict of interest, policy violation, or ethics concern.
- If I use a personal vehicle for work-related travel, I attest that I:
 - Maintain a valid driver's license.
 - Maintain current automobile liability insurance that meets North Carolina state minimum requirements.
 - Maintain valid vehicle registration and inspection.
 - Will report any safety issues or medications that may impair my ability to drive.
 - Will submit mileage reimbursement requests accurately and in accordance with policy.
- I will uphold confidentiality when handling sensitive employee, child, family, donor, or partner information.
- I will use organizational technology, data systems, and other resources responsibly and in accordance with policies.
- I understand that this form does not create an employment contract, and that employment is at-will unless otherwise specified in writing.

Commitment to Values

- I will Act in a family-focused and child-centered manner in all my work.
- I will Demonstrate collaboration, respect, and inclusivity toward colleagues, partners, and the community.
- I will Uphold the highest standards of accountability, integrity, and professionalism.
- I will Embrace innovation and lifelong learning to improve outcomes for children and families.
- I will Foster a positive, transparent, and supportive workplace culture following the 3 traits of the Ideal Team Player: humble, hungry, and smart.

Employee Signature: _____

Date: _____