

Human Resource Committee Meeting Agenda
Quorum = 3 (50%) (Total Committee Members = 5)
Tuesday, February 17, 2026
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 November 18, 2025 – Open Session
- B. Additional Compensation FY25-26 – Memo Presentation

III. Information ^Δ

- A. Look Ahead at Organizational Revisions
- B. Paylocity HRIS Implementation Update
- C. Staffing Updates
 - 1. Open Positions – Early Literacy and Play Coordinator
 - a. Candidates can apply at ccpfc.org/hr/careers

***Needs Action**
^ΔInformation Only

Upcoming Committee Meetings

MEETING	MEETING DATE	MEETING TIME
Board of Directors / NC Pre-K	February 26, 2026	12:00 pm – 2:00 pm
Community Engagement	March 5, 2026	8:30 am – 10:30 am
Board Development	March 11, 2026	9:00 am – 10:30 am
Facility & Tenant	March 16, 2026	11:30 am – 1:00 pm
Finance	March 19, 2026	3:00 pm – 5:00 pm
Executive	March 26, 2026	9:00 am – 11:00 am
Planning and Evaluation	April 7, 2026	1:00 pm – 3:00 p.m.
Facility & Tenant	April 20, 2026	11:30 am – 1:00 pm
Board of Directors / NC Pre-K	April 30, 2026	12:00 pm – 2:00 pm
Family Connects	May 5, 2026	3:00 pm – 4:00 pm
Community Engagement	May 7, 2026	8:30 am – 10:30 am
Board Development	May 13, 2026	9:00 am – 10:30 am
Finance	May 14, 2026	3:00 pm – 5:00 pm
Facility & Tenant	May 18, 2026	11:30 am – 1:00 pm
Human Resources	May 19, 2026	12:30 pm – 2:00 pm
Executive	May 21, 2026	9:00 am – 11:00 am
Planning and Evaluation	June 2, 2026	1:00 pm – 3:00 p.m.
CCR&R	June 4, 2026	9:00 am – 11:00 am
Facility & Tenant	June 8, 2026	11:30 am – 1:00 pm
Board of Directors / NC Pre-K	June 11, 2026	12:00 pm – 2:00 pm

Upcoming Events/Volunteer Opportunities

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

Holiday Schedule

HOLIDAY	DATE CLOSED
Good Friday	April 3, 2026
Optional Mental Health Day	April 6, 2026 (Not closed)
Memorial Day	May 25, 2026



Partnership for Children of Cumberland County, Inc.
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November 18, 2025 (12:30p – 2:00p)
Be the Driving Force



MEMBERS PRESENT: Lonnie Ballard, Van Gunter, Terrasine Gardner (virtual)
MEMBERS ABSENT: Heather Skeens, Lisa Childers
NON-VOTING ATTENDEES: Anthony Ramos, Mary Sonnenberg, 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 November 18, 2025 pursuant to prior written notice to each committee member. Lonnie Ballard, committee chair, determined that quorum was present and called the meeting to order at 12:37p. Anthony Ramos was Secretary for the meeting and recorded the minutes.	Called to Order	None
II. Action Items A. Approval of Meeting Minutes August 19, 2025 (Open Session) B. Policy Revisions: HR 312 & 522, effective January 1, 2026	A. The open session minutes of the August 19, 2025 Human Resource Committee meeting were distributed and reviewed by the committee members. Terrasine Gardner moved to accept the August 19, 2025 Human Resource committee meeting minutes, 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. B. Anthony Ramos briefly reviewed the proposed revisions to the Business Travel Expenses (HR 312) and Vehicle Usage (HR 522) policies, effective January 1, 2026. Revisions had previously been presented at the August 19 meeting. The updates clarify reimbursement standards and usage expectations, aligning policies with current operational practices and funder guidelines. Terrasine Gardner moved to accept the policy revisions to HR 312 and 522 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 Motion Carried	None None
III. Information and Updates	- Mary Sonnenberg provided an overview of upcoming federal grant changes. The Healthy Social Behaviors (HSB) grant will conclude on December 31, 2025, and the B3QI grant will conclude on January 31, 2026. PFC has determined that current staff funded under those grants can be retained through June 30, 2026, using Region 5 Core funds. Beginning July 1, 2026, those positions are anticipated to be supported through Smart Start funds. The Committee discussed the challenging grant-funding landscape and the importance of continuity for staff and programs and appreciated the proactive fiscal planning. - Anthony Ramos announced that PFC will transition to a new payroll vendor, Paylocity, effective January 2026. The transition is intended to reduce payroll costs, improve system efficiency, reporting capability, and employee self-service functionality.	None	None



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	• Anthony Ramos briefly reviewed healthcare cost trends, PFC’s current census summary, and budget baseline projections. Charles Morris continues to broker PFC’s benefits and has maintained a strong track record of keeping cost increases relatively low compared to market trends. • Anthony Ramos, Mary Sonnenberg, and Marie Lilly presented consideration of adding President’s Day and Columbus Day to PFC’s paid holiday schedule. The Committee expressed no opposition to adding additional holidays; however, members encouraged leadership to consider options that may have a more substantial impact on staff retention and morale. Van Gunter suggested evaluating a modest salary increase or a one-time bonus (grossed up). Lonnie Ballard suggested consideration of a floating holiday, allowing staff flexibility to choose when to use it during the calendar year. The Committee directed PFC leadership to further evaluate compensation-focused options and return with additional analysis if appropriate.		
IV. Adjournment	After reviewing upcoming meetings and events, there was no further business; the chair, Lonnie Ballard, announced the meeting adjourned. The meeting was adjourned at 1:25 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

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MEMORANDUM

TO: HR Committee
FROM: Anthony Ramos, HR Manager
DATE: February 17, 2026

SUBJECT: Update on Additional Compensation Options for FY25-26

Background

At the Committee's request, we evaluated PFC's ability to provide additional staff compensation in FY25-26. Options reviewed included:

- Longevity Pay
- Across-the-board salary increases (3%)

The review considered funder guidelines, sustainability, and impact to unrestricted funds.

Option 1: Longevity Pay

We modeled a tier-based longevity structure:

- < 2 years of service: **\$250**
- 2–4 years of service: **\$500**
- Increase by **\$500 every 5 years of service up to 20 years**

Estimated total annualized cost: ~\$49,000

Estimated unrestricted funds impact: ~\$14,000

Funding Considerations

- **NC Pre-K** will allow longevity pay **only if distributed across the fiscal year**, beginning July 1, 2026.
- Providing longevity pay as a **one-time lump sum payment is not allowable** under NC Pre-K guidelines.
- Because a lump sum payment is not allowable, implementing longevity now would require **unrestricted funds** for NC Pre-K staff.

This creates a structural funding issue for FY25-26 if implemented mid-year.

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Option 2: 3% Salary Increase (Retroactive to July 1, 2025)

We also analyzed implementation of a **3% salary increase**, consistent with PFC HR policy, retroactive to the start of the fiscal year.

Estimated annualized cost: ~\$68,000

Estimated retroactive cost (July 1, 2025 – March 6, 2026 pay date): ~\$46,000

Funding Considerations

- PFC was unable to implement the budgeted 3% salary increase at July 1, 2025 because funders for the ending Health Social Behaviors program (ending December 31, 2025) prohibited salary increases at July 1 for the remainder of the contract.
- As of January 1, 2026, HSB program no longer a consideration.
- **Retroactive pay is allowable under NC Pre-K guidelines**, meaning unrestricted funds would not be required for that component.
- Current funding levels can sustain a 3% increase for this fiscal year.
- However, this adjustment becomes part of base salary and carries forward into FY26-27.

While current funding supports this increase, projected funding reductions present challenges for sustaining future increases beyond this year.

Summary Considerations

- Longevity pay aligns with service recognition goals but presents funding timing challenges mid-year since NC Pre-K would consider the lump-sum similar to a one-time bonus.
- A one-time bonus is not feasible under current NC Pre-K and Region 5 guidelines.
- A 3% salary increase is fundable within current revenue streams and avoids immediate unrestricted fund strain, though it increases ongoing base salary obligations.

We welcome HR Committee guidance on preferred direction, recognizing the balance between staff retention, fiscal responsibility, and anticipated funding uncertainty.



OF CUMBERLAND COUNTY

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