

STATE HUMAN RESOURCES COMMISSION MEETING
LEARNING AND DEVELOPMENT CENTER, COMMISSION CONFERENCE ROOM
101 WEST PEACE STREET - RALEIGH, NORTH CAROLINA

MEETING MINUTES – December 7, 2017

Members Present

Members present at the Learning and Development Center for the meeting were: Chair Judy Estevez, Commissioner Martin Falls, Commissioner John Eller, Commissioner April Page, Commissioner Phil Strach, and Commissioner Ross Beamon.

Other Attendees

Other attendees present were: Barbara Gibson, Director, Office of State Human Resources; Lou Ann Phillips, Deputy Director, Office of State Human Resources; Lars Nance and Jessica Middlebrooks, Legal Division, Office of State Human Resources; Denise Mazza, State Human Resources Commission Administrator, Office of State Human Resources; Tracy Martin, Carol Battle, Pamela Taylor Shaw and Carl Dean of the Office of State Human Resources.

Opening

The State Human Resources Commission (SHRC) last convened on September 7, 2017. Pursuant to North Carolina General Statutes § 138A and the North Carolina Ethics Act, Chair Judy Estevez asked all Commissioners if there were any conflicts of interest or potential conflicts of interest with respect to any matters coming before the Commission. Commissioner Eller stated he had a direct conflict with Item G under Business Plan as to Local Salary Plans as it related to Davie County government. The Chair noted the conflict. There were no other conflicts of interest or potential conflicts of interest noted by any other Commissioner. The Commission convened its open meeting at 9:09 a.m. in the Learning and Development Center Commission Conference Room.

Chairman Estevez noted that Items H and I on the original agenda were being switched since Dominick D’Erasmus was presenting Items G and I and the switch would make the meeting flow more easily. Thus D’Erasmus would presented Items G and H and Andrea Clinkscales will go right after at new Item I.

CONSENT AGENDA ITEMS

1. Approval of Minutes for the September 7, 2017 State Human Resources Commission Meeting with proposed dates for next year, 2018, which will be January 25, April 5, June 7,

August 2, October 4 and December 6, and a clerical correction to the Director's comments on page 2 to reflect the correct date, January 1, 2020, on which the General Assembly will eliminate health benefits for retirees hired on or after (not 2012).

Motion: Commissioner Beamon made a motion to recommend approve of the consent agenda.

Seconded: Falls seconded.

The motion carried.

Business Session

Public Comment

No one signed up for public comment.

State Human Resources Director's Report

Director Barbara Gibson welcomed everyone – pointing out that this was the last meeting of 2017 and thanking everybody for all the work and contribution that they had made. She introduced Kristin Siemek, State Recruiting Manager managing Talent Acquisition, who had been added as a new member to OSHR leadership team since the September 7, 2017 meeting. Kristin is a graduated from the College of William & Mary with a bachelor degree in Economics and Government. She has a lot of human resources experience including positions as Human Resources Director, Talent Management Consultant, and Classification and Compensation Consultant. She comes to OSHR from the Department of Public Instruction with more than 23 years of directly related work experience. Kristin joins OSHR at a critical time to help with recruitment.

OSHR worked “really hard” in 2017 – built a good team and accomplished a lot of things. The year-end close out on NC VIP – Performance Management System – included quite a few technical improvements so it is more user friendly. OSHR did a lot of surveying, and talking to the HR community and management and employees and feels like that is running as smoothly as it can. The goal for the coming year is more supervisor training to validate the actual performance process itself. The new recruitment system has been put on hold as not a best fit for the State - It was not capable of doing some of the key things needed. Many needed improvements have been made and OSHR continues to work diligently on the new classification and compensation system and is planning on its implementation sometime in May or June 2018.

Agency Updates

Total Rewards

Andrea Clinkscales, Total Rewards Division Director, gave a brief update of what OSHR has been doing since the last commission meeting:

A number of classification and compensation, market analyst, basic classification as well as Federal Labor Act trainings have been offered. These trainings had not been offered in a few years so it was deemed important to offer some recent trainings and has been well received by agency personnel. A subset of SMEs has been reestablished and are being led by OSHR consultants and other members of the group including agency classification consultants and recently retired classification consultants and managers from the State of North Carolina. These groups have been working together to review the job families. They started meeting regularly in September and are looking at allocations to make sure that class concepts are being applied consistently - making sure that positions with similar duties and responsibilities are being allocated consistently across the different agencies and within the job families and are making the appropriate adjustments for consistency as necessary. These groups have also been reviewing the class facts to ensure the specs accurately depict the roles as well as the education and experience required for these jobs, are in alignment and that the patterns make sense within the series. This process is taking a little bit longer time than anticipated with very large [job] families like Admin, Finance, Business, and IT. Every agency in State government has a significant number of these classifications, but progress is being made.

In November, HR agency directors and classification consultants started meeting to begin reviewing some of the allegations and decisions that had been made or have been made thus far. This was also an opportunity for the agencies to express any concerns with issues they have identified related to either the class specs or the job allocations as well as the pay plans and pay structures. Those meeting are anticipated to wrap up mid-December. OSHR has also recently hired a training consultant to work very closely with the salary administration team and classification consultant(s) and folks within our Talent Management Division to develop some classification and compensation related trainings as we prepare for the implementation. Some of those trainings will be around salary administration, some will be geared toward managers so they are properly trained and equipped to sit down and have conversations about compensation related matters and more salary planning, managing their reserves, etc. even down to the simple things such as writing job descriptions. Finally, salary administration policy is being reviewed and will be presented to the Board sometime in 2018 for approval. OSHR continues to be a part of agency allocation meetings and anticipates additional changes and revisions to specifications that will require the SHR Commission's review and approval.

Carol Battle – Service Award Policy

Carol Battle, Employee Rewards, presented the Service Award Policy which had been changed to allow credible retirement service to be used to allow employees to reach 5-year milestones to earn a service award when that employee is retiring. Under the current policy, the employee would not get the service award, but exceptions have been allowing it. The revised Service Award Policy makes the policy consistent with these practices.

Motion: Commissioner Strach made a motion to recommended the approval of the Service Award Policy.

Seconded: Commissioner Falls seconded.

Motion carried.

Carol Battle – Special Leave Awards Policy

Carol Battle, Employee Rewards, also presented the Special Leave Awards Policy which had been changed to remove any reference to the Governor's Award.

Motion: Commissioner Falls made a motion to recommend the approval of the Special Leave Awards Policy.

Seconded: Commission Beamon seconded.

Motion carried.

Doug Gaylord – Personal Protective Equipment Policy

Doug Gaylord, Safety and Health Manager, presented the Personal Protective Equipment Policy in place of John Bogner. The Personal Protective Equipment Policy was rewritten to update it so it is consistent with changes made by the Department of Labor.

Motion: Commissioner Strach moved for recommendation of the approval of the Personal Protective Equipment Policy.

Seconded: Commissioner Falls seconded.

Motion carried.

Doug Gaylord – State Employees Workplace Requirement Program for Safety, Health and Workers Compensation

Doug Gaylord, Safety and Health Manager, presented the State Employees Workplace Requirement Program for Safety, Health and Workers Compensation. The program was

rewritten to add workers comp and revised with a lot of edits and grammar and structure to make it read better. The cover sheet was also revised to read “claims” instead of “clams.”

Motion: Commissioner Strach moved for the approval of State Employees Workplace Requirement Program for Safety, Health and Workers Compensation policy/program.

Second: Commissioner Beamon seconded.

Motion carried.

Dominick D’Erasmus - Local Government Salary Plans

Dominick D’Erasmus, Manager of the Local Government team, presented the local salary plans mentioned at the September 7, 2017 SHR Commission meeting. The relevant information, documents, and salary plans were made available for the Commissioners’ review as well as the guiding documentation, statutes and codes. Local county agencies that are subject to the Human Resources Act - DHHS departments, public health departments and mental health agencies - must submit a salary plan to OSHR via a reporting form containing a lot of certifying information by and from the county and a spreadsheet with class titles and grades and salary information. The local government team, D’Erasmus and James Harris, reviewed all of the submitted documentation and recommended approval of the county plans that are listed on summary page 2 of the handout including one county, Haywood, which was approved the week of the December 7, 2017 meeting. One county, Halifax, continues to have some serious errors on their plan due to turnover in the county. It is anticipated that it will be resolved.

Motion: Commissioner Strach moved for the approval of the Local Government Salary plans.

Seconded: Commissioner Falls seconded.

Due to Commissioner Eller’s recusal from the Davie County salary plan a roll call vote was taken:

Ayes to all counties recommended from April, Phil, Martin, Ross, Judy, and no Nays. Commissioner Eller gave his aye to all counties recommended with the exception of Davie County.

Motion carried.

Dominick D’Erasmus – LME/MCO CEO Salary Range

Dominick D’Erasmus, Manager of the Local Government team, presented the LME MCO CEO salary range update. The salary range for the LME MCO director had not been updated since 2010 so the range needed to be studied to be sure the current range was in line with other public sector mental health human services entities - mental health administrative officials doing similar work to our upline officials, ie. secretary, deputy secretary, and mental health director. Salaries

of current directors, DSS directors and public health directors in the largest counties in our State were also reviewed and used as a reference in determining the LME MCO range. While they were not an exact fit, the data provided a decent, fair and equitable public sector framework.

The proposed range as listed on the supporting document is a minimum of a \$119,475, a midpoint of \$177 thousand and a maximum of \$234,525. This range has been communicated to health and human services with no objections. OSHR will continue to work with HHS partners on developing and updating this range as necessary.

Motion: Commissioner Falls moved to accept the recommendation of the approval of the salary range for the LME MCO.

Seconded: Commissioner Eller seconded.

Motion carried.

Andrea Clinckscapes – Classification Specs – New, Revised or Abolished

Andrea Clinckscapes, Total Rewards Division Director, proposed 11 new specs, 17 revised specs and 6 abolished specs for the SHR Commission approval. A few fall in the medical and health area and a study has not been done. It had been about 5 years since these classifications were reviewed so a project team lead by a OSHR consultants along with classifications analyst in the Department of Health and Human Services, Department of Public Safety and the Department of Agriculture was put together. Turnover issues, recruitment and retention issues were identified. The specs proposed were revised primarily to update knowledge skills and abilities and to broaden the degrees of a significant number of the specs since they fall in the information communication job family so the specs written today as English and journalism major have been expanded to include public relations and media communications, thus broadening the degrees that are considered to be related.

Motion: Commissioner Eller made a motion to approve recommendation by staff for the new, revised and abolished classifications specs.

Seconded: Commissioner Beamon seconded.

Motion carried.

Motion: With no further business items remaining, Commissioner Strach moved to adjourn the meeting.

Seconded: Commissioner Falls seconds.

Adjourned at 9:59 a.m.

Executive Session

The State Human Resources Commission did not have an executive session at its December 7, 2017 meeting.

Minutes submitted by:

Denise H. Mazza, State Human Resources Commission Administrator