

**STATE HUMAN RESOURCES COMMISSION MEETING
VIA WEBEX**

MEETING MINUTES – December 11, 2025

Members Present:

Members present in-person and virtual for the meeting were: Chair Veronica Patterson, Commissioner Andrea Allard (virtual), Commissioner Ross Beamon, Commissioner Doug Boyette (virtual), Commissioner Timothy Buckland (virtual), Commissioner Benton Touns (virtual) and Commissioner Tracy Webb (virtual). Commissioners Tye Vaught was unavailable.

Other Attendees:

Attendees present from the Office of State Human Resources (OSHR): Staci Meyer, Director; Tammy Penny, Special Advisor; Lanier McRee, Deputy Director of Administration; Blake Thomas, General Counsel; Anna Perkinson, Assistant General Counsel; Melody Hairston, Special Counsel; Wesley Davis, Legislative Liaison; Denise H. Mazza, State Human Resources Commission Administrator; Nancy Astrike, Amy Bowman, Felicia Bridges, Kyle Brynes, Andrea Clinkscales, Lorence Crossett, Dominick D’Erasmus, Linda Forsberg, Creshaye Graham, James Harris, Jennifer Harrison, Bailey Hodge, Joel Jordan, LaSondra Irving, Stephanie McFadden, Susan Reeves, Kristin Siemek, Mike Suggs, and Kimberly Whitaker. From other agencies and the public: Sylvia Crumpler, Department of Adult Corrections; Pam Hess, HR Director, Keita Cannon, State Auditor’s Office; Billy McAllister, and Cashaunda Holman, Department of Agriculture and Consumer Services; Andrea Porterfield, HR Director, and Kim Campbell, Department of Commerce; Laurie McVey, HR Director, NC DIT; Magnolia Lugo, HR Director, Department of Justice; Jennifer Huber, Department of Insurance; Beth Benson, HR Director, Department of Labor; Helen Dicken, HR Director, Office of Administrative Hearings; Dan Hill, HR Director, Department of Public Instruction; Tonya Fields, Department of Public Safety; Janet Blount, HR Director, Department of Public Instruction; Davita Morant, HR Director, Jennifer Christeson, Department of Public Safety; Shakeyia Hazell, HR Director, Secretary of State Office; Beth Travis, HR Director, State Bureau of Investigation; Patricia Garcia, HR Director, State Budget and Management; Kim Sommerdorf, HR Director, State Highway Patrol; Georgia McBride, HR Director, Wildlife Resources Commission; Chris Chiron, Associate Vice President for HR Policy, University System; and Simone Leigh, Eastern NC School for the Deaf.

Opening

The Commission convened its open meeting pursuant to N.C.G.S. § 126-2(h) at 10:32a.m. via in-person with an option to attend virtually by Webex Teleconference.

The State Human Resources Commission (SHRC) last convened on September 18, 2025. Pursuant to North Carolina General Statute Chapter 138A and the North Carolina Ethics Act, Acting Chair Vaught asked all attending commissioners if there were any conflicts of interest or potential conflicts of interest with respect to any matters coming before the Commission. No conflicts were presented.

There were no additions or corrections to the agenda for the December 11, 2025, meeting.

CONSENT AGENDA

Minutes

The Chair presented the draft minutes for the September 18, 2025 State Human Resources Commission meeting. There being no further discussion or questions, the Chair called for a motion to recommend approval of these minutes.

Motion: A motion was made and seconded to recommend approval of the draft minutes for the September 18, 2025 SHRC meeting.

A roll call vote was held and all attending members of the Commission recommended approval of the draft minutes for the September 18, 2025 SHRC meetings.

Motion carried.

Director's Report

Director Staci Meyer welcomed the chair, commissioners and staff, before thanking the Commission for its continued partnership with HR in our pursuit of modernizing and simplifying our state's Human Resources system. She noted that in this first year, OSHR had successfully stewarded changes to make the system easier, faster and better, creating meaningful opportunities for every North Carolinian to succeed. Preparing our state's workforce for the future remains a priority for OSHR. She offered the following several ways that OSHR supported state employees and increased flexibility for our agencies to work.

First, N.C. Sess. Law 2025-34 immediately helped make our state's HR system more responsive to employees and agencies, expanding temporary to permanent hiring to all agencies, making permanent hiring, pay and classification for agencies more flexible, authorizing sign on and retention bonuses for local governments and permitting agencies to immediately hire one of the most qualified candidates from a previous posting. All of these changes give greater command and flexibility over their human resources functions. Additionally, the candidate experience has been enhanced through this bill. Candidates can now apply for state jobs with a resume or an online profile. Overly detailed KSAs knowledge, skills and abilities requirements have been eliminated. The implementation of Phase One of Workday was rolled out statewide in October - on time and on budget. This platform centralizes HR practices and simplifies processes for applicants, agency resource agents, agency Human Resources staff and for hiring managers. Workday also aids our goal in attracting top talent to be to public service careers and helps us reduce vacancies across state government while enhancing our candidate experience. Phase One has made an immediate impact. State recruitment, applicant tracking, employee onboarding and off boarding have been streamlined, position description, management, our organizational charts are all in one centralized location. The first day of Workday implementation took OSHR a step closer to realizing the goal of transforming HR, helping OSHR better serve the people who want to serve our state. We've expanded statewide services in several ways. A Western office, and offices in western North Carolina and Swannanoa, have been opened, giving an expanded presence that was critically needed in a critical location that's recovering from Hurricane Helene. We continue to support recovery efforts and promote career opportunities in this region,

and will have greater engagement there over the coming year, and hopefully with that success, we're going to look at doing an Eastern office when feasible.

Critical hiring needs at DMV were recently met. This success was due in part to flexibilities granted in the session law with strong promotional efforts that OSHR worked with to effectively launched join NC. That was an initiative of Governor Stein in March of 2025 that started out as a program designed to help displace federal workers and those impacted by Helene, has turned into a larger recruitment program for state government, that's been well executed by Temporary Solutions. To date, we there are over 3000 interest cards that have been submitted. Before we had about 153,000 interest card submissions, we had 150 submissions, and about month to month, so 3400 job recommendations have been made, which is an increase of more than 200 month to month, DHHS has the most recommendations, and there have been a total of 121 people hired through the joint NC program. The OSHR team here worked really hard on that, and are looking at expanding that in the coming year. OSHR has led various employee trainings across the state, advanced skills for managers, safety walks, our and the like, while expanding office offerings provided by OSHR local government team that helps OSHR better serve those in rural in rural areas, especially in western North Carolina. OSHR is looking at ways to do that more as we continue to propose thoughtful policy solutions that aid and the retention of our state employees and expansion of services is one that remains a high priority. All are an integral part of these initiatives, and Director Meyer thanked all for their support.

Among the topics for consideration at the December 11, 2025 SHRC meeting is OSHR's proposal to expand eligibility requirements for academic assistance, broadening career development offerings for state employees when it advances them, both for the employee and the priorities of agencies. A strategic plan that outlines our mission, vision, vision and values, along with our priorities has been adopted. OSHR's mission is to partner with and provide expertise to state agencies and programs to recruit support and retain a public service workforce. The vision is to elevate state service. This vision is grounded on what is believed to be the foundation of a career in North Carolina State Government.

In the coming year, OSHR will reimagine what performance management looks like across state government, helping agencies and employees provide key services and embrace artificial intelligence. OSHR will continue to support the governor's work to create meaningful opportunities for every North Carolinian to succeed. Director Meyer closed stating she was grateful for the Commission's support and guidance.

Workday Update

Special Advisor to the Director Tammy Penny joined in Director Meyer's excitement on Phase One of Workday finally going live on October 8 for Phase One functionality. She shared a few key highlights related to our go live such as OSHR provided training prior to go live and continuing to provide training and resources for sustainment of training opportunities including elearning sessions in person, sessions and numerous resources through the learning management system. Prior to go live, 6000 employees had registered for elearning sessions and numerous resources that the learning management system are dedicated in a Workday training section so they're easily available to employees, including quick reference guides, micro learning videos, recorded instructor led sessions, and of course, signing up for our virtual instructor led sessions.

Work had begun on a 2026 schedule for those instructor led sessions now. OSHR provided a dedicated team of resources to provide a highly focused, hyper care support phase following the launch in October. It included Deloitte partner resources from the implementation team and the applicant management services team, OSHR project team, along with Deloitte, providing two weeks of dedicated on site agency support, from October 6 to October 17, where agency points of contacts, plus any additional representatives, were offered the opportunity to attend those sessions or attend the session virtually with access to the sessions.

OSHR sustainment model includes several tiers of support. Tier zero is all of the self-supported resources that are available to employees. Tier one is agency points of contact, as well as OSHR Talent Acquisition team to support candidates. Tier two is operational support through OSHR technology solution and talent acquisition teams, along with Deloitte aggregation management services team. Tier three covers defects or enhancements that are supported through these same teams in AMS, and, if needed, Tier four support for Workday product cases for work with Workday vendor for triage and support.

OSHR implemented ServiceNow as for ticketing support and tracking of incidents and requests coming in through the agencies to our sustainment team. Additionally, some initial metrics were gathered for the first six weeks. There were 13,000 unique employees logged into the Workday system. There were 30,000 active candidates for postings and Workday in that same six week period and OSHR supported 598 ServiceNow tickets, closing 501 of them as resolved. These are just a few of the metrics we're beginning to capture, but the extent of the data will be further available as more recruitment to higher completions are made in that solution. Additionally, our true data driven decision making capability will be gained by continuing to implement the other modules within Workday that are available through our contract if the General Assembly appropriates funds. The additional functionalities could include performance management, learning, development, talent optimization, benefits, time and labor tracking with leave administration, SAP integration for the time and leave and people analytics.

Penny closed by asking the chair and commissioners to partner with OSHR as it continues to advocate for the funding to continue the full implementation of this solution.

Exceptions Granted Since September 18, 2025 SHRC Meeting

Assistant General Counsel Anna Perkinson presented an overview of the exceptions and variances granted under 25 NCAC 01A .0104 since the September 18, 2025 SHRC Meeting. See Exceptions presented in the SHRC December 11, 2025 agenda material for details.

Business Session

Public Comments

There were no public comments at the December 11, 2025 State Human Resources Commission meeting.

Total Rewards Division/Time and Leave: Military Leave Policy

Time and Leave Consultant Stephanie McFadden presented revisions to the Military Leave Policy to clarify that under USERRA, employees are not entitled to protected leave if they have

exceeded the five (5) years of cumulative military service during their employment at an agency. Reinstatement is also not required when an employee exceeds the cumulative five (5) years unless the reason for leave is a type of service excluded from the cumulative (5) five years of service or is otherwise guaranteed under this Policy. Text was added to clarify that if an employee does not meet the criteria for the reinstatement and will not be reinstated, the agency should follow the applicable procedures in the Separation Policy.

McFadden concluded her presentation and asked if the Commission had any questions.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the Military Leave Policy as presented.

Commissioner Andrea Allard offered in comment that other uniform services such as the Space Force and commissioned officers of NOAA should be added to this Policy.

The Chair asked if this information could be added.

General Counsel Blake Thomas stated it was his preference to stay this matter while the language be added and reviewed, and to bring it back at the next meeting for a vote.

Learning & Development Division: Employee Learning and Development Policy

Manager of Learning and Development Joel Jordan presented the updated Employee Learning and Development Policy which combined the current Academic Assistance Policy and the former Employee Learning and Development Policy into one policy focused on workforce planning and employee development. These changes were driven by recognition that professional development today takes place in a wide variety of settings, not just in traditional academic organizations. Some of the key chain goals of the combined policy are to increase flexibility for agencies to invest in their employees, to help employees develop knowledge, skills and abilities that enhance their current job performance and advance in their career so they remain in state government employment. The updated policies reflect current OSHR practices as well as accepted learning and development industry best practices. Other revisions simplify and streamline policy. The most substantive changes were:

- Renaming academic assistance as learning and development financial assistance;
- Expanding the allowable uses of this financial assistance to include nonacademic provider courses such as certifications required licensures and continuing education opportunities;
- Allowing time limited and probationary employees access to the learning and development financial assistance;
- Eliminating the ceiling rate - a cap on the reimbursable amount for academic courses;
- Eliminating the cap on the number of credit hours per year that can be reimbursed; and
- Removing the requirement that OSHR approve these learning and development opportunities from non-state sources.

Jordan directed the Commission to see the full list of changes across both policies included in the Commission materials for more details.

Jordan closed by respectfully requesting the Commission accept the merger of these policies and approve the revisions as presented and offered to answer any questions.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the merger of the Academic Assistance and Learning and Development policies as presented.

Motion: Commissioner Beamon made a motion to recommend approval as presented.

Second: Commissioner Patterson seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the merger of the Academic Assistance and Learning and Development policies as presented.

Motion carried.

State and Local Government Services Division: Voluntary Separation Incentive Program

Deputy State HR Director for Workforce Solutions Nancy Astrike presented changes to the Voluntary Separation Incentive Program first presented at the September 18, 2025 SHRC meeting. These changes include:

- Section I, language was included that any department office or university with employees subject to the State Human Resources Act were eligible.
- Section III of the policy, which involves the process, the reference to university chancellors was removed as that was duplicative on what other versions of the policy or other sections of the policy.
- Modifications were also made to reflect that if agencies did not receive enough volunteers, they may implement an involuntary reduction in force, as opposed to that being required.
- The required minimum of five (5) positions to implement a voluntary separation was removed so that smaller employee populations can use this policy.

Astrike closed by offering to answer any questions and requesting approval on the proposed changes to the policy.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the Voluntary Separation Incentive Policy as presented.

Motion: Commissioner Beamon made a motion to recommend approval as presented.

Second: Commissioner Patterson seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the Voluntary Separation Incentive Policy as presented.

Motion carried.

Total Rewards Division/Classification and Compensation: Six New Classifications and Twenty-five Revised Class Specifications for the Statewide Compensation Plan

Manager of Classification and Compensation Felicia Bridges presented six (6) new classification specifications and twenty-five (25) revised class specifications to the Commission. The specifics of these changes and new classifications are in materials provided to the Commission for the meeting.

Bridges closed by requesting approval of these new and revised classifications.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the six (6) new classification specifications and twenty-five (25) revised class specifications as presented.

Motion: Commissioner Beamon made a motion to recommend approval as presented.

Second: Commissioner Buckland seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the six (6) new classification specifications and twenty-five (25) revised class specifications as presented.

Motion carried.

Total Rewards/Classification and Compensation: Pay Scale Increases

Division Director Andrea Clinkscales presented a recommendation to the Commission to update the state's six pay plans. This includes the general digital technology, medical, health, legal, one, law enforcement and the State Highway Patrol pay plans. OSHR proposed a 3.87% increase based on a review and analysis from a number of sources including compensation and planning surveys. Based on the market, the minimum for those grades were below the state's minimum of \$31,200. To maintain compliance with the legislative mandate that no state pay plans be less than \$31,200, OSHR recommended those minimum pay grades remain as is and only the maximum be adjusted by the 3.87%. Clinkscales directed the Commission to the recalculated midpoints, as well as quartiles one and three for all of the grades across all six papers, provided in the Commission materials. She noted that some organizations update their pay plans on an annual basis. Clinkscales wanted to ensure similar updates are considered, noting that the last time the Commission approved changes to the pay plans was at the December 2024 commission meeting, and those changes were effective January 1, 2025. She state that this is a key and critical step to making sure that OSHR is able to support agencies in their effort to be competitive, as well as keeping our pay plan structures aligned to market. Clinkscales closed by asking the Commission to approve of the increase as presented.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the proposed update to the state's six pay plans as presented.

In response to a question from the Commission, Clinkscales confirmed the effective date of the change would be February 1, 2026 to allow sufficient time for the State Controller's Office to make modifications to the system.

Motion: Commissioner Beamon made a motion to recommend approval as presented.

Second: Commissioner Toups seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the proposed update to the state's six pay plans as presented.

Motion carried.

State and Local Government Services: Burke County Request for Substantial Equivalency Classification and Compensation

State and Local Government Manager Dominick D'Erasmus presented the request from Burke County to be found substantially equivalent in one additional program - area classification and compensation. Burke County was previously approved as substantially equivalent in recruitment, selection and advancement in 2024. The State Human Resources Act and the local Administrative Code in 25 NCAC 01, allows local governing bodies to petition the State Human Resource Commission to determine whether any portion of their personnel system meets the substantially equivalent program requirements specified in the Administrative Code. All the data used to determine substantial equivalence, as well as all of the documents submitted by Burke County – its Board of County Commissioner meeting notes, resolution, county policies, procedures, county pay ranges and other supporting documentation, and the evaluative - was included in the documentation provided to the Commission. After review, OSHR found that the Burke County documentation met the requirement to be substantially equivalent in the classification and compensation program area, and recommended that the Commission approve of Burke County's request. D'Erasmus concluded his presentation by asking the Commission to approve of the determination.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the Burke County's request to be approved as substantially equivalent in the classification and compensation program area as presented.

Motion: Commissioner Beamon made a motion to recommend approval as presented.

Second: Commissioner Patterson seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the Burke County's request to be approved as substantially equivalent in the classification and compensation program area as presented.

Motion carried.

State and Local Government Services: Local Government Salary Plans

HR Consultant for the local government team Bailey Bruce presented the annual salary plans to the Commission for approval. All of the plans, as well as the guiding documentation, statutes and applicable admin code sections, were made available to the Commission in advance for its review. The salary plan package consists of two components. Number one is a reporting form which contains county information, agency population numbers and certifying questions and signatures. The second component is the salary plan spreadsheet, which includes classification titles along with local salary grades, ranges and average salaries. Reviewing these two components allows OSHR to determine if the plans remain in compliance with the various administrative requirements. These salary plans were reviewed according to applicable administrative rules and established practice. Bruce closed by asking the Commission to approve of the local salary plans provided.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the local salary plans as presented.

Motion: Commissioner Beamon made a motion to recommend approval as presented.

Second: Commissioner Webb seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the local salary plans as presented.

Motion carried.

State and Local Government Services: 25 NCAC 01i .2103 Salary Rate Permanent Rulemaking Readopted

General Counsel Blake Thomas represented 25 NCAC 01i .2103 Salary Rate to the Commission for approval to submit as a permanent rule to the Rules Review Commission. This request was previously made at the July 17, 2025 Commission meeting and approved. Inadvertently, the rule did not get submitted timely to the Rules Review Commission for review. This rule was resubmitted at this meeting so that it could be approved again by the Commission and timely submitted within the mandatory 30 day time period to become a permanent rule.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the submission of 25 NCAC 01i .2103 Salary Rate to the Rules Review Commission as a permanent rule as presented.

Motion: Commissioner Webb made a motion to recommend approval as presented.

Second: Commissioner Buckland seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the submission of 25 NCAC 01i .2103 Salary Rate to the Rules Review Commission as a permanent rule as presented.

Motion carried.

Talent Acquisition: Recruitment and Posting of Vacancies Policy

Talent Acquisition Manager Kristin Siemek presented a change to the Recruitment and Posting of Vacancies Policy as a result of N.C. Session Law 2025-34. Since March of 2023 when Governor Cooper signed Executive Order 278, the Value of Experience in State Government, a statement has been included on cabinet agency vacancy announcements that allow applicants to qualify for a position by an equivalent combination of education and experience. N.C. Session Law 2025-34 requires all state vacancy announcements include this statement going forward. Siemek requested the Commission approve of this revision.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the Recruitment and Posting of Vacancies Policy as presented.

Motion: Commissioner Beamon made a motion to recommend approval as presented.

Second: Commissioner Allard seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the Recruitment and Posting of Vacancies Policy as presented.

Motion carried.

Proposed Dates for 2026 State Human Resources Commission Meetings

State Human Resources Commission Administrator Denise Mazza presented OSHR's proposed meeting dates for 2026. There were as follows:

Thursday, March 5, 2026*

Thursday, May 21, 2026

Thursday, August 20, 2026

Thursday, October 15, 2026

Thursday, December 10, 2026

All meetings would be in-person with a virtual option.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the proposed State Human Resources Commission meeting dates for 2026 as presented.

Commissioner Buckland asked if there would continue to be a virtual option for the meeting

Mazza responded that the preference is in person, but a virtual option would be available.

Motion: Commissioner Beamon made a motion to recommend approval as presented.

Minutes of the December 11, 2025 State Human Resources Commission Meeting

Second: Commissioner Buckland seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the proposed State Human Resources Commission meeting dates for 2026 as presented.

Motion carried.

Adjournment

There being no further discussion or questions, the Chair called for a motion to adjourn.

Commissioner Allard commented to all that this would be her last meeting as a commissioner and stated she appreciated OSHR and everyone at OSHR for all that they do.

Motion: Commissioner Beamon so moved.

Second: Commissioner Patterson seconded the motion.

A roll call vote was held and all attending members of the Commission agreed to adjourn the December 11, 2025 SHRC Meeting.

Motion carried.

The Commission adjourned at 11:37 a.m.

Executive Session

The State Human Resources Commission did not have an executive session at its December 11, 2025 SHRC meeting.

Minutes submitted by:
Denise H. Mazza,

State Human Resources Commission Administrator