

**STATE HUMAN RESOURCES COMMISSION MEETING  
VIA WEBEX**

**MEETING MINUTES – February 20, 2025**

**Members Present:**

Members present on the Webex for the meeting were: Commissioner Dekhasta Becton Rozier, Chair, Commissioner Andrea Allard, Commissioner Tim Buckland, Commissioner April Page, Commissioner Phillip Strach, and Commissioner Tracy Webb.

Commissioner Ross Beamon, Commissioner Doug Boyette, and Commissioner Tye Vaught were unable to access the webinar due to inadvertent technical difficulties.

**Other Attendees:**

From the Office of State Human Resources: Staci Meyer, Director; Mary Penny Kelley, Chief of Staff; Tammy Penny, Special Advisor; Kristen Bierline, Chief Deputy; Amar Majmundar, Policy Director; Twanetta Lytle Alston, Deputy Director; Blake Thomas, General Counsel; Anna Perkinson, Assistant General Counsel; Wesley Davis, Legislative Liaison; Denise H. Mazza, State Human Resources Commission Administrator; Nancy Astrike, Andrea Bennett, Amy Bowman, Felicia Bridges, Jennifer Christeson, Megan Church, Andrea Clinkscales, Lorence Crossett, Linda Forsberg, Creshaye Graham, LaSondra Irving, Patel Irshad, Stephanie McFadden, Randy Mizzelle, Cathy Pope, Susan Reeves, Kristin Siemek, Mike Suggs, and Deyla Tharrington. From other agencies and the public: Donnell Adams, HR Director, Department of Administration; Sylvia Crumpler, HR Director, Department of Adult Corrections; Neufville and Cashaunda Holman, Leigh Ann Woodside, and Pam Hess, HR Director, Department of Agriculture and Consumer Services; Keita Cannon, HR Director, NC Office of the State Auditor; Andrea Porterfield, HR Director, Department of Commerce; Magnolia Lugo, HR Director, NC Community Colleges; Barbara Williams, HR Director, Department of Health and Human Services; Libby Faulkner, HR Director, and Kim Rogva, NC HFA; Jerry Daniels, HR Director, NC Department of Insurance; Tina Wong, HR Director, Kris Joyce, and Melody Hairston, NC Department of Justice; Renathe Cotton, HR Director, NC Department of Labor; Davita Morant, HR Director, NC Department of Public Instruction; Beth Travis, HR Director, State Bureau of Investigation; Patricia Garcia, HR Director, State Budget and Management; Glenda Ellerbee, HR Director, NC Office of State Controller; Chris Chiron, Associate Vice President for HR Policy, University System; and Ren Larson.

**Opening**

The Commission convened its open meeting pursuant to N.C.G.S. § 126-2(h) at 9:01 a.m. via Webex Teleconference.

The State Human Resources Commission (SHRC) last convened on December 12, 2024.

Pursuant to North Carolina General Statute Chapter 138A and the North Carolina Ethics Act, Chair Rozier 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 February 20, 2025 meeting.

### **CONSENT AGENDA**

#### **Minutes**

The Chair presented the draft minutes for the December 12, 2024 State Human Resources Commission meetings. There being no further discussion or questions, the Chair called for a motion to recommend approval of these minutes.

Motion: Commissioner Webb made a motion to recommend approval of the draft minutes for the December 12, 2024 SHRC meetings.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the draft minutes for the December 12, 2024 SHRC meetings.

Motion carried.

#### **Director's Report**

Director Meyer thanked all in attendance and noted she was honored to be here and very excited about her new role as the State Human Resources Director. She began her report with an update on Hurricane Helene recovery efforts noting that Governor Stein's Executive Order 5 continued to meet North Carolina State Human Resources needs by providing an additional 16 hours of community service leave to eligible State employees. The expansion of the community service leave allows State employees to assist in ongoing storm related efforts coordinated by local government entities or established nonprofits, with prior approval from their supervisor to make use of additional leave. The employee is responsible for providing documentation that additional hours used or storm related according to their individual agencies. The additional 16 hours of community service leave expires on December 31, 2025. The Director also noted that since the last meeting of the Commission, significant progress had been made on the Human Capital Management project with the first phase to be activated in October of this year. The new system will make it easier and more efficient for people to apply for State jobs and for HR staff to get people in those jobs as quickly as possible. This project will expand OSHR efficiency and reporting capability to make informed, data driven decisions. Phase one of the project will include recruiting, onboarding and off-boarding, and position descriptions. Agency heads and chief deputies, as well as human resources directors, attended very successful introductory and demo meetings within the past week. In addition, subject matter experts identified by each agency have begun discovery sessions to make sure all of the processes in

phase one have been reviewed to ensure they will work. She noted that there is much to learn over the next six, seven months to make sure that the implementation is successful.

On the topic of bolstering recruitment efforts, the Director noted that January marked the start of a new season for career fairs, with the OSHR team, in collaboration with State agencies and universities, actively participating in college and university career fairs, as well as those events that are geared toward veterans transitioning military and their spouses, and most importantly, in support of those impacted by Hurricane Helene. Every Monday, OSHR was highlighting positions under active recruitment in western North Carolina under its LinkedIn page, and recently OSHR hosted an on-site meeting between its statewide EAP contractor, McLaughlin Young, and state agencies. This gave State agencies an opportunity to speak with new EAP services, including both clinical care options and work life services. EAP has been actively involved in supporting State employees, especially those in counties that are impacted by Hurricane Helene.

Director Meyer closed by thanking the Chair for an opportunity to speak to the Commission.

#### **Summary of Compensation & Benefits Report (Information Only)**

Total Rewards Division Director Andrea Clinkscales presented a summary of the OSHR 2024 Compensation and Benefits Report. She began by thanking her staff and members of the Data Metrics, Recruitment and NC Flex teams for their assistance. She then presented a PowerPoint regarding this report and the reporting process, stating that this report is ultimately presented to the Appropriations Committee of the House of Representatives and then to the Senate by May 1st of even years, and no later than two weeks after the legislature convenes in odd-numbered years. This year being an odd year, the report was sent to the Appropriations Committee on February 5, 2025. Clinkscales stated that within the report, gaps were identified between the State's Compensation Programs and market best practices that impact internal equity market competitiveness and recruitment and retention of key talent. The report also addressed economic and labor market conditions and set the stage for strategic planning to address those issues. Summarily, the 2024 Compensation and Benefit Report underscores how State government fares based upon what is seen in the market. The reported information, when compounded over a 10 year period, presents the state lagging by 11.6% based on the analysis of the data trends in the market. She closed by stating that North Carolina State government cannot function without a skilled workforce and must continue to push towards competitive and innovative ways of attracting and retaining high performing employees to work for and serve the people of North Carolina.

#### **Exceptions Granted Since December 12, 2024 SHRC Meeting**

Deputy Director Twanetta Lytle Alston presented an overview of the exceptions and variances granted under 25 NCAC 01A .0104 since the December 12, 2024 Commission Meeting. They included the following:

OSHR approved the following specific Hurricane Helene related exceptions:

- Request regarding the Hours of Work and Overtime Policy for Appalachian State University which allowed Appalachian State University to pay straight time overtime to 14 FLSA, not subject employees involved in healing response and recovery efforts to help restore the facilities and infrastructure. The exception applied to overtime hours earned from September 26 to October 11, 2024.
- Request regarding the Hours of Work Overtime Compensation Policy for the Department of Public Safety to pay straight time overtime rates for hours of work over 40 in a week to FLSA, not subject employees. This straight time pay only available on days when each employee worked extended hours on healing relief activities.
- Request regarding the Hours of Work and Overtime Policy for the State Human Resources Commission Administrator at the Office of State Human Resources to allow and extend the comp time makeup period so that beginning at the time of the Hurricane Helene, the comp time balance will continue for an additional year before it expires. The reinstated leave shall not exceed 80 hours.
- Request regarding the Hours of Work and Overtime Policy and to the Shift Premium Policy for the Department of Transportation to allow DOT to pay straight time overtime to FLSA, not subject employees involved in response and recovery efforts for hours required over 40 hours a week, and also to pay some employees a shift premium of 15% for all work after 4pm during the work week and on the weekends, for those employees who have to work all day shifts in response and recovery.
- Approval of an extension of the 11-month limit to retain the administrative specialist for the Department of Adult Correction to work an additional 30 days beyond the 11-month limit to ensure risks are not missed and offenders do not miss a scheduled court date.

Other agency specific exceptions include:

- Request to the Hours of Work and Overtime Policy for the Department of Health and Human Services to pay straight time overtime to FLSA, not subject employees for hours they were required to work over 40 hours a week for their involvement with response and recovery efforts following Tropical Storm Debbie in August.
- Request to the Hours of Work and Overtime Policy for the Department of Agriculture to allow the payment of straight time to one FLSA, not subject employee totaling up to 170 hours. These hours are due to the significant amount of overtime earned between March 1 and December 31, of 2024, primarily due to staffing shortages and unprecedented vacancies in the accounting department of the Budget and Finance Division. The agency paid out compensatory time that is set to expire between March and June of 2025.
- Request by the Department of Health and Human Services to allow DHHS to settle a claim with the petitioner related to the State Human Resources Act utilizing a lump sum payment in lieu of back pay provisions in the Administrative.

Lytle Alston closed by thanking the Commission for the opportunity to present.

### **Business Session**

#### **Public Comments**

There were no public comments at the February 20, 2025 State Human Resources Commission meeting.

#### **Total Rewards/Classification and Compensation: Two Revised and One Abolished Specifications for the Statewide Compensation Plan.**

Classification and Compensation Senior Compensation Consultant LaSondra Irving presented proposed revisions of two jobs classifications at the request of the Department of Adult Corrections and the abolishment of one classification at the request of the Department of Agriculture. The Department of Adult Corrections requested the Chaplain I and Chaplain II classification be revised to reflect the Office of State Human Resources standardized formatting, as well as the agency's requested change to the education and experience requirements in compliance with Executive Order 278 and to alleviate the hardship in recruitment and hiring. The Department of Agriculture requested the abolishment of the Animal Health Inspection Supervisor classification as it had been replaced by the Veterinarian Program Specialist III classification.

Irving closed by offering to answer any questions and requesting approval of revisions to the Chaplain I and Chaplain II classifications and the abolishment of the Animal Health Inspection Supervisor.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the revisions to the Chaplain I and Chaplain II classifications and the abolishment of the Animal Health Inspection Supervisor as presented.

Motion: Commissioner Allard made a motion to recommend approval of the revisions to the Chaplain I and Chaplain II classifications and the abolishment of the Animal Health Inspection Supervisor as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the revisions to the Chaplain I and Chaplain II classifications and the abolishment of the Animal Health Inspection Supervisor as presented.

Motion carried.

#### **EEO, Accessibility and Workforce Services: Reasonable Accommodation Policy**

EEO, Accessibility and Workforce Services Division Director Nancy Astrike presented proposed revisions to the Reasonable Accommodation Policy. Astrike explained that this policy assists agency and university employers with reasonable accommodation requests. Its overall intent is to ensure the State fully complies with the Americans with Disabilities Act and the new Pregnant Workers Fairness Act. The proposed revisions presented added the following information from the permanent rules related to the Pregnant Workers Fairness Act:

- In Section 2, Definitions, added a definition of “qualified individual with a known limitation.”
- In Section 5, Reasonable Accommodation (Pregnancy):
  - Added footnote definitions of “temporary” and “in the near future.”
  - Added a Section 5.1, Predictable Assessments, that explains what sort of modifications, if requested, will almost always be a reasonable accommodation.
- In Section 7, added “If there is a situation where an employee requests an accommodation and both the PWFA and the ADA could apply, the employer should apply the provision that it would be less demanding for the employee to satisfy.”
- Created Section 7.1, Requesting a Reasonable Accommodation under the ADA.
- Added a Section 7.2, Requesting a Reasonable Accommodation under the PWFA. Within Section 7.2, added explanations for how employees and applicants request an accommodation under the PWFA, including limitations on requesting supporting documentation under the PWFA.
- Added footnotes throughout with citations to the CFR.

Astrike closed by offering to answer any questions and requesting approval of revisions to the Reasonable Accommodation Policy.

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

Motion: Commissioner Webb made a motion to recommend approval of the revisions to the Reasonable Accommodation Policy as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the revisions to the Reasonable Accommodation Policy as presented.

Motion carried.

#### **Total Rewards/Time and Leave Administration: Holiday Schedule**

Time and Leave Consultant Stephanie McFadden presented the state employee holiday calendars for 2027 through 2028. She stated that under N.C.G.S. § 126-4(5), the Commission must establish public holidays that will also be paid holidays for state employees. By statute, the paid holidays must include Martin Luther King, Jr.'s birthday, Veterans Day, New Year's Day,

Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, the last business day before Christmas, Christmas Day and the first business day after Christmas.

McFadden closed by offering to answer any questions and requesting approval of the proposed holiday schedules for 2027 and 2028.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the proposed holiday schedules for 2027 and 2028.

Motion: Commissioner Page made a motion to recommend approval of the proposed holiday schedules for 2027 and 2028.

Second: Commissioner Webb seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the proposed holiday schedules for 2027 and 2028.

Motion carried.

**Employee Benefits and Awards: Removal of Other Benefits Policy from State Human Resources Manual**

Assistant General Counsel Anna Perkinson presented a request to the Commission to unpublish the Other Benefits Policy from the Human Resources Manual and the OSHR website as the information is no longer useful. This policy had originally been intended to provide information on other benefits available to State employees by other agencies and the Department of State Treasurer. However, after consultation with the Department of State Treasurer, it was determined that the current information in the policy is not only out of date and incorrect, but would require significant work on behalf of the Department of State Treasurer to update. In addition, current accurate information regarding these matters is available on the OSHR Benefits website under State Employee Resources/Benefits, /NC Flex Retirement System and /State Health Plan.

Perkinson closed by offering to answer any questions and requesting approval of unpublishing the Other Benefits Policy from State Human Resources Manual and OSHR website as presented.

There being no further discussion or questions, the Chair called for a motion to recommend approval of unpublishing the Other Benefits Policy from the State Human Resources Manual and OSHR website as presented.

Motion: Commissioner Page made a motion to recommend approval of unpublishing the Other Benefits Policy from the State Human Resources Manual and OSHR website as presented.

Second: Commissioner Allard seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of unpublishing the Other Benefits Policy from the State Human Resources Manual and OSHR website as presented.

**Legal: Personnel Records**

General Counsel Blake Thomas presented revisions to the Personnel Records Policy as follows:

- Added footnotes to the statutes that are the basis of this policy.
- Removed text on personnel files in the Retirement Systems Division of the Department of State Treasurer, replacing it with a citation to the separate statute on that subject (which uses the terminology “retirement file”).
- In section 6, on access to the information made public record under N.C.G.S. § 126-23, replaced text to specify that the agency’s procedures under the Public Records Law should be used, rather than specifying a separate set of procedures.
- In sections 6 and 9, removed the text requiring that a record be kept of when information is provided in a disclosure required by law. Some agencies do not keep lists of when public records are provided.

Thomas closed by offering to answer any questions and requesting approval of the proposed changes to the Personnel Records Policy as presented.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the proposed changes to the Personnel Records Policy as presented.

Motion: Commissioner Webb made a motion to recommend approval of the proposed changes to the Personnel Records Policy as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended the approval the proposed changes to the Personnel Records Policy as presented.

**Talent Acquisition: Priority Reemployment for Policy-Making and Exempt Managerial Employees Policy**

General Counsel Blake Thomas presented a change to the Priority Reemployment for Policy-Making and Exempt Managerial Employees Policy, regarding text therein suggesting that being rehired after August 20, 2013 removed an employee’s eligibility for reassignment under N.C.G.S. § 126-5(e) even if the employee was first hired before that date. The rehired limitation is not stated in the statute, which is silent on this point.

Thomas closed by offering to answer any questions and requesting approval of the proposed changes to the Priority Reemployment for Policy-Making and Exempt Managerial Employees Policy as presented.



There being no further discussion or questions, the Chair called for a motion to recommend approval of the proposed changes to the Priority Reemployment for Policy-Making and Exempt Managerial Employees Policy as presented.

Motion: Commissioner Webb made a motion to recommend approval of the proposed change to the Priority Reemployment for Policy-Making and Exempt Managerial Employees Policy 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 proposed change to the Priority Reemployment for Policy-Making and Exempt Managerial Employees Policy as presented.

**Legal: Periodic Rule Review: Readoption of Subchapter 01B of Commission Rules**

General Counsel Blake Thomas requested the Commission approve the readoption of 25 NCAC 01B pursuant to the periodic rulemaking process, as presented, to update them to reflect some changes in the Administrative Procedure Act that had occurred.

Thomas closed by offering to answer any questions and requesting approval of the proposed readoption of Subchapter 01B of the Commission Rules as presented.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the readoption of Subchapter 01B of the Commission Rules as presented.

Motion: Commissioner Page made a motion to recommend approval of the readoption of Subchapter 01B of Commission Rules 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 readoption of Subchapter 01B of Commission Rules as presented.

Motion carried.

**Adjournment**

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

Motion: Commissioner Webb so moved.

Second: Commissioner Page seconded the motion.

## Minutes of the February 20, 2025 State Human Resources Commission Meeting

A roll call vote was held and all currently attending members of the Commission agreed to adjourn the February 20, 2025 SHRC Meeting.

Motion carried.

The Commission adjourned at 10:03 a.m.

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### Executive Session

The State Human Resources Commission did not have an executive session at its February 20, 2025 SHRC meeting.

Minutes submitted by:  
Denise H. Mazza,  
State Human Resources Commission Administrator