

STATE HUMAN RESOURCES COMMISSION MEETING

VIA WEBEX

MEETING MINUTES – July 17, 2025

Members Present:

Members present on the Webex for the meeting were: Commissioner Andrea Allard as Acting Chair, Commissioner Ross Beamon, Commissioner Doug Boyette, Commissioner Timothy Buckland; Commissioner April Page, Commissioner Tye Vaught, and Commissioner Tracy Webb.

Other Attendees:

Attendees present from the Office of State Human Resources (OSHR): Staci Meyer, Director; Tammy Penny, Special Advisor; Kristen Bierline, Chief Deputy; Mary Penny Kelley, Chief of Staff; 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; Dabney Holmes, Intern; Nancy Astrike, Andrea Bennett, Amy Bowman, Felicia Bridges, Kyle Brynes, Megan Church, Andrea Clinkscales, Lorence Crossett, Dominick D’Erasmus, Linda Forsberg, Jennifer Harrison, Clara Hazzard, Christine Hofer, LaSondra Irving, Stephanie McFadden, Irshad Patel, Cathy Pope, Susan Reeves, Kristin Siemek, Mike Suggs, and Kimberly Whitaker. From other agencies and the public: Donnell Adams, HR Director, Department of Administration; Sylvia Crumpler, Department of Adult Corrections; Pam Hess, HR Director, Tara Sandford, Bancroft Neufville, and Cashaunda Holman, Department of Agriculture and Consumer Services; Keita Cannon, HR Director, Office of the State Auditor; Andrea Porterfield, HR Director, Mel Stoss, and Linette Holloman, Department of Commerce; Magnolia Lugo, HR Director, Kelli Reale, Community Colleges; Kathleen Tardif, HR Director, Department of Environmental Quality; Macceo Shorts, Deputy HR Director, Department of Health and Human Services; Jerry Daniels, HR Director, Jennifer Huber, Katie Hardy, Department of Insurance, Dan Hill, HR Director, Department of Public Instruction; Tonya Fields, Carolyn Hardy-Smitka, Department of Public Safety; Davita Morant, HR Director, Jennifer Christeson, Cassandra Harris-Skinner, Department of Public Safety; Shakeyia Hazell, HR Director, Secretary of State Office; Beth Travis, HR Director, State Bureau of Investigation; Genda Ellerbee, HR Director, Office of State Controller; Georgia McBride, HR Director, Wildlife Resources Commission; and Chris Chiron, University.

Opening

The Commission convened its open meeting pursuant to N.C.G.S. § 126-2(h) at 9:02 a.m. via Webex Teleconference.

The State Human Resources Commission (SHRC) last convened on May 15, 2025. Pursuant to North Carolina General Statute Chapter 138A and the North Carolina Ethics Act, Acting Chair Allard asked all attending Commissioners if there were any conflicts of interest or

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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 July 17, 2025 meeting.

CONSENT AGENDA

Minutes

The Chair presented the draft minutes for the April 17 and May 15, 2025 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 April 17 and May 15, 2025 SHRC meetings.

Second: Commissioner Beamon seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the draft minutes for the April 17 and May 15, 2025 SHRC meetings.

Motion carried.

Director's Report

Director Staci Meyer greeted the commissioners and thanked them for their continued assistance and partnership. She then shared some of OSHR recent accomplishments and highlights regarding some of OSHR stakeholder relations. They included Governor Stein signing of Senate Bill 124 on July 1, 2025, into Session law 2025-34. This marked the first step in transforming the State Human Resources System, making it modern and simple through collaboration with various stakeholders, the General Assembly, and the Governor's office on legislation to decrease barriers to entry for state employment by reducing the number of jobs that require a college degree, allowing a resume or online profile to be used in all state job applications, expanding the temporary to permanent hiring to all agencies, and making hiring, pay and classification more flexible. This legislative milestone helps streamline the state's overall hiring process. Meyer stated we must transform the State Human Resources System, and this legislation makes that easier, faster and better. The focus is on improving the state's overall HR practices, with the goal of reducing or 20% state wide statewide vacancy rate and the time that it takes to hire and on elevating public service and reaching talent in engaging new ways as we work to attract and keep the best and the brightest we need to improve our HR system.

Meyer's then mentioned the recent announcement of OSHR's partnership with LinkedIn learning to enhance professional development for state employees. This collaboration underscores the continued focus on modernizing the HR system across North Carolina. She

shared that a recent Deloitte Survey showed that generation Z and millennials rank learning and development as one of the top three reasons for choosing an employer and expanding professional development offerings is a key way to attract and retain a highly qualified and committed state workforce. Partnering with a world class technology company like LinkedIn helps advance the overall transformation of the state's HR system.

Meyers reminded the SHRC that OSHR continues to work with Workday with an eye towards the future. Continued work with various stakeholders to prepare and communicate the benefits of our transition to workday this fall, implementing Phase One of the Workday integration will help streamline the HR system and make it easier, faster and better to get hired from systems integration testing to innovative-to-innovative communication. She stated she was proud of her teams work and commitment to launching Workday this October, and excited by the positive impact that this transition will have on our overall talent management.

Meyer stating that these accomplishments advance the transformation, but the vision can't be done alone. It requires the collaboration of many and the SHRC is vital to continued success. SHRC's input will influence the ability to make impactful change for North Carolinians as OSHR looks forward to working together as it considers further changes to the State Human Resources Act in alignment with the Governor's continued commitment to supporting the recovery of western North Carolina and promoting career opportunities across the region.

Meyer closed by thanking the SHRC for assisting OSHR and stating she is grateful for its input and assistance.

Legislative Update

Legislative Director Wesley Davis, presented legislative updates related to key provisions of Session Law 2025-34 and other related changes to Chapter 126. He reviewed changes to sections 1 to 12 which included the following:

- Codification of Governor Cooper's Executive Order 278, which directs the SHRC to regularly assess jobs that require a college degree and update class specifications to allow for experience instead of education.
- Streamlining the application process and allowing resumes or online profiles to be uploaded in the state job application.
- Defining essential qualifications as minimum education and experience, limiting the number of knowledge, skills and abilities or KSAs to 5 per job posting, and requiring any additional qualifications, including KSAs, at management preference.
- Continuous postings without OSHRs approval.
- Codification of agency flexibility in hiring, pay and classification.
- Allowing agencies to hire applicants from job postings that apply to all vacancies in a particular classification across all agencies.
- Authorizing temporary employees to be hired permanently if they meet certain conditions.

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- Allowing agencies to immediately hire one of the most qualified candidates from a previous posting when certain conditions are met.
- Requiring OSHR to recommend an improved process for performance management to the SHRC 15, 2026.
- Requiring OSHR to report to the General Assembly on recommended changes to the Human Resources Act by March 15, 2026.

OSHR's next steps with this process, updating policies to ensure compliance with Session Law 2025-34, began at this July 17, 2025 SHRC meeting with the recommended changes to Chapter 126 and the performance management system by engaging with human resources directors and other key stakeholders to ensure a thoughtful and successful rewrite and implementation throughout this process. OSHR will be updating training to reflect new policies and processes and continue to keep the SHRC informed on our progress.

Davis highlighted one other notable piece of legislation, House Bill 171 prohibition on DEI. This legislation prohibits state agencies from promoting, implementing or maintaining Diversity Equity and Inclusion - this includes hiring dedicated staff positions and training. The Governor vetoed this bill and, as of the date of this meeting, it remains to be seen if the General Assembly will override it.

Davies closed by sharing some miscellaneous changes related to Chapter 126. They included exempting the Ferry Division from using Temporary Solutions in peak season, clarifying that the North Carolina Symphony employees are exempt from certain classification and compensation related rules established by the Commission, and creating the North Carolina Investment Authority - a new agency within the department of the state treasurer – and thanking the commissioners for all their hard work and support on behalf of the State.

Exceptions Granted Since May 15, 2025 SHRC Meeting

Assistant General Counsel Anna Perkinson presented an overview of the exceptions and variances granted under 25 NCAC 01A .0104 since the May 15, 2025 SHRC Meeting. See Exceptions presented in the SHRC May 15, 2025 agenda material for details.

Perkinson closed by thanking the SHRC for the opportunity to present.

Business Session

Public Comments

There were no public comments at the July 17, 2025 State Human Resources Commission meeting.

State and Local Government Services: Permanent Rulemaking Process for 25 NCAC 01I .2103, "Salary Rate"

State and Local Government Services Manager Dominick D’Erasmus presented an update on the permanent rulemaking process for 25 NCAC 01I .2103 Salary Rate. This code allows local government clients the same flexibility as state agencies with trainee salaries when needed. After reminding the SHRC that it had previously approved making this rule permanent and beginning the permanent rulemaking process, he stated that the Rule had been published and a public hearing had been held for public comment, and reported no comments were received at either. He closed by requesting final approval to submit this Rule to the Rules Review Commission to review and make permanent, and offered to answer any questions.

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

Motion: Commissioner Vaught made a motion to recommend approval of submitting 25 NCAC 01I .2103 Salary Rate Rule to Rules Review Commission as a permanent Rule as presented.

Second: Commissioner Page seconded the motion.

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

Motion carried.

Proposed change to 2025 Meeting Schedule

Special Advisor Tammy Penny presented a request to move the October 16, 2025, SHRC meeting to September 18, 2025 to accommodate any revisions that need to be made to state policies as a result of the new Workday Human Capital Management System for employee recruitment and onboarding. The implementation of Phase One beginning in October includes recruiting, onboarding, off boarding and job descriptions. Many of the system functionalities allow OSHR to effectively and efficiently approve recruitment and implement the recent statute changes, as well as finalize the system testing and developing training curriculum through August for delivery in September. This additional time will ensure OSHR has the opportunity to evaluate any policy provisions that may enhance the requirements and processes based on these changes. Especially important, Workday will provide functionality to efficiently support new pieces of authority in Session Law 2025-34 to directly hire a candidate from a prior most qualified pool and provide a business process to manage reference checks, allowing tracking of this process and timeliness to avoid any delays in the process. Penny closed by offering to answer any questions.

There being no further discussion or questions, the Chair called for a motion to recommend approval of moving the October 16, 2025 SHC meeting to September 18, 2025 to

accommodate any revisions that need to be made to state policies as a result of the new Workday Human Capital Management System.

Motion: Commissioner Webb made a motion to recommend approval of moving the October 16, 2025 SHC meeting to September 18, 2025 to accommodate any revisions that need to be made to state policies as a result of the new Workday Human Capital Management System.

Second: Commissioner Beamon seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of moving the October 16, 2025 SHC meeting to September 18, 2025 to accommodate any revisions that need to be made to state policies as a result of the new Workday Human Capital Management System.

Motion carried.

Total Rewards/Classification and Compensation:3 New and 1 Revised Classification Specifications

State HR Consultant Jennifer Harrison, presented three new class specifications and one revision to an existing class specification within the Agricultural, Environmental and Scientific job family to the consolidated agricultural program management job series that negatively impact recruitment, equity and position management. The Department of Agricultural and Consumer Services requested a change to the agency specific Agricultural Program Manager III specification. The current Agricultural Program Manager III classification represents three distinct roles - farmland preservation program managers, agronomy managers and plant pest program managers. Each of these roles has different responsibilities, requires different knowledge skills and abilities and has distinct education and experience requirements. The intention is to create unique job specifications for these roles to eliminate the negative impact they have on recruitment and salary administration. For this reason, two new jobs were created and one revised job from the current Agricultural Program Manager III specification. The primary functions, knowledge, skills and abilities, and education experience for each of these roles, as they were described in the combined class specification, remain consistent with only minor edits made for clarity.

Within the Human Services job family, the Department of Health and Human Services requested a new classification of Peer Support Specialist to provide support to clients served in the substance use recovery process within the Division of Mental Health, Developmental Disability and Substance Abuse Services. The role allows for ongoing support, ranging from pre admission assistance to post admission continuity of services, including advocacy and non-clinical assistance. Harrison closed by offering to answer any question.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the three new and one revised class specs as presented.

Motion: Commissioner Beamon made a motion to recommend approval of the three new and one revised class specs 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 three new and one revised class specs as presented.

Motion carried.

Talent Acquisition: Recruitment & Posting of Vacancies Policy

State Talent Acquisition Manager Kristen Siemek presented revisions to the Recruitment & Posting of Vacancies Policy. This policy guides how the state posts, recruits, and screens for candidates. She presented the detailed revisions enumerated on the cover summary sheet provided to the commissioners to be consistent with the changes made to the North Carolina Human Resources Act by Session Law 2025-34. See July 17, 2025 Summary Sheet for Recruitment & Posting of Vacancies Policy. Siemek closed by offering to answer any questions.

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

Motion: Commissioner Vaught made a motion to recommend approval of the proposed revisions to the Recruitment and Posting of Vacancies 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 proposed revisions to the Recruitment and Posting of Vacancies Policy as presented.

Motion carried.

Talent Acquisition: Selection of Applicants Policy

State Talent Acquisition Manager Kristen Siemek then presented revisions to the Selection of Applicants Policy to include the concept added in Session Law 2025-34 that the minimum qualifications for a position are the education and experience that are stated in the class specification, and any additional qualifications, knowledge, skills, or abilities added in the vacancy announcement are solely management preferences, and adding throughout the policy guidance about how this Policy applies (and does not apply) to positions that are exempt from the North Carolina Human Resources Act. Siemek closed by offering to answer any questions.

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

Motion: Commissioner Beamon made a motion to recommend approval of the proposed revisions to the Selection of Applicant 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 proposed revisions to the Selection of Applicant Policy as presented.

Motion carried.

Talent Acquisition: Repeal of 25 NCAC 01H .0635

General Counsel Blake Thomas presented the request to repeal 25 NCAC 01H .0635 as some portions of this rule are inconsistent with the changes in law made by Session Law 2025-34 or are unnecessary because they are covered by subsections (b) and (d) of the Recruitment and Posting of Vacancies Policy. See Summary Sheet for 25 NCAC 01H .0635 for details. He closed by offering to answer any questions.

There being no further discussion or questions, the Chair called for a motion to recommend approval of repeal of 25 NCAC 01H .0635 as presented by beginning the permanent rulemaking process.

Motion: Commissioner Buckland made a motion to recommend approval of repeal of 25 NCAC 01H .0635 as presented by beginning the permanent rulemaking process.

Second: Commissioner Webb seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of repeal of 25 NCAC 01H .0635 as presented by beginning the permanent rulemaking process.

Motion carried.

Legal Division: Repeal of Rules for 25 NCAC 01O

General Counsel Blake Thomas presented a request to repeal 25 NCAC 01O pursuant to Section 8 of Session Law 2025-34 that provides that the current Administrative Code rules on performance management be repealed. See July 17, 2025 Summary Sheet for 25 NCAC 01O for details. Thomas closed by offering to answer any questions.

There being no further discussion or questions, the Chair called for a motion to recommend approval of repeal of 25 NCAC 01O as presented by beginning the permanent rulemaking process.

Motion: Commissioner Beamon made a motion to recommend approval of repeal of 25 NCAC 01O as presented by beginning the permanent rulemaking process.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of repeal of 25 NCAC 01O as presented by beginning the permanent rulemaking process.
Motion carried.

Total Rewards/Salary Administration: Pay Administration Policy

Total Rewards Andrea Clinkscales presented recommended revisions to the Pay Administration Policy based on the recent legislative action by the North Carolina General Assembly to revise text about flexibility authorizations, since N.C.G.S. § 126-3.1(b)(3) now provides agencies with permanent authority to classify or reclassify positions according to the HR Commission's classification system (provided that the employee meets the minimum requirements for the classification), and N.C.G.S. § 126-3.1(b)(4) now provides agencies with permanent authority to establish employee salaries within the salary ranges determined by the HR Commission. N.C.G.S. § 126-3.1 became law on July 1, 2025 as part of Session Law 2025-34. The same authority was previously provided on a non-permanent basis in the 2023 Appropriations Act. Because the authority is now permanent, it makes sense to remove the text about delegation and flexibility authorizations in the Pay Administration Policy. Clinkscales closed by offering to answer any questions.

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

Motion: Commissioner Beamon made a motion to recommend approval of revisions to the Pay Administration Policy as presented.

Second: Commissioner Webb seconded the motion.

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

Motion carried.

Total Rewards/Salary Administration: Paid Parental Leave Policy

Total Rewards Andrea Clinkscales presented revisions to update the Paid Parental Leave Policy. See July 17, 2025 Summary Sheet for Paid Parental Leave Policy for details. Clinkscales closed by offering to answer any questions.

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

Motion: Commissioner Vaught made a motion to recommend approval of revisions to the Paid Parental Leave 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 revisions to the Paid Parental Leave Policy as presented.

Motion carried.

Periodic Reviews for 25 NCAC Subchapters 01F, 01H, 01I, and 01J

General Counsel Blake Thomas presented the initial determinations for 25 NCAC 01F, 01H, 01I and 01J pursuant to the Periodic Review Process. OSHR was notified by OAH on April 1, 2025, that the periodic report for 25 NCAC 01F is scheduled for review by the RRC at the April 2026 meeting. The filing deadline for the final determinations is March 20, 2026. OSHR was also notified by OAH on June 2, 2025, that the periodic reports for 25 NCAC 01H, 01I, and 01J are scheduled for review by the RRC at the June 2026 meeting. The filing deadline for the final determinations is May 20, 2026. Following this step, the next step will be to post those initial determinations on the OSHR and OAH websites for public comment for sixty (60) days. Thomas closed by offering to answer any questions.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the initial determinations for 25 NCAC 01F, 01H, 01I and 01J, as presented, as to whether the listed rules are necessary or unnecessary, and to post that determination for public comment.

Motion: Commissioner Webb made a motion to recommend approval of the initial determinations for 25 NCAC 01F, 01H, 01I and 01J, as presented, as to whether the listed rules are necessary or unnecessary, and to post that determination for public comment.

Second: Commissioner Buckland seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the initial determinations for 25 NCAC 01F, 01H, 01I and 01J, as presented, as to whether the listed rules are necessary or unnecessary, and to post that determination for public comment.

Motion carried.

Periodic Reviews for 25 NCAC Subchapters 01D, 01E, 01K, 01L, 01M and 01N

General Counsel Blake Thomas requested the SHRC recommend approval of the determinations as presented as to whether 25 NCAC 01D, 01E, 01K, 01L, 01M and 01N are

necessary or unnecessary, and recommend filing of these determinations with the Rules Review Commission for review on the dates assigned.

At the December 12, 2024 SHRC meeting, OSHR presented its initial determinations whether the rules in subchapters 01D, 01E, 01K, 01L, 01M, and 01N were necessary or unnecessary. The Commission and Governor approved these initial determinations. The initial determinations for all these rules were posted on the OSHR and OAH websites on March 20, 2025 with public comments to be received beginning March 25, 2025 through May 24, 2025. No comments were received.

Following this step, the next step will be to present these determinations to the Rules Review Commission. OSHR was notified by OAH on September 30, 2024, that the periodic report for 25 NCAC 01D is scheduled for review by the RRC at the October 2025 meeting. The filing deadline for the meeting is September 22, 2025. OSHR was also notified by OAH on November 1, 2024, that the periodic reports for 25 NCAC 01E, 01K, 01L, 01M and 01N are scheduled for review by the RRC at the November 2025 meeting. The filing deadline for that m There being no further discussion or questions, the Chair called for a motion to recommend approval of the fiscal note and beginning the permanent rulemaking process for the rule as presented.

Motion: Commissioner Beamon made a motion to recommend approval of the determinations as presented as to whether 25 NCAC 01D, 01E, 01K, 01L, 01M and 01N are necessary or unnecessary, and recommend filing of these determinations with the Rules Review Commission for review on the dates assigned.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the determinations as presented as to whether 25 NCAC 01D, 01E, 01K, 01L, 01M and 01N are necessary or unnecessary, and recommend filing of these determinations with the Rules Review Commission for review on the dates assigned.

Motion carried.

Adjournment

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

Motion: Commissioner Page so moved.

Second: Commissioner Webb seconded the motion.

A roll call vote was held and all attending members of the Commission agreed to adjourn the July 17, 2025 SHRC Meeting.

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Motion carried.

The Commission adjourned at 10:21 a.m.

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Executive Session

The State Human Resources Commission did not have an executive session at its July 17, 2025 SHRC meeting.

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