

**STATE HUMAN RESOURCES COMMISSION MEETING  
VIA WEBEX**

**MEETING MINUTES – September 18, 2025**

**Members Present:**

Members present in-person and virtual for the meeting were: Commissioner Tye Vaught, Acting Chair, Commissioner Ross Beamon, Commissioner Doug Boyette (virtual), Commissioner Timothy Buckland, Commissioner Patterson, Commissioner Rosser, Commissioner Toups and Commissioner Tracy Webb (virtual). Andrea Allard was not available to attend the meeting.

**Other Attendees:**

Attendees present from the Office of State Human Resources (OSHR): Staci Meyer, Director; Tammy Penny, Special Advisor; Mary Penny Kelley, Chief of Staff; Amar Majmundar, Policy Director; 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, Andrea Bennett, Amy Bowman, Felicia Bridges, Kyle Brynes, Andrea Clinkscales, Lorence Crossett, Linda Forsberg, Joseph Gilroy, Creshaye Graham, Jennifer Harrison, LaSondra Irving, Cathy Pope, Susan Reeves, Kristin Siemek, Rebecca Smith, 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, Billy McAllister, and Cashaunda Holman, Department of Agriculture and Consumer Services; Andrea Porterfield, HR Director, Department of Commerce; Laurie McVey, HR Director, NC DIT; Magnolia Lugo, HR Director, Department of Justice; Carolyn Hunt, General Assembly; Shannon Boatwright, Department of Health and Human Services; Jerry Daniels, HR Director, 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, Mike Deluca, Department of Public Safety; Janet Blount, HR Director, Department of Public Instruction; 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; 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 9:12a.m. via in-person with an option to attend virtually by Webex Teleconference.

The State Human Resources Commission (SHRC) last convened on July 17, 2025.

## Minutes of the September 18, 2025 State Human Resources Commission Meeting

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 September 18, 2025, meeting.

### **CONSENT AGENDA**

#### **Minutes**

The Chair presented the draft minutes for the July 17, 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 July 17, 2025 SHRC meetings.

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

Motion carried.

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

After welcoming new commissioners Karen Rosser, Benton Toups, and Veronica Patterson, Director Staci Meyer delivered her report to the SHRC.

Meyer's report provided an update on the modernization of North Carolina's Human Resources System, highlighting the flexibility offered by Session Law 2025-34. She then discussed the success of the DMV in meeting hiring goals with the help of Temporary Solutions, state agencies human resources' teams and the SHRC, and mentioned the upcoming launch of Workday on October 8, 2025, emphasizing its transformational impact. She noted that OSHR would be looking at all of its new policies and making adjustments in light of the changes to Chapter 126 as a result of the Session Law as the adaptation of these policies are important. Meyer stated she was thankful for the support of the legislature and the successful partnership with them and that OSHR would continue to seek additional funding for positions, operational money to support Workday and more resources to implement the rewrite of Chapter 126. She stated that the whole team at OSHR was working on its strategic plan and would share it with the SHRC when it was completed. Also, series of reports were moving forward to the legislature and the governor's office regarding paid parental leave, bereavement leave, the HCM Workday report, Temporary Solutions report, and reducing barriers to state employees. Meyer closed her report by thanking the commissioners for their support and service and encouraged their feedback and assistance.

### **Workday Preview**

Special Advisor to the Director Tammy Penny provided a detailed update on the Workday implementation and Phase One features, sharing screenshots of the user-friendly layout, including the home page, search feature, and notification system. Penny explained the organizational chart feature, which provides public information on employees and positions, and discussed the interview scheduling feature, which integrates with Microsoft Outlook for scheduling interviews. Additionally, not shared on the screenshot, Penny noted that the system would be integrated with the E verify system for federal compliance of employment eligibility and verification streamlining. This streamlining for applicants will reduce the need for repeating the verification when changing jobs between agencies and ensure consistency. She stated that later in the meeting, updated results from these changes would be presented in the Form I-9 Policy. She stated that if funding is obtained, additional functionalities that could be implemented next included performance management, learning and development, talent optimization, benefits administration, time and labor tracking, including leave scheduling, SAP integration for timekeeping and leave administration and people analytics. Penny closed by thanking the SHRC for their time and asking the SHRC to support this project and to advocate, along with OSHR, for funding the full implementation of this solution can continue.

### **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 July 17, 2025 SHRC Meeting. See Exceptions presented in the SHRC September 18, 2025 agenda material for details.

### **Business Session**

#### **Public Comments**

There were no public comments at the September 18, 2025 State Human Resources Commission meeting.

### **Talent Acquisition: Recruitment & Posting of Vacancies Policy**

Assistant General Counsel Anna Perkinson presented revisions to the Recruitment & Posting of Vacancies Policy to comply with Session Law 2025-34 and Workday system requirements. The policy now includes a 24-month limit for hiring from the prior most qualified pool and requires documentation for reference checks.

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 Buckland made a motion to recommend approval as presented.

Second: Commissioner Beamon seconded the motion.

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

Motion carried.

### **Talent Acquisition: Applicant Reference Checks Policy**

Assistant General Counsel Anna Perkinson also presented revisions to the Applicant Reference Checks Policy to include a cross-reference to the Recruitment & Posting of Vacancies Policy.

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

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 Applicant Reference Checks Policy as presented.

Motion carried.

### **Talent Acquisition: Repeal of 25 NCAC 01H .0631**

General Counsel Blake Thomas presented the request to repeal 25 NCAC 01H .0631 to align with Session Law 2025-34. The rule previously covered vacancy specific qualifications and critical classifications, which were now covered by the Recruitment & Posting of Vacancies Policy. Session Law 2025-34 included a rulemaking exception that allows policies to have the same kind of forceful effect as rules. The repeal allows for a more streamlined process and avoids the need for a lengthy amendment process that can take six to twelve months. Also, vacancy specific qualifications in a job posting were now vacancy specific preferences under the new law. Agencies can approve them themselves. The remaining portions of the rule were already covered by the changes to the Recruitment & Posting of Vacancies Policy. Thomas closed by thanking the commissioners and asking if there were any questions.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the repeal of 25 NCAC 01H .0631 as presented.

Motion: Commissioner Webb made a motion to recommend approval of the repeal of 25 NCAC 01H .0631 as presented.

Second: Commissioner Beamon seconded the motion.

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A roll call vote was held and all attending members of the Commission recommended approval of the repeal of 25 NCAC 01H .0631.

Motion carried.

**Talent Acquisition: Form I-9 and Employment Eligibility Verification Policy**

Assistant General Counsel Anna Perkinson presented revisions to the Form I-9 and Employment Eligibility Verification Policy to reflect the new Workday system and a single memorandum of understanding with the federal government. The policy now included remote verification for new employees and clarified the process of transferring existing I-9 documentation between agencies. The policy also updated the timeframe for verifying eligibility and clarified the storage and transfer of Form I-9 and associated documents. Perkinson closed by thanking the commissioners and asking if there were any questions.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the Form I-9 and Employment Eligibility Verification Policy 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 Form I-9 and Employment Eligibility Verification Policy as presented.

Motion carried.

**Talent Acquisition: Personnel Records Policy**

General Counsel Blake Thomas presented the revisions to the Personnel Records Policy to reflect changes due to the Workday transition. The policy now included authorized access to personnel file information for recruiters and HR staff performing HR functions. The policy also clarified the use of personnel file information for centralized HR and payroll functions. Thomas closed by thanking the commissioners and asking if there were any questions.

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

Motion: Commissioner Toups made a motion to recommend approval of the Personnel Records 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 Personnel Records as presented.

Motion carried.

**Business Operations: Temporary Employment Policy**

Division Director Joseph Gilroy presented revisions to the Temporary Employment Policy to reflect changes in law and clarify the classification of temporary employees. The policy now included opportunities for streamlined temp-to-perm hiring and a summary of the IRS three-factor test for determining employee versus independent contractor status. The policy also updated the responsibilities section and clarified the eligibility for benefits. Gilroy closed by thanking the commissioners and asking if there were any questions.

Commission Rosser asked how the temp to perm pipeline worked.

Gilroy responded that the law provided for certain temporaries who have worked at least six months, either directly with the state agency or Temporary Solutions, who are in a classification that's substantially equal to a vacant permanent position, to literally transfer into it if they meet all the conditions of statute. He noted as an example that five temporaries within Temporary Solutions had just been promoted under that provision of statute and that DMV actually has moved a number of temporaries to permanent positions.

Commissioner Rosser asked if those vacancies aren't reposted and don't have to be applied for.

Gilroy stated that was correct.

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

Motion: Commissioner Patterson made a motion to recommend approval of the Temporary Employment 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 Temporary Employment Policy as presented.

Motion carried.

**University SHRA Employee Grievance Policy**

Associate Vice President for HR policy at the UNC system Chris Chiron presented revisions to the University SHRA Employee Grievance Policy to clarify the formal internal grievance process and increase the location of the National Guard preference. Revisions updating references to EEO affirmative action to align with current federal executive orders were also proposed. Chiron closed by thanking the commissioners and asking if there were any questions.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the University SHRA Employee Grievance Policy as presented.

Motion: Commissioner Beamon made a motion to recommend approval of the University SHRA Employee Grievance Policy as presented.

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Second: Commissioner Patterson seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the University SHRA Employee Grievance Policy as presented.

Motion carried.

**University Adverse Weather and Emergency Event Policy**

Associate Vice President for HR policy at the UNC system Chris Chiron presented revisions to the University Adverse Weather and Emergency Event Policy to clarify the use of annual leave and add information about teleworking. The revisions also corrected a misplaced paragraph and aligned the Mandatory Employee Leave Policy.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the University Adverse Weather and Emergency Event Policy as presented.

Motion: Commissioner Webb made a motion to recommend approval of the University Adverse Weather and Emergency Event Policy 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 University Adverse Weather and Emergency Event Policy as presented.

Motion carried.

**Total Rewards/Classification and Compensation: Update to the State's General (NC) and Medical Health (MH) Plans**

Division Director Andrea Clinkscales presented the state's general and medical health pay plans to ensure compliance with Session Law 2018-5. The revisions increase the minimum of pay grades NCO1 through NCO4 and MHO1 to \$31,200 and recalculate quartiles, midpoints, and maximums.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the update to the State's General (NC) and Medical Health (MH) Plans as presented.

Commissioner Beamon asked how the pay plans compared regionally with other states - was it comparable to other state agencies like Virginia or South Carolina.

Clinkscales stated that when the General Assembly made the decision to increase the state employees paid to \$31,200 back in 2018, she thought state employee pay in North Carolina was more progressive as it was one of the first states to make that move. She was not sure, in terms of the minimum pay rate, how it compared to other states today.

Commissioner Buckland asked how many employees are making the minimum?

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Clinkscales stated she did not know off the top of her head, but said the change occurred back in 2018 so those employees since then have received legislative increases. However, it was possible that new employees that have come into organizations could be making the minimum today.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the update to the State's General (NC) and Medical Health (MH) Plans as presented.

Motion: Commissioner Beamon made a motion to recommend approval of the update to the State's General (NC) and Medical Health (MH) Plans as presented.

Second: Commissioner Rosser seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the update to the State's General (NC) and Medical Health (MH) Plans as presented.

Motion carried.

### **Total Rewards/Time and Leave: Changes to Incentive Leave Administrative Code 25 NCAC 01E .1801, .1802, ,1804, .1808 and .1809**

Division Director Andrea Clinkscales presented the revised Incentive Leave Administrative Code (25 NCAC 01E .1801, .1802, .1804, .1808 and .1809), removing restrictions and providing agencies with more flexibility in offering incentives, to be submitted to the Rules Review Commission as a permanent rule. These rules had been posted on the OSHR website and published in the North Carolina Register from July 1, 2025, through September 2, 2025, and a public hearing was held on July 16, 2025. There were no public comments received to either forum. The proposed changes remove restrictions on middle- or late-career applicants and employees with at least 10 years of directly related experience.

Commissioner Patterson asked if these changes could be perceived as restrictive and prevent agencies from being able to recruit and target certain employees and if leave is pulled from the Incentive Leave bucket first.

Clinkscales responded that Incentive Leave is pulled from the budget first. However, if an employee separated from state government, unlike the regular vacation leave, the Incentive Leave would be forfeit, as it can't be cashed out.

There being no further discussion or questions, the Chair called for a motion to recommend approval of submitting the revised Incentive Leave Administrative Code 25 NCAC 01E .1801, .1802, ,1804, .1808 and .1809 rules as presented to the Rules Review Commission as permanent rules.

Motion: Commissioner Beamon made a motion to recommend approval of submitting the revised Incentive Leave Administrative Code 25 NCAC 01E .1801, .1802, ,1804, .1808 and .1809 rules as presented to the Rules Review Commission as permanent rules.

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Second: Commissioner Rosser seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of submitting the revised Incentive Leave Administrative Code 25 NCAC 01E .1801, .1802, .1804, .1808 and .1809 rules as presented to the Rules Review Commission as permanent rules.

Motion carried.

### **Total Rewards/Time Changes to Compensatory Time Administrative Code (25 NCAC 01E .1006)**

Division Director Andrea Clinkscales presented the Compensatory Time Administrative Code (25 NCAC 01E .1006) to be submitted to the Rules Review Commission as a permanent rule. This rule had been posted on the OSHR website and published in the North Carolina Register from July 1, 2025, through September 2, 2025, and a public hearing was held on July 16, 2025. There were no public comments received in either forum. The revisions to the rule allow up to 160 hours of compensatory time to be transferred to another agency and require agencies to administer this flexibility consistently and equitably to overcome the current rule that could be a disincentive to employees who are wanting to advance their career by moving between agencies but do not want to lose their compensatory time.

There being no further discussion or questions, the Chair called for a motion to recommend approval of submitting this rule as presented to the Rules Review Commission for adoption as a permanent rule.

Motion: Commissioner Beamon made a motion to recommend submitting this rule to the rule as presented to the Rules Review Commission for adoption as a permanent rule.

Second: Commissioner Patterson seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of submitting this rule as presented to the Rules Review Commission for adoption as a permanent rule.

Motion carried.

### **State and Local Government Services: Voluntary Separation Incentive Program Policy (proposed renaming and revision of Reorganization Through Reduction Policy)**

Deputy Director Nancy Astrike presented renaming the Reorganization Through Reduction Policy to Voluntary Separation Incentive Program Policy and revising it by clarifying eligibility, adding a discretionary bonus for agencies, and reducing the prohibition on re-employment from twelve months to four months.

Commissioner Vaught asked if the separating employees would be taxed as regular pay or as a supplemental pay.

Astrike stated that she did not know that answer as all the payroll information goes through the Office of State Control. OSHR doesn't manage that for employees.

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There being no further discussion or questions, the Chair called for a motion to recommend approval of the Voluntary Separation Incentive Program Policy (proposed renaming and revising the Reorganization Through Reduction Policy) as presented.

Motion: Commissioner Buckland made a motion to recommend approval of the Voluntary Separation Incentive Program Policy (proposed renaming and revising the Reorganization Through Reduction Policy) 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 Program Policy (proposed renaming and revising the Reorganization Through Reduction Policy) as presented.

Motion carried.

### **Total Rewards: Repeal of Personnel Training Rules (25 NCAC 01K)**

General Counsel Blake Thomas presented the proposal to repeal most of the rules in the Learning and Development section of the Administrative Code (25 NCAC 01K Personnel Training) to provide room for policy changes. The proposed repeal included rules on eligibility for academic assistance and facility fees, which are outdated and restrictive.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the repeal of the Personnel Training Rules (25 NCAC 01K) as presented.

Motion: Commissioner Beamon made a motion to recommend approval of the repeal of Personnel Training Rules (25 NCAC 01K) 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 repeal of Personnel Training Rules (25 NCAC 01K Personnel Training Rules as presented.

Motion carried.

### **Adjournment**

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

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 September 18, 2025 SHRC Meeting.

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Motion carried.

The Commission adjourned at 10:41 a.m.

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Executive Session

The State Human Resources Commission did not have an executive session at its September 18, 2025 SHRC meeting.

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