

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

MEETING MINUTES – OCTOBER 6, 2016

Members Present

Members present at the Learning and Development Center for the meeting were: Chair Susan Manning, Commissioner Martin Falls, Commissioner John Eller, Commissioner Gail Hobbs, Commissioner Phil Strach, Commissioner Kelly Sizemore, and Commissioner Ross Beamon.

Other Attendees

Other attendees present were: Paula Woodhouse, Interim Director, Office of State Human Resources; Jessica Middlebrooks, General Counsel to Office of State Human Resources; Bailey Bruce, State Human Resources Commission Administrator, Office of State Human Resources.

Opening

The State Human Resources Commission (SHRC) last convened on October 6, 2016. Pursuant to North Carolina General Statutes §138A and the North Carolina Ethics Act, Chair Susan Manning asked all Commissioners if there were any conflicts of interest or potential conflicts of interest with respect to any matters coming before the Commission. There were no conflicts of interest or potential conflicts of interest noted by any Commissioner. The Commission convened its open meeting at 9:01 a.m. in the Learning and Development Center Commission Conference Room.

Business Session

CONSENT AGENDA ITEMS

1. Approval of Minutes for the August 4, 2016 State Human Resources Commission Meeting
2. Approval of Minutes for the August 8, 2016 State Human Resources Commission Meeting
3. Proposed 2017 SHRC Meeting Dates
(February 2, April 6, June 1, August 3, October 5, December 7)

Motion: Commissioner Falls made a motion to approve the Consent Agenda.

Seconded: Commissioner Strach seconded the motion.

The motion carried.

Public Comment

No one signed up for Public Comment.

State Human Resources Interim Director Report

Interim Director Paula Woodhouse began by updating the Commission on the Merit Bonuses that were discussed at the August 8, 2016 SHRC meeting. Interim Director Woodhouse told the Commission that the finalized amounts were \$475 for Meets Expectations and \$700 for Exceeds Expectations. Interim Director Woodhouse then spoke of the 16 State employees who received the Governor's Awards for Excellence and the 38 graduates of the Certified Public Manager's Program and the OSHR staff that runs the program. Interim Director Woodhouse continued by mentioning Open Enrollment for the State Health Plan taking place in October, and apprising the Commission on the Compensation Projects status. The Compensation Project is still on track for a February 1, 2016 implementation. With regard to the applicant tracking system Interim Director Woodhouse told the Commission that a kickoff meeting was held to demo the project and a cross agency working team is mapping out the new business processes to go along with the technology. Interim Director Woodhouse let the Commission know that the OSHR quarterly newsletter would be posted to the HUB for their information purposes. Chair Susan Manning asked Interim Director Woodhouse when the Applicant tracking system would be implemented. Interim Director Woodhouse said go-live date is May 1, 2017.

Academic Assistance Policy

Steve Grant, Policy & Governance Manager, spoke to the Commission regarding the Academic Assistance Policy. Mr. Grant stated that the purpose of the Academic Assistance program is for workforce planning and development. Mr. Grant told the Commission that this policy has not been updated since 2003. Mr. Grant explained that the changes made were to increase the probationary eligibility from three months to six months, to change succession planning to workforce planning to be consistent with strategic planning terminology, to change American Council on Education Credit to Council for Higher Education Accreditation because it is the accrediting agency recognized by the U.S. Department of Education, and finally to remove Extended Leave Situation and add it to the Education Leave Policy.

Motion: Commissioner Strach made a motion to approve the Academic Assistance Policy

Seconded: Commissioner Sizemore seconded the motion.

The motion carried.

Education Leave Policy

Steve Grant, Policy & Governance Manager, spoke to the Commission regarding the Education Leave Policy. This policy allows for the State to provide leave with pay or leave without pay for certain types of educational courses. Mr. Grant told the Commission that the policy has not been updated since 2003 and that the current changes made include defining educational leave with pay and extended educational leave requirements.

Motion: Commissioner Beamon made a motion to approve the Education Leave Policy

Seconded: Commissioner Eller seconded the motion.

The motion carried.

Reasonable Accommodations Policy

Steve Grant, Policy & Governance Manager, spoke to the Commission regarding the Reasonable Accommodations Policy. This policy is to assist agency and university employers, current employees, and applicants for employment in requesting and processing reasonable accommodation requests. Mr. Grant explained that the overall intent of this policy is to ensure that the State of North Carolina fully complies with the Americans with Disabilities Act and the Americans with Disabilities Amendment Act, and maintains equal opportunity in employment for all qualified persons with disabilities. Mr. Grant told the Commission that the changes made include updating and adding the phrase 'Americans with Disabilities Amendment Act' and adding that applicants or employees who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file a grievance in accordance with the North Carolina State Government employee grievance policy within 15 calendar days of receiving the decision.

Motion: Commissioner Strach made a motion to approve the Reasonable Accommodations Policy

Seconded: Commissioner Falls seconded the motion.

The motion carried.

Temporary Employment Policy

Steve Grant, Policy & Governance Manager, spoke to the Commission regarding the Temporary Employment Policy. The purpose of temporary employees is to fill a workforce need for a limited period of time. Temporary employees, while not to be used to permanently expand the workforce beyond authorized levels, can provide valuable services in times of need. Mr. Grant told the Commission that this policy was created with the authority granted by 2013 NC Executive Order #4 "Temporary Employment Services". The Cabinet Agencies were required to utilize the NC Office of State Human Resources (OSHR), through Temporary Solutions to secure temporary employees. House Bill 97 further established that all State agencies which utilize temporary employees to perform work, excluding Information Technology related work, shall employ all temporary employees through OSHR, Temporary Solutions.

Motion: Commissioner Beamon made a motion to approve the Temporary Employment Policy

Seconded: Commissioner Hobbs seconded the motion.

The motion carried.

Classification Specifications

Dennis Schoch, Classification & Compensation Manager, spoke to the Commission regarding the submission of 1 revised and 2 new Classification Specifications within the Department of Motor Vehicles for the Statewide Compensation Plan. Mr. Schoch told the Commission that these 3 classifications are the DMV – Driver License Examiner I Classification Specification, the DMV – Driver License Examiner II classification, and the DMV – Deputy District Manager classification.

Motion: Commissioner Falls made a motion to approve the Classification Specifications for Compensation Project.

Seconded: Commissioner Eller seconded the motion.

The motion carried.

Adjournment

Chair Manning asked if there were any other business items to be heard during the business session. There being no additional items on the agenda, Chair Manning asked for a motion to adjourn the business session.

Motion: Commissioner Beamon made a motion to adjourn the business session.

Seconded: Commissioner Falls seconded the motion.

The motion carried.

Executive Session

The State Human Resources Commission voted and rendered a decision in the following case:

Anthony B. Fairley v. NC DOT, 11 OSP 14747

Minutes submitted by:

Bailey Bruce, State Human Resources Commission Administrator