

**STATE HUMAN RESOURCES COMMISSION MEETING
VIA WEBEX**

MEETING MINUTES – December 12, 2024

Members Present:

Members present on the Webex for the meeting were: Commissioner Dekhasta Becton Rozier, Chair, Commissioner Andrea Allard, Commissioner Ross Beamon, Commissioner Doug Boyette, Commissioner April Page, Commissioner Phillip Strach, Commissioner Tye Vaught and Commissioner Tracy Webb.

Other Attendees

Other attendees present: Barbara Gibson, Director; Glenda Farrell, Chief Deputy, and Twanetta Lytle Alston, Deputy Director, Office of State Human Resources; General Counsel Blake Thomas and Assistant General Counsel Anna Perkinson, Legal Division, Office of State Human Resources; Denise H. Mazza, State Human Resources Commission Administrator, Office of State Human Resources; Nancy Astrike, Andrea Bennett, Felicia Bridges, Jennifer Christeson, Megan Church, Andrea Clinkscales, Lorence Crossett, Dominick D’Erasmus, Linda Forsberg, Scarlette Gardner, Creshaye Graham, Clara Hazzard, LaSondra Irving, Patel Irshad, Joel Jordan, Paige Pearson, Stephanie McFadden, Randy Mizzelle, Susan Reeves, Kristin Siemek, Mike Suggs, Deyla Tharrington, and Kimbrey Whitaker, Office of State Human Resources; Angeline Hariston, HR Director, NC Office of Administrative Hearings; Bancroft 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, Mark Gray and Tiffany Harrell, Department of Commerce; Magnolia Lugo, HR Director, NC Community Colleges; Kathleen Tardiff, HR Director, NC Department of Environmental Quality; Libby Faulkner, HR Director, and Kim Rogva; NC HFA; Jerry Daniels, HR Director, NC Department of Insurance; Kristen Bierline, HR Director, Tina Wong, and Kris Joyce, 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, Samuel Barber, and Ben Agstein, Office of State Budget & Management; Glenda Ellerbee, HR Director, NC Office of State Controller; Tonya Fields, NC Department of Public Safety; Chris Chiron, Associate Vice President for HR Policy, Keith Dupuis, Senior Class Account Director, and Kevin Adcock, University System; Georgia MacBride, HRD, Wildlife Resources Commission.

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 October 17, 2024.

Minutes of the December 12, 2024 State Human Resources Commission Special Meeting

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 December 12, 2024 meeting.

CONSENT AGENDA

Minutes

The Chair presented the draft minutes for the October 17, 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 Beamon made a motion to recommend approval of the draft minutes for the October 17, 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 October 17, 2024 SHRC meetings.

Motion carried.

Director's Report

Director Gibson began by stating what an honor it had been to work with the Office of State Human Resources and the State Human Resources Commission over the past eight years as Director for Governor Cooper during what had not been ordinary times. She continued stating how grateful she was for the SHRC's constant support and commitment to advancing HR policies and responding to dynamic issues that had faced agencies and universities. Looking back, she stated how truly remarkable what all had been accomplished together, whether responding to the pandemic or the great resignation that followed, or the most recent disaster, Hurricane Helene, OSHR had equipped agencies and universities with new tools, policies and approved exceptions. All of these were brought forward to the Commission. They included many vetted policies, expanded sign on and retention bonuses, highlighted referral bonuses, supported skills-based training, reentry services and training and apprenticeship programs, the creation of a personal observance day and a host of other great HR policies and practices. OSHR also created many recruitment and retention options for agencies that became power tools in their "toolboxes." This framework could not have been built without the hard work and dedication of the amazing OSHR team. Together with each challenge, the staff at OSHR responded.

Since the October 17, 2024 SHRC meeting, OSHR had worked with the governor's office to roll out Executive Order 325, which provided up to 40 hours of bereavement leave to be used by eligible State employees who have lost an immediate family member and up to 8 hours of leave for those who have lost a coworker. This timely added benefit has been very well received by cabinet and non-cabinet agencies, as well as the UNC System, and will be one more valuable power tool for recruiting and retaining employees in tough times.

Gibson stated she was feeling nostalgic this holiday season, having had the honor of speaking before the SHRC throughout Governor Cooper's administration, proposing countless policies and working with each of the commissioners to better serve the State's workforce. She hoped that she and her team had left HR in State government better than it had been found it, as requested by all cabinet agencies and by Governor Cooper, and was confident her successor and this OSHR team have a great foundation of policy infrastructure and human resources development to propel it to meet the ever-changing demands of the modern workforce.

Gibson then stated that the chosen vendor of the Human Capital Management or Human Resources Information System would be announced soon - one last great accomplishment. A monumental undertaking, she gave a huge shout out to Blake Thomas, Christy Hofer, Jill Anderson, and Anita Ward, as well as the entire OSHR team who had worked so hard to put the selection of the vendor together. DIT, DOA, and OSBM had also been instrumental, as had a few large agencies contributing to the effort. Completed during her time at OSHR, this system is critical for the future of HR in State government.

Director Gibson closed by thanking her entire OSHR team and the Commission, her executive leadership team - Chief Deputy Glenda Farrell, Deputy Twanetta Lytle Alston, General Counsel Blake Thomas and Special Advisor Ronnie Condrey - as well as Marylou Rosenoff and Susan Reeves - for their support and dedication over the years, and Governor Cooper and Christy Jones for allowing her to serve in this very wonderful opportunity.

Exceptions Granted Since October 17, 2024 SHRC Meeting

Deputy Director Twanetta Lytle Alston presented an overview of the exceptions and variances granted under 25 NCAC 01A .0104 since the October 17, 2024 Commission Meeting. They included the following:

- Department of Adult Corrections' request to be able to continue a 10% shift premium pay for correctional case managers who will work periodically on second shifts, which are 12-hour shifts as Correctional Officers Is, IIs or IIIs;
- Department of Transportation's request to pay straight time overtime to FLSA non not subject employees involved in response and recovery efforts in impacted counties for hours they are required to work over 40 hours a week;
- Department of Transportation's request to pay a shift premium of 15% for all work after 4:00 pm during the work weekend and on the weekends for employees who are having to work all day shifts in response and recovery efforts in the impacted western counties. These employees normally do not work weekend shifts;

Exceptions to the Hours of Work and Overtime Compensation Policy as follows:

- Department of Health and Human Services' request to allow the agency to pay certain FLSA not subject employees who are providing relief work in western North Carolina, or who are not performing the disaster response and recovery efforts in the western part of the State but are working on Helene disaster response and recovery efforts that are not part of their normal scope of work;
- Department of Commerce's request to pay straight time over time no more than 8 hours a week to certain FLSA not subject employees who are performing lower level duties due to the influx of unemployment claims following Hurricane Helene;
- Department of Agriculture and Consumer Services' request to provide immediate payout of straight time overtime for the North Carolina Forest Service and the Helene incident team led by their emergency programs during Hurricane Helene;
- Wildlife Resources Commission's request to provide immediate payout of straight time overtime for FLSA not subject wildlife officers and their wildlife supervisors for the work that they are performing during Hurricane Helene;
- Department of Insurance's request to pay straight time overtime to certain FLSA not subject employees who were either deployed to the Office of State Fire Marshal base camp in Catawba County or were a part of the Office of State Fire Marshal Fire and Rescue or the Engineering teams that assisted with the impact of the Hurricane Helene in affected western counties; and
- UNC Asheville's request to pay straight time over time to 7 FLSA not subject employees involved in response and recovery efforts to help restore UNC Asheville facilities.

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

Hours of Work Policy

General Counsel Anna Perkinson presented updates to the Hours of Work and Overtime Compensation Policy adjusting back salary threshold for minimum wage and overtime pay requirements under the Fair Labor Standards Act that had become effective July 1, 2024, to their previous levels as a result of a November 15, 2024 federal district court ruling that the new salary thresholds were unlawful.

Business Session

Public Comments

There were no public comments at the December 12, 2024 State Human Resources Commission meeting.

Total Rewards/Salary Administration: Update to the State's NC, DT, LG, MH, SW, SHP Pay Plans

Total Rewards Division Director Andrea Clinkscales presented proposed increase adjustments to the State's Pay Plans. In 2023, OSHR collaborated with Mercer to identify General Pay Plan structural movement trends last approved by the Commission effective June 1 of 2023. Increases recommended at this meeting were based on recent consultations with Mercer. These adjustments were based on general structure movement trends and Mercer's analysis of year over year changes by job family. The specific adjustment consisted of increasing the minimum, midpoint, and maximum of the General and Sworn Law Enforcement Pay Plan by 3% and the Digital Technology, Legal and Medical Health Pay Plans by 3.5% effective January 1, 2025. These adjustments were aimed at OSHR's efforts to ensure that salary ranges continue to be aligned to market. Clinkscales concluded this presentation by asking if there were any questions.

She then presented proposed increases to the State Highway Patrol Pay Plan. This Plan had not been updated since November 1 of 2018 as it was not in scope of the Statewide Compensation System Project completed in 2022 because the General Assembly had established in statute an experience-based salary schedule for highway troopers. However, that salary schedule did not include the Highway Patrol administrative roles. Since the Highway Patrol Pay Plan had not been updated since 2018, a number of employees on this Pay Plan were currently paid above the maximum of the range. Therefore, OSHR recommended aligning this Pay Plan to market which resulted in a 19.5% increase to the midpoint. Additionally, the Highway Patrol Pay Plan design in terms of the range spread was not consistent with the State's other Pay Plans. So, Mercer also recommended the State correct the design of this Pay Plan to reflect market best practices and to align it with the Sworn Law Enforcement Pay Plan. The specific adjustment consisted of increasing the current midpoint by 19.5% and then adjusting the minimum and maximums to reflect the range spread of 60% progressing up to the top at 80% which would align the Highway Patrol Pay Plan to the Sworn Law Enforcement Pay Plan.

Clinkscales concluded her presentation by offering to answer any questions and requesting approval of the NC, DT, LG, MH, SW, SHP Pay Plans effective January 1, 2025 as revised.

Commissioner Ross Beamon asked if there had been any input on the 19.5% increase and if they were satisfied with that increase.

Clinkscales responded that generally the feedback from HR directors and leadership was happy with the recommended changes and glad OSHR was continuing its commitment to try to keep pay plans aligned to market. These changes were based on market analysis of other southeastern States – 8 or 9 - and for North Carolina to be competitive.

There being no further discussion or questions, the Chair called for a motion to recommend approval of updated NC, DT, MH, SW and SHP Pay Plans, effective January 1, 2025.

Motion: Commissioner Webb made a motion to recommend approval of the updated NC, DT, MH, SW and SHP Pay Plans, effective January 1, 2025.

Second: Commissioner Vaught seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the updated NC, DT, MH, SW, and SHP Pay Plans, effective January 1, 2025.

Motion carried.

EEO, Accessibility and Workforce Services: LME/MCO Salary Rate Increase Policy

EEO, Accessibility and Workforce Services Division Director Nancy Astrike presented the updates to the salary range for the LME/MCO area directors to reflect a 3.5% adjustment, consistent with the State's Medical/Health Pay Plan reviewed. The Commission establishes the salary range for area directors and local government LME/MCOs. The LME/MCOs manage the care of Medicaid beneficiaries who receive services for mental health, developmental disabilities and substance abuse disorders. Traditionally, area director have the working title of CEO, so that would be the specific range adjusted. Under State law, the Department of Health and Human Services is the primary agency that works with LME/MCOs, but the SHRC and OSHR have a few specific roles, and one of those is setting the salary range for the area director. OSHR recommended, in accordance with recommendations of the Department of Health and Human Services, the current salary range be adjusted upward by 3.5%, to be consistent with the Medical/Health Pay Plan range revisions approved before this presentation for State ranges for similar classifications. The salary range will move from a minimum of \$216,738 and a max of \$390, 104, with this adjustment to a minimum of \$224 324, and a max of \$403,758.

Astrike closed by offering to answer any questions and requesting approval of this 3.5% adjustment.

There being no further discussion or questions, the Chair called for a motion to approve the recommended salary range increase of 3.5% for LME/MCO Area Directors.

Motion: Commissioner Beamon made a motion to approve the recommended salary range increase of 3.5% for LME/MCO Area Directors.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the salary range increase of 3.5% for LME/MCO Area Directors.

Motion carried.

EEO, Accessibility and Workforce Services: Local Salary Plans

Local Government Manager Dominick D’Erasmus presented the annual salary plans for approval. Local agencies, subject to the State Human Resources Act, must file an annual salary plan for the Commission’s approval. All of the salary plans, as well as the guiding documentation, statutes and applicable administrative code sections, were made available to the Commission for review. The Salary Plan Package consists of two components - a reporting form, which contains county and agency information, agency, population, numbers, certified, questions, signatures, and the salary plan spreadsheet that includes classification, titles, local salary grades, ranges and average salaries. These two components are reviewed to determine if the plan remains in compliance with the various administrative requirements. The salary plans presented were reviewed according to administrative rules and established practice.

D’Erasmus closed by offering to answer any questions and requesting approval of the local salary plans.

There being no further discussion or questions, the Chair called for a motion for approval of the local government salary plans reviewed by the Local Government Program Team.

Motion: Commissioner Webb made a motion for approval of the local government salary plans reviewed by the Local Government Program Team.

Second: Commissioner Strach seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the local government salary plans reviewed by the Local Government Program Team.

Motion carried.

University of North Carolina System: Career Band Salary Range Update

Senior Classification Account Director Keith DePree presented updates to the Career Band Salary Range. Eleven months earlier, the UNC System appeared before the Commission with extensive salary range updates to every career banded title, and at that point, the minimum rise for all of those positions was 7.5% and some rose as high as 25%. At that time, the UNC System inadvertently forgot 3 positions tied to a metro rate. Over the course of the years, it had happened that most campuses were utilizing the metro rate. Not increasing that rate actually put them at a disadvantage. The UNC System identified this early on and decided to return to the Commission for correction. At this point, a request of 7.5% for these categories was presented, which was the minimum that every other banded class rose last year. Aware that the State would be doing some market research in this area, especially around the telecommunications, the UNC System planned to wait to work with that State market research to find a raise that works for both the university system and the State. In addition, an overlap in the manager range at supervisor range was inadvertently omitted at the last presentation. As a result, that needed to

change the maximum to avoid not just compression, but an overlap in a manager range at a supervisor range.

DePree closed by offering to answer any questions and requesting approval of the proposed UNC System salary range updates as presented.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the proposed UNC System salary range updated as presented.

Motion: Commissioner Vaught made a motion to recommend approval of the proposed UNC System salary range updated 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 UNC System, salary range updated as presented.

Motion carried.

Total Rewards/Salary Administration: Clarification about Record Keeping System for Specific Policies

Total Rewards Division Director Andrea Clinkscales presented the proposed revisions to the Adverse Weather Policy, Demotion/Reassignment Policy, Horizontal Transfer Policy, Initial Classification Policy, Promotion Policy, and Reallocation Policy to update the forms and procedures, and how actions should be documented. These updates clarify the documentation required in the identified systems of record. These changes were similar to those discussed at the last Commission meeting.

There being no further discussion or questions, the Chair called for a motion for the approval of the proposed revisions to the Adverse Weather Policy, Demotion/Reassignment Policy, Horizontal Transfer Policy, Initial Classification Policy, Promotion Policy, and Reallocation Policy to update the forms and procedures, and how actions should be documented.

Motion: Commissioner Beamon made a motion to approve the proposed revisions to the Adverse Weather Policy, Demotion/Reassignment Policy, Horizontal Transfer Policy, Initial Classification Policy, Promotion Policy, and Reallocation Policy to update the forms and procedures, and how actions should be documented 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 proposed revisions to the Adverse Weather Policy, Demotion/Reassignment Policy, Horizontal Transfer Policy, Initial Classification Policy, Promotion Policy, and Reallocation Policy to update the forms and procedures, and how actions should be documented as presented.

Motion carried.

Talent Acquisition: Documentation Project Changes

State Talent Acquisition Manager Kristin Siemek presented proposed revisions to the Interchange of Governmental Employees Policy and Form I-9 and Employment Eligibility Verification Policy to update the forms and procedures, and how actions should be documented. These updates clarify the documentation required in the identified systems of record. These changes were similar to those discussed at the last Commission meeting.

There being no further discussion or questions, the Chair called for a motion for approval of the proposed revisions to the Interchange of Governmental Employees Policy and Form I-9 and Employment Eligibility Verification Policy to update the forms and procedures, and how actions should be documented.

Motion: Commissioner Page made a motion to recommend approval of the proposed revisions to the Interchange of Governmental Employees Policy and Form I-9 and Employment Eligibility Verification Policy to update the forms and procedures, and how actions should be documented as presented.

Second: Commissioner Strach seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of revisions to the Interchange of Governmental Employees Policy and Form I-9 and Employment Eligibility Verification Policy to update the forms and procedures, and how actions should be documented as presented.

Motion carried.

EEO, Accessibility and Workforce Services: Documentation Project Changes

EEO, Accessibility and Workforce Services Division Director Nancy Astrike presented proposed revisions to the Reorganization through Reduction Policy to update the forms and procedures, and how actions should be documented. These updates clarify the documentation required in the identified systems of record. These changes were similar to those discussed at the last Commission meeting.

There being no further discussion or questions, the Chair called for a motion for approval of the proposed revisions to the Reorganization through Reduction Policy to update the forms and procedures, and how actions should be documented.

Motion: Commissioner Webb made a motion to recommend approval of revisions to the Reorganization through Reduction Policy to update the forms and procedures, and how actions should be documented as presented.

Second: Commissioner Beamon seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of revisions to the Reorganization through Reduction Policy to update the forms and procedures, and how actions should be documented as presented.

Motion carried.

Total Rewards/Salary Administration: Emergency Closing Policy

Total Rewards Division Director Andrea Clinkscales presented recommended changes to the Emergency Closing Policy. The recommended changes to the Overtime Pay, Section 11, include:

- Change the FLSA exempt to read FLSA not subject, to be consistent with how this term is in other policies; and
- Add a reference to Sections 25.9 and to Section 3 of the Hours of Work and Overtime Compensation Policy for instructions and guidance on how to request authorization to pay overtime to FLSA, not subject employees during a state of emergency.

Clinkscales closed by offering to answer any questions and requesting approval of the revisions to the Emergency Closing Policy as presented.

There being no further discussion or questions, the Chair called for a motion for approval the revisions to the Emergency Closing Policy as presented.

Motion: Commissioner Vaught made a motion to recommend approval of revisions to the Emergency Closing Policy as presented.

Second: Commissioner Strach seconded the motion.

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

Motion carried.

Total Rewards/Salary Administration: Pay Administration Policy

HR Consultant Lorence Crossett presented proposed revisions to the Pay Administration Policy concerning trainee designations in Section 4.3 to add language that requires the designation of trainee positions in the HR Payroll system. The new language says that immediately following the placements of an employee in a trainee position, the agency must update the HR Payroll system to include training within the working title of the position. Once the training meets the minimum requirements and the training period is completed, the Policy will require that the trainee designation be removed from the working title of the position.

Crossett closed by offering to answer any questions and requesting approval of the revisions to the Pay Administration Policy as presented.

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

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

Motion carried.

Total Rewards/Time and Leave Administration: Vacation Leave Policy

Time and Leave Consultant Stephanie McFadden presented revisions to the Vacation Leave, Sick Leave and Separation Policies recommending new language be added to the three policies as best practice to ensure that employees retiring not lose any accrued vacation leave over 240 hours. As the language intent is very similar, McFadden presented them together.

McFadden closed by offering to answer any questions and requesting approval of revisions to the Vacation Leave, Sick Leave and Separation Policies to add language to each to ensure that employees retiring not lose any accrued vacation leave over 240 hours.

There being no further discussion or questions, the Chair called for a motion to recommend approval of revisions to the Vacation Leave, Sick Leave and Separation Policies to add language to each to ensure that employees retiring not lose any accrued vacation leave over 240 hours.

Motion: Commissioner Webb made a motion to recommend approval of the revisions to the Vacation Leave, Sick Leave and Separation Policies to add language to each to ensure that employees retiring not lose any accrued vacation leave over 240 hours 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 Vacation Leave, Sick Leave and Separation Policies to add language to each to ensure that employees retiring not lose any accrued vacation leave over 240 hours.

Motion carried.

Total Rewards/Classification and Compensation: One Revised Specifications for the Statewide Compensation Plan.

Classification and Compensation Manager Felicia Bridges presented recommended revision to the Veterinary Technician Classification in the Medical/Health Job Family for the Department of Natural and Cultural Resources (DNCR) to align it with legislative changes made effective December 1, 2023. In addition, OSHR collaborated with DNCR to revise the class concepts and the knowledge, skills and abilities to better reflect the work performed under the North Carolina Veterinary Practice Act which states a veterinary technician must meet specific standards. Requirements include meeting accreditation standards set by the American Veterinary Medical Association or one who is recognized and licensed by the North Carolina Veterinary Medical Board as a veterinary technician.

Bridges closed by offering to answer any questions and requesting approval of revisions to the Veterinary Technician Classification in the Medical/Health Job Family for the Department of Natural and Cultural Resources.

There being no further discussion or questions, the Chair called for a motion to recommend approval of revisions to the Veterinary Technician Classification in the Medical/Health Job Family for the Department of Natural and Cultural Resources as presented.

Motion: Commissioner Allard made a motion to recommend approval of revisions to the Veterinary Technician Classification in the Medical/Health Job Family for the Department of Natural and Cultural Resources as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval revisions to the Veterinary Technician Classification in the Medical/Health Job Family for the Department of Natural and Cultural Resources as presented.

Motion carried.

Legal Division: Periodic Rule Review 25 NCAC 01A, 01B and 01C

General Counsel Blake Thomas presented the plan for readoption of 25 NCAC 01A, 01B and 01C as a part of the periodic review process. The first stage had been completed - taking the initial determinations as to whether those rules are necessary or unnecessary to the Rule Review Commission (RRC) and the legislature considering those determinations.

OSHR is now at the next step, establishing a schedule for the readoption of these Rules. OSHR with the help of the RRC, proposed the readoption of all rules in 25 NCAC 01A, 01B and 01C be completed by February 1, 2027 per the schedule included in the materials for this agenda item.

Thomas closed by offering to answer any questions and requesting approval of the proposed schedule for readoption of 25 NCAC 01A, 01B and 01C, and completion of that process by February 1, 2027, as presented.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the proposed schedule for readoption of 25 NCAC 01A, 01B and 01C, and completion of that process by February 1, 2027, as presented.

Motion: Commissioner Strach made a motion to recommend approval of the proposed schedule for readoption of 25 NCAC 01A, 01B and 01C, and completion of that process by February 1, 2027, as presented.

Second: Commissioner Beamon seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the proposed schedule for readoption of 25 NCAC 01A, 01B and 01C, and completion of that process by February 1, 2027, as presented.

Motion carried.

Legal Division: Periodic Rule Review 25 NCAC 01D, 01E, 01K, 01L, 01M and 01N

General Counsel Blake Thomas presented OSHR's proposed recommendation for beginning the periodic review process for 25 NCAC 01D, 01E, 01K, 01L, 01M, and 01N - whether each of the rules in the three subsections are necessary or unnecessary. OSHR staff recommend that all the rules in these subchapters are necessary except for three:

- 01K .0212 is unnecessary because it talks about how other agencies used to use the old Learning and Development Center at 101 West P Street. With the move of the Learning and Development Center to the offices at 333 Fayetteville Street, that is no longer applicable.
- 01K .0612 and .0613 are obsolete, and frankly, may have been inadvertently skipped in the previous decennial review process 10 years ago. The deal with the transition to the new performance management system way back in 1990

Thomas closed by offering to answer any questions and requesting approval of OSHR's proposed initial determinations about whether the rules are necessary or unnecessary as presented, and authorization to post those determinations for public comment.

There being no further discussion or questions, the Chair called for a motion to recommend approval of OSHR's proposed initial determinations about whether the rules are necessary or unnecessary as presented, and authorization to post those determinations for public comment.

Motion: Commissioner Webb made a motion to recommend approval of OSHR's proposed initial determinations about whether the rules are necessary or unnecessary as presented, and authorization to post those determinations for public comment.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of OSHR's proposed initial determinations about whether the rules are necessary or unnecessary as presented, and authorization to post those determinations for public comment.

Motion carried.

Employee Benefits and Awards: Oliver-Condrey Award

General Counsel Blake Thomas presented revisions to the Oliver-Condrey Award on behalf of Carol Battle, HR Consultant II. Two people have received this award that was named for them - Peggy Oliver and Ronnie Condrey. It is a Pinnacle Award for people who have done the really most exceptional service in a Human Resources roles. Condrey proposed the following changes to the Policy. They include:

- Changing the years of service from 40 to 30 to allow it to be potentially given to more than just two people;
- That the years of service includes significant management experience so the recipient would be viewed as a leader in State government HR and include extensive experience in collaborating between OSHR and agency HR staff; and
- The recipient must be expecting to retire within the preceding 12 months or the person who received this award has recently passed away.

There being no further discussion or questions, the Chair called for a motion to recommend approval of revisions to the Oliver-Condrey Award Policy as presented.

Motion: Commissioner Strach made a motion to recommend approval of revisions to the Oliver-Condrey Award 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 Oliver-Condrey Award Policy as presented.

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 Strach seconded the motion.

A roll call vote was held and all currently attending members of the Commission agreed to adjourn the December 12, 2024 SHRC Meeting.

Motion carried.

The Commission adjourned at 10:13a.m.

Executive Session

The State Human Resources Commission did not have an executive session at its December 12, 2024 SHRC meeting.

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