

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

MEETING MINUTES – FEBRUARY 2, 2017

Members Present

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

Other Attendees

Other attendees present were: Barbara Gibson, Director, Office of State Human Resources; Jessica Middlebrooks, Legal Division, 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 February 2, 2017. 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 9:02 a.m. in the Learning and Development Center Commission Conference Room.

Business Session

CONSENT AGENDA ITEMS

1. Approval of Minutes for the December 1, 2016 State Human Resources Commission Meeting

Motion: Commissioner Strach made a motion to recommend approval of the Consent Agenda.

Seconded: Commissioner Beamon seconded the motion.

The motion carried.

Public Comment

No one signed up for Public Comment.

State Human Resources Director's Report

Director Barbara Gibson began by welcoming everyone and by giving an overview of the transition happening at Office of State Human Resources (OSHR). Director Gibson spoke about pausing and re-evaluating the Classification and Compensation project. Director Gibson explained that there are three main concerns driving where OSHR stands with this project: consistency, equity, and funding. Director Gibson explained that staff planned to meet with the Legislature to confirm funding for the project. Director Gibson also explained that the goal is to maximize the buy in and resources available at the agency level. Director Gibson spoke of the importance of collaboration through the process and meeting the needs for implementation. Director Gibson continued by saying that the NCVIP (Performance Management System) went live for State Government in 2016 with the understanding that it would be running for a couple of years before it was connected to money. Director Gibson explained that the immediate connection to money created issues that OSHR will try to repair and address. Director Gibson then spoke of the New Applicant Tracking system. Director Gibson told the Commission that this system utilizes the Classification and Compensation system, so it has been placed on hold too. Chair Manning asked Director Gibson to further discuss the staff changes that have taken place. Director Gibson introduced Lou Ann Philips and explained the structural changes taking place within OSHR.

Withdraw Rules Pending Before the Rules Review Commission

Jessica Middlebrooks, Legal Division, spoke to the Commission regarding the Rules Pending Before the Rules Review Commission. Ms. Middlebrooks stated that these rules have been approved by the State Human Resources Commission (SHRC) and are due to be reviewed by the Rules Review Commission (RRC) by March 30, 2017. Most of the amendments are related to the proposed Salary Administration Policy developed in conjunction with the proposed Statewide Classification and Compensation System. Ms. Middlebrooks told the Commission that OSHR recommends withdrawing these rules from consideration by the RRC until a decision is made about the implementation of the new system.

Motion: Commissioner Strach made a motion to recommend a 60 day “postponement/delay/extension” of the Rules pending before the Rules Review Commission

Seconded: Commissioner Falls seconded the motion.

The motion carried.

Selection of Applicants Policy

Nancy Astrike, OSHR Employee Relations Manager, spoke to the Commission regarding the Selection of Applicants Policy. Ms. Astrike explained that the changes were intended to update the policy to be in compliance with NCAC Title 25, Chapter 01 Subchapter H.0641 titled “Employment of Relatives.” This required adding the language “this includes employment on a permanent, temporary, or contractual basis” to the policy. Ms. Astrike explained that the impact of this change is to provide consistency when hiring applicants within North Carolina State government.

Motion: Commissioner Sizemore made a motion to recommend approval of the Selection of Applicants Policy

Seconded: Commissioner Beamon seconded the motion.

The motion carried.

Sign On Bonus Policy

Nancy Astrike, OSHR Employee Relations Manager, spoke to the Commission regarding the Sign On Bonus Policy. Ms. Astrike told the Commission that this policy came before the Commission in December 2016, but needed one additional change. Ms. Astrike clarified the need to delete #3 under 'an Employee is not eligible for a sign bonus if' which states "the agency has paid any contract placement or recruitment fees". Ms. Astrike explained that fees for recruiting are not paid to the applicant receiving the bonus.

Motion: Commissioner Barrett made a motion to recommend approval of the Sign On Bonus Policy

Seconded: Commissioner Falls seconded the motion.

The motion carried.

University SHRA Employee Grievance Policy

Chris Chiron, Executive Director for Human Resources, The University of North Carolina General Administration, spoke to the Commission regarding the University SHRA Employee Grievance Policy. Mr. Chiron explained that in October 2013, the State Human Resources Commission approved two parallel grievance policies – one for SHRA employees of the state agencies and one for SHRA employees of the University of North Carolina. These policies were written to align the grievance procedure with statutory changes that resulted from the ratification of HB 834 (SL 2013-382). Mr. Chiron told the Commission that this change aligns the policy with procedures approved by OSHR for UNC GA HR to provide initial review of FUDs from the constituent institutions prior to routing the FUDs to OSHR for final review and approval. This change removes references to the 35-calendar day time frame for completing the Step 2 Hearing. This is to allow flexibility for UNC institutions to use any time saved from the Step 1 Mediation process to complete the Step 2 Hearing process. The Step 1 Mediation also has a 35 calendar day completion window. Mr. Chiron clarified that this in no way changes the statutory requirement that the grievance be completed no later than 90 calendar days from the date the grievance is filed.

Motion: Commissioner Falls made a motion to recommend approval of the University SHRA Employee Grievance Policy

Seconded: Commissioner Beamon 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 at 10:01 am.

Motion: Commissioner Strach made a motion to adjourn the Business Session.

Seconded: Commissioner Falls seconded the motion.

The motion carried.

Executive Session

The State Human Resources Commission did not have an executive session at its February 2, 2017 meeting.

Minutes submitted by:

Bailey Bruce, State Human Resources Commission Administrator