

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

MEETING MINUTES – February 6, 2020

Members Present

Members present at the Learning and Development Center for the meeting were: Commissioner Dekhasta Becton Rozier, Commissioner Ross Beamon, Commissioner Martin Falls, and Commissioner April Page. Commissioner Meredith Benjamin and Commissioner John Eller were present via teleconference.

Other Attendees

Other attendees present were: Barbara Gibson, Director, Glenda Farrell, Chief Deputy, and Twanette Alston, Deputy Director, Office of State Human Resources; Lars Nance and Christine Ryan, Legal Division, Office of State Human Resources; Denise Mazza, State Human Resources Commission Administrator, Office of State Human Resources; Carl Dean, Nancy Astrike, Andrea Clinkscales, Scarlette Gardner, Joe Gilroy, Andrea Porterfield, Kristin Siemek, and Kristin Sullivan of the Office of State Human Resources; Lotenya Gant and Sanford Chancellor of the Board of Elections; and Resha Fortson of SEANC.

Opening

After resolving some issues with the phone equipment to teleconference in Commissioners Meredith Benjamin and John Eller, the Commission convened its open meeting at 9:15 a.m. in the Learning and Development Center Commission Conference Room.

The State Human Resources Commission (SHRC) last convened on December 6, 2019. Pursuant to North Carolina General Statute Chapter 138A and the North Carolina Ethics Act, Chair Dekhasta Becton Rozier 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 reported.

The agenda was adjusted to show Andrea Clinkscales reporting on Classification and Compensation's 2 new and 2 revised job specifications in place of Joe Marro. There were no other additions or corrections to the agenda for the February 6, 2020 meeting.

CONSENT AGENDA ITEMS

Approval of the minutes for the December 6, 2019 State Human Resources Commission Meeting.

Motion: Commissioner Beamon made a motion to recommend approval of the consent agenda items.

Second: Commissioner Falls seconded the motion.

Motion carried.

Business Session

Public Comment

No one signed up for public comment.

State Human Resources Director's Report

The Chair announced that the Director's report would not be present at this meeting due to the delay caused by the technical problem with the teleconference equipment.

Scarlette Gardner - Safety, Health & Workers' Compensation: Workplace Violence Policy

Workplace Safety, Health and Worker's Compensation Division Director Scarlette Gardner presented revisions to the OSHR Workplace Violence Policy. Working with the Diversity & Inclusion Division on this policy, which has not been updated since April 1, 2008, Gardner presented revisions to address developments in this area since 2008 and safety issues. The new revised policy has a new summary of policy statement, adds new definitions and some language to existing definitions, includes a list of prohibited conduct, adds employee assistant services to support employees who are victims of workplace violence, notes that possession of a weapon in a federal, state or local building may or may not be permitted dependent upon applicable statutes, and describes in detail workplace violence incident reporting and response responsibilities of the employee, the supervisor and the agency.

Chair: There being no discussion or questions, the Chair called for a motion to recommend approval of the revisions to the Workplace Violence Policy.

Motion: Commissioner Falls so moved.

Second: Commissioner Beamon seconded the motion.

Motion carried.

Andrea Porterfield - Total Rewards/ Salary Administration/Time and Leave Section: 25 NCAC 01C .0802 Covered Employees and the Teleworking Policy

Salary Administration/Time and Leave Section Manager Andrea Porterfield presented revisions to expand the Teleworking: Covered Employees Rule, adopted in April 2001, and Teleworking Policy to allow temporaries and part time employees to telework. These revisions addressed inquiries from the Department of Revenue regarding the ability to allow temporary employees to telework. Revising the Rule and Policy to include temporaries and part time employees aligns them with current work processes and will improve efficiency in workflow.

Chair: There being no discussion or questions, the Chair called for a motion to recommend approval of beginning the rulemaking process for 25 N.C.A.C. 01C .0802 Covered Employees and the proposed revisions to the Teleworking Policy to align it with the Rule.

Motion: Commissioner Falls so moved.

Second: Commissioner Page seconded the motion.

Motion carried.

Kristin Siemek - Talent Management – Recruiting & Staffing: Continuous Posting – Youth Program Education Assistant Position

Recruiting & Staffing State Recruiting Manager Kristin Siemek requested a continuous posting for the Department of Public Safety's (DPS) Youth Program Education Assistant positions. This position provides 24/7 supervision at Tarheel Military Academics - a quasi-military residential youth program for youth at-risk - located in Sampson and Stanley Counties. This position requires an associate degree or related degree or a high school diploma and two years of related experience directly working with youth at-risk. It is challenging finding candidates and there are typically seven positions constantly open between the two facilities. Allowing the agency to continuously post would streamline the hiring process and fill the open position more quickly.

Commissioner Beamon asked if the Tarheel program is an alternative to incarceration for the at-risk youth. With no representative from the DPS present at the meeting, Commissioner Falls informed the Commission that to his knowledge the program had been active since the 1980s and was successful. The youth involved were at risk of getting in trouble and opt-in to the program. Dressed in grey uniforms, they are typically seen in downtown Raleigh while performing various service projects. Many attendees enter the military upon completion of the 30-week program.

Commissioner Falls questioned whether the challenge with filling this position was a retention or recruiting problem. Siemek stated it is both - a recruiting problem because the skills that are needed and a retention problem because of the pay - \$31,200 which is minimum wage. Commissioner Falls suggested it might be more advantageous to eliminate some positions and adjust the salary. Commissioner Beamon noted that according to the materials provided for this agenda item, in addition to the seven constant open positions, DPS anticipates hiring 13 additional such employees. He stated that typically 24/7 positions such as this with constant turnover lead to employee burnout. He asked Commissioner Falls if since this was a military style residential program, if utilizing men and women leaving the service might be a good hiring pool. Commissioner Falls responded that while it is a job that is open to them and the locations are close to Fort Bragg and Camp Lejeune, the salary would make it hard to recruit them. Siemek added that the new hires were typically on the third shift and that the minimum hiring salary for the Grade 5 position was \$33,068. She reiterated that the position is 24/7 and responsible for the safety of the attendees. Commissioner Falls stated that the position is similar to a prison guard and asked what they are paid. Kassia Elliott with OSHR explained that the salary range for correctional officers has increased gradually over the last several years and depended on the level which was based on graduated levels of trust and potential violence. The minimum starting pay for the first level is currently between \$33,000 and \$34,000 a year. Commissioner Beamon stated that in order to increase the salary range, DPS would need to show the program was successful and asked about the rate of recidivism. Commissioner Falls restated his concern that the issue is retention and asked that different solutions be looked at by DPS and be brought back to the Commission at a later date.

Chair: There being no further discussion or questions, the Chair called for a motion regarding DPS' request for a continuous posting for the Youth Program Education Assistant positions.

Motion: Commissioner Falls made a motion to return this request for continuous posting to DPS for further analysis and to bring it back at a later date for the Commission's consideration.

Second: Commissioner Beamon seconded the motion.

Motion carried.

Kristin Siemek - Talent Management – Recruiting & Staffing: Continuous Posting – State Budget Management Analyst 1 and 2

Talent Management – Recruiting & Staffing State Recruiting Manager Kristin Siemek requested a continuous posting for the Office of State Budget Management to allow the agency to use a continuous and combined posting for State Budget Management Analyst 1s and 2s positions. She explained that the primary difference between the two levels is an additional 2 years of experience for level 2s and informed the Commission that as the only agency with these positions, budget analyst are the primary analyst responsible for all the research and analysis related to the program and policies of their assigned agency. When a vacancy occurs, currently, it can take a long time to fill as the positions require either a bachelor degree in business administration, public administration or related field and either 2 or 4 years of experience preferable in government accounting. In addition, OSBM would like the candidate to have the soft skills of advisory and consultative nature which is sometimes hard to find with the position's skill set. By continuously posting for these positions, OSBM hopes to start communicating and developing relationships with candidates in this field to get them interested in working for the State of North Carolina.

Chair: There being no discussion or questions, the Chair called for a motion to recommend approval of OSBM's request for continuous and combined posting for State Budget Management Analyst 1s and 2s positions.

Motion: Commissioner Falls so moved noting a need for this position because of the hard skills required and the competition for such skills.

Second: Commissioner Beamon seconded the motion.

Motion carried.

Carl Dean - Diversity and Workforce Services: Reduction in Force Policy

Diversity and Workplace Services Lead ER Consultant III Carl Dean presented the revised Reduction in Force Policy to the Commission. The revision are needed to comply with a change by the General Assembly to General Statute § 126-5 that no loss of funds shall be required as a pre-condition for reduction in force. This change allows agencies and universities to eliminate a position and maintain the funds. Additional revisions were made to the policy to clarify analysis, relative efficiencies and steps to avoid a RIF.

Chair: There being no discussion or questions, the Chair called for a motion to recommend approval of the revisions to the Reduction in Force Policy.

Motion: Commissioner Falls so moved.

Second: Commissioner Benjamin/Beamon seconded the motion.

Motion carried.

Andrea Clinkscales - Total Rewards: Classification and Compensation: 2 New and 2 Revised Classification Specs for New Class & Compensation System

Total Rewards Division Director Andrea Clinkscales presented two new classification specs - Elections Investigator 1 and 2. As background information, Clinkscales informed the Commission that this role or type of work was previously performed by Elections Specialists 1s and 2s, but conflicts with the scope of work for those positions which is more coordinating and managing, and setting up and establishing the elections themselves. The new specs do more investigating into criminal fraud and voter irregularities. Creating the new positions will allow the agency to better recruit for the skills needed for these positions.

Commissioner Beamon asked how these positions were going to fit with similar positions already under the State Board of Elections. Clinkscales responded that the new and revised specs served to address the misclassifications of the original positions. Sanford Chancellor, a Board of Elections' representative at the meeting, explained that as for the organizational structure the agency's general counsel will have oversight for investigations as well as campaign finance matters. In addition, a middle manager, the Elections Investigator 2, will be a lead investigator and be responsible for investigations.

Chair: There being no further discussion or questions, the Chair called for a motion to recommend approval of the 2 new and 2 revised classifications.

Motion: Commissioner Beamon so moved.

Second: Commissioner Page seconded the motion.

Motion carried.

Adjournment

Chair: There being no other agenda items, the Chair called for a motion to recommend adjournment.

Motion: Commissioner Falls so moved.

Second: Commissioner Page seconded the motion.

Motion carried.

Executive Session

The State Human Resources Commission did not have an executive session at its February 6, 2020 meeting.

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