

STATE HUMAN RESOURCES COMMISSION MEETING VIA

WEBEX MEETING MINUTES – JUNE 25, 2026

Members Present:

Members present on the Webex for the meeting were: Chair Veronica Patterson, Commissioner Tracy Webb, Commissioner Tim Buckland, (9192****47) Commissioner Ross Beamon, Commissioner Benton Touns, Commissioner Tye Vaught, Commissioner Alfred Davis, Commissioner Karen Rosser

Other Attendees:

Attendees present from the Office of State Human Resources (OSHR): Staci Meyer, Director, Mary Penny Kelley, Deputy Director, Wesley Davis, Director of Government Relations & Strategic Initiatives & State Human Resources Commission Administrator, Melody Hairston, General Counsel, (9192****40) Anna Perkinson, Deputy General Counsel, Nancy Astrike, Deputy State HR Director for Workforce Solutions, Felicia Bridges, Manager of Classification and Compensation, Lorence Crossett, State HR Consultant III, 717****94 (two attempts made to identify this user, no response received from the user)

Statement from the Chair to SHRC Chair members

Chair Patterson introduced the procedure for voting by unanimous consent. Where if there are no objections to approving a policy, the committee will not do a motion and roll call, then move on to the next item. If there is an objection the committee will do a roll call. Committee members present agreed to the process.

Call to Order & Ethics Statement – Chair Veronica Patterson

The State Human Resources Commission (SHRC) last convened on March 5, 2026

Pursuant to North Carolina General Statute Chapter 138A and the North Carolina Ethics Act, Chair Veronica Patterson 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.

There were no conflicts of interest or potential conflicts raised by commissioners.

Chair Patterson reiterated the unanimous consent voting method and asked for any objections. There were no objections, meeting will proceed.

Approval/Adjustments to Agenda – Chair Veronica Patterson

There were no additions or corrections to the agenda for the June 25th meeting. Chair Patterson sought unanimous consent, there were no objections, agenda was approved.

CONSENT AGENDA

State Human Resources Director's Report – Staci Meyer, OSHR Director

Director Meyer gave a report on the efforts of the Office of State Human Resources. Managing Employee Work Cycle Policy (takes effect July 1) was noted as a particular victory that will lead to regular and meaningful conversation between employees and supervisors, a rating system that recognizes strong performance and provides accountability for those who need improvement, and less paperwork. The launch of the first ever employee viewpoint survey was also noted. 10k employees have already completed, and it closes for responses Friday, June 26th. On the topic of Chapter 126(a) – the center of the rewrite of the State Human Resources Act, currently working its way through the General Assembly as SB 1041- The Public Workforce Modernization Act. Passed the Senate unanimously and it is working its way through the House, hoping for passage in the next week. Most critical work will be in implementation, communication, and support for all state employee colleagues.

Exceptions Granted under 25 NCAC 01A.0104 – Anna Perkinson, OSHR Deputy General Council

The exception report will start being provided to the Commissioners in advance of the meeting (once the time period for reporting exceptions has ended), the report will not be read item-by-item during the meeting, save for the exceptions that will be decided upon at the meeting.

No questions were raised.

Business Section

A. Public Comment

- No registered public comments
- Public comments were requested; no public comments were raised.

B. Classification & Compensation Revisions – Felicia Bridges, Manager of Classification and Compensation

- a. OSHR Classification & Compensation recommends revisions to six agency-specific classifications, the abolishment of two classifications based on agency request for consolidation, and the creation of one new classification.
- b. Commission Action Requested: Motion to approve, creating, revising, or abolishing the classifications as presented
 - i. Within the financial and business management family, request from office of state controller, for Business Systems Analyst III
 - ii. Law Enforcement and Public Safety family, 7 exceptions
 1. 4 Revenue Law Enforcement Agent title changes, representing two different specialties of motor fuels investigation and unauthorized substance revenue enforcement. Experience changes in description and differentiation between officer and manager roles.

2. Consolidation of 3 SBI agents into 1 position, requested by State Bureau of Investigation, request aligns with OSHR's goal to modernize and simplify the classification system.
OSHR requesting abolishment of two tiers of this role.
 - iii. Operation Trades, requesting revision of Ferry Superintendent position.
 - c. Unanimous consent requested by Chair Patterson, no objections were raised, the revisions are approved.
- C. Managing the Employee Work Cycle Policy – Nancy Astrike, Deputy State HR Director for Workforce Solutions
- a. Presenting additional changes to the policy since the commission reviewed and approved the policy in the March 2026 meeting.
 - i. Title change to “Managing Employee Work”
 - ii. Non-substantial wordsmithing edits to policy, to make it easier to understand.
 - iii. Removal of references to Unsatisfactory Job Performance Policy and Recognizing Exemplary Work policy, the topics covered therein have been added to the Managing Employee Work policy.
 1. Agencies should maintain at least once recognition program for employees.
 2. Unsatisfactory performance section added. Notable changes were supervisors should allow sufficient time for improvement & supervisors must confirm that employees receive written documentation about criteria related to their performance. ‘Failure to improve’ and ‘grossly inefficient job performance’ sections added.
 - iv. Visual reorganization of some data into tables
 - b. Commission Action Requested: Motion to approve revisions as presented.
 - c. Floor opened to any questions: No questions were raised.
 - d. Unanimous consent requested by Chair, no objections raised, revision as presented is approved.
- D. Repeal Rewards & Recognitions Policy – Nancy Astrike, Deputy State HR Director for Workforce Solutions
- a. As new sections of policy are being added, OSHR is seeking to repeal policies that are now made redundant in order to maintain an efficient system for state employees.
 - b. Repealing previous employee rewards policy as it is folded into new Employee Rewards policy and strengthening the rewards program.
 - c. Commission Action Requested: Motion to repeal policy
 - d. Questions requested from commissioners, none raised.
 - e. Unanimous consent sought by Chair, no objections raised, policy is repealed.

E. Conforming Language: Managing the Employee Work Policy– Nancy Astrike, Deputy State HR Director for Workforce Solutions

- a. Request of blanket approval to allow OSHR to make changes to the policies below:
 - i. Appointment Types and Career Status Policy
 - ii. Disciplinary Action Policy
 - iii. Employee Grievance Policy
 - iv. Equal Opportunity Diversity Fundamentals Policy
 - v. Equal Employment Opportunity Policy
 - vi. Pay Administration Policy
 - vii. Reduction in Force and Furlough Policy
 - viii. Sign-on and Retention Bonus Policy
 - ix. Teleworking Program Policy
- b. Commission Action Requested: Motion to approve confirming changes to all policies presented
- c. Chair Patterson called for Unanimous consent, objections requested, none raised, the conforming changes are approved.

F. On-Call Emergency Callback Pay Policy – Lorence Crossett, State HR Consultant III

- a. Proposed change to section 3, to align with current practices for agency submissions related to on-call and callback pay. Section 4 changes clarifying agency responsibilities for notifying employees in advance when positions are designated as required to be on-call or emergency callback. Section 5 changes to include additional factors when establishing on-call pay rates and update to on-call rates. Section 8 allowing OSHR to approve higher on-call pay rate when necessary, when facing recruiting challenges and allowing OSHR to approve emergency call-back pay for certain positions who are performing mission critical help. Final change is to take examples from section 9 and historical information from section 11 and relocating them to separate supporting documents to streamline policy and increase readability.
- b. Commission Action Requested: Motion to approve revisions as presented
- c. Commissioner Vaught question. For the increase for on-call rate, when was the last time the rate was examined and is it based on a metric or CPI?
 - i. Lorence: last time they were updated was in early 2000's, and the proposed rate increases are raises "up to" the indicated rates updated with inflation, policy does not require the raises automatically.
- d. Chair Patterson seeks unanimous consent, no objections raised, the revisions are approved.

G. Personal Observance Leave Policy – Lorence Crossett, State HR Consultant III

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- a. Small update to the policy, OSHR is updating the method by which non-cabinet agencies notify OSHR of participating in this policy, removed previous language requiring agencies to report to a particular person.
- b. Commission Action Requested: Motion to approve revisions as presented.
- c. Commissioner Patterson requests unanimous consent, no objections raised, revisions are approved.

Adjournment

There being no further discussion or questions, the Chair called for a motion to adjourn, no objections raised, meeting is adjourned.

The Commission adjourned at 11:23 PM on Thursday, June 25, 2026

Minutes submitted by: Taylor Tate, OSHR Confidential Executive Assistant