

**STATE HUMAN RESOURCES COMMISSION MEETING  
VIA WEBEX DUE TO COVID-19 STATE OF EMERGENCY**

**MEETING MINUTES – June 4, 2020**

**Members Present:**

Members present on the Webex for the meeting were: Commissioner-Chair Dekhasta Becton Rozier, Commissioner Ross Beamon, Commissioner Meredith Benjamin, Commissioner Douglas Boyette, Commissioner John Eller, Commissioner Martin Falls, Commissioner Emily Jones, Commissioner April Page and Commissioner Phil Strach.

**Other Attendees**

Other attendees present were: Barbara Gibson, Director, Glenda Farrell, Chief Deputy, and Twanette LytleAlston, 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; Nancy Astrike, Carol Battle, Andrea Clinkscales, Carl Dean, Scarlett Gardner, Joe Gilroy, Joel Jordan, J. Hallen, Jill Lucas, Joe Marro, Kristy Main, Marcia Nelson, Andrea Porterfield, Kristin Siemek, Anita Ward, and Cindy Webb of the Office of State Human Resources; and Cosanda Auzenne, Chad Jordan, Carroll Nelda, Sara Royster, and Erica Zendt of the North Carolina Department of Public Safety.

**Opening**

The Commission convened its open meeting at 9:01a.m. via Webex Teleconference due to the COVID-19 State of Emergency.

The State Human Resources Commission (SHRC) last convened on April 2, 2020. 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.

There were no other additions or corrections to the agenda for the June 4, 2020 meeting.

**CONSENT AGENDA ITEMS**

Approval of the minutes for the April 2, 2020 State Human Resources Commission Meeting.

Motion: Commissioner Eller made a motion to recommend approval of the April 2, 2020 meeting minutes.

Second: Commissioner Beamon seconded the motion.

Motion carried.

**Twanetta Lytle Alston – Exceptions Granted under 25 NCAC 01A .0104 Variances**

Deputy Director Twanetta Lytle Alston presented an overview of exceptions granted by Director Gibson under 25 NCAC 01A .0104 due to the COVID-19 State of Emergency.

**Business Session Public Comment**

**Public Comment**

There were no public comments.

**State Human Resources Director's Report**

Director Gibson welcomed all attending and began by acknowledging the demonstrations and protests that have been occurring throughout our country. As human resources professionals, she noted that there is a special awareness of the importance of listening to one another, of treating each other equally, and of improving relations in the workplace. It is a clear reminder of the role of this Commission in ensuring fair and equitable policies for state agencies and all employees, and for recognition that a workforce that reflects the diversity of our state brings both strength and compassion to our ability to effectively serve the people of North Carolina.

The Director informed the Commission that OSHR had notified State employees of their option to use Community Service Leave to volunteer with nonprofit groups across North Carolina to aid in clean up and recovery from damage in the aftermath of protests about the death of George Floyd in Minneapolis, as well as to reach out to support local businesses and colleagues at such a time of national anger and sadness to help heal wounds and restore our communities for all North Carolinians. All state employees are touched by these events and OSHR will continue to seek ways to improve diversity and inclusion in everything done to facilitate peace and healing, and to bring people together and look for ways to close the divides.

Director Gibson stated that all of this is especially difficult in the midst of the Pandemic – this is the second Commission meeting by teleconference due to COVID-19 and North Carolina has entered Phase 2 “Safer at Home” ordered on May 22. During this phase, some employees will begin to return to worksites as some customer-facing operations resume. For the safety of the workforce, their families and the greater community, the remaining employees will continue to telework as much as possible. This is one of the most complicated, fast-changing issues taken on as human resources professionals. The planning and managing of so many novel issues in such tight timeframes were challenging, and OSHR will do its best, taking its obligations seriously, to act in the best interests of state employees and the State. During all of this, Director Gibson notes that OSHR is deeply grateful to the tens of thousands of public sector health care, law enforcement, emergency management and other frontline workers - their dedication to getting North Carolina through this crisis deserves very high praise.

Director Gibson then commended her Leadership Team, working around the clock to support state employees, their agencies and the University System since the Governor declared this State of Emergency in March. While they are accustomed to tackling difficult HR topics, the complexities of COVID-19-related State of Emergency Leave, Communicable Disease Emergency Policy, and compliance with evolving federal mandates has really made this an

especially demanding challenge. With the help of HR Directors at other agencies and several key stakeholders, OSHR has stayed on course, met critical deadlines, and continues to provide agencies and employees with compassionate flexibility in HR policy and practices while ensuring that federal guidelines and requirements are met or exceeded. Agencies have been provided tools to compensate mandatory, onsite employees based on available funding, and non-mandatory employees have been provided unprecedented opportunities to telework or to apply special leave options to cover missed work time.

In preparing to return to work, OSHR published the Safe Return to Worksites Guidance, an important, collaborative effort with DHHS and other agencies that guides the safe, orderly and incremental return to worksites in coming weeks and months. Also, FAQs and a series of informational flyers both in English and Spanish have been prepared and a second edition of the Guidance document is already in process, along with additional related HR resources as the world's understanding of COVID-19 continues to evolve.

Director Gibson closed by noting that May 15th was proclaimed Human Resources Professionals Day in North Carolina by Governor Cooper and how fitting it was to recognize the remarkable, cross-agency effort that has been necessary to get to this stage.

**Scarlette Gardner - Safety, Health & Workers' Compensation: ID Badge Policy and Security ID Badge Policy/Memorandum**

Workplace Safety, Health and Worker's Compensation Division Director Scarlette Gardner presented revisions to the ID Badge Policy and Security ID Badge Policy. Last reviewed in 2012, as part of the 2020 Policy Review Project, Gardner requested that this Policy be revised at this time to allow state agencies flexibility to establish customized ID badge policies for employees, contractors and businesses pursuant to security needs at specific worksites. Previously, the OSHR Policy had very specific language as to what each the individual agency policies should include. The revisions here would remove the specific language and incorporate very general language to serve as a resource document for all state agencies that will be available right with the policy on the OSHR policy website describing the issue for agency consideration when developing their own ID badge policy to properly customize those to the specific needs of their worksite.

Chair: There being no discussion or questions, the Chair called for a motion to recommend approval of the revisions to the ID Badge Policy and Security ID Badge Policy/Memorandum.

Motion: Commissioner Beamon so moved.

Second: Commission Page seconded the motion.

A roll call vote was held and all\* members of the Commission agreed to recommend the approval of these revisions to the ID Badge Policy and Security ID Badge Policy memorandum.

Motion carried.

**Joe Gilroy - Temporary Solutions Manager: 25 NCAC 01C .0405 Temporary Appointment and Temporary Employee Policy**

Business Operations/Temporary Solutions Manager Joe Gilroy presented amendments to 25 NCAC 01C .0405 Temporary Appointment and revisions to the Temporary Employee Policy. Gilroy requested approval to begin the rulemaking process for 25 NCAC 01C .0405 for temporary employment noting the Temporary Employee Policy, last adopted in 2016, is being updated to align with current practices by including inmates, interns and externs as exceptions to the mandatory break in service requirement for temporary employment. Inmates are already excepted in the Temporary Employment Policy and by practice. Interns and externs are already excepted in practice by not in the Policy. The updated Rule more clearly defines each of the excepted categories. Finally, the proposed updates clarify that the Rule applies to all temporaries employed by the State.

Chair: There being no discussion or questions, the Chair called for a motion to recommend approval of beginning the rulemaking process for 25 NCAC 01C .0405 Temporary Appointment as amended.

Motion: Commissioner Falls so moved.

Second: Commission Page seconded the motion.

A roll call vote was held and all members of the Commission agreed to recommend approval to begin the rulemaking process for 25 NCAC 01C .0405 Temporary Employment.

Motion carried.

Due to the need to take the proposed amendments to the Rule through the rulemaking process, a vote was not held on proposed revisions to the Temporary Employee Policy at this time.

**Cindy Webb – Talent Management: Academic Assistance Policy**

Learning Performance & Organizational Effectiveness section employee Cindy Webb presented revisions to the Academic Assistance Policy, last reviewed in 2016, as part of OSHR Policy Review Project. It was recommended to remove language on page 2 of the policy referencing Performance Improvement Plans. Performance Improvement Plans were removed from the Performance Management Policy so they no longer exist. Webb proposed that the word “policy” be inserted in its place so there is consistency with the Performance Management Policy.

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

Motion: Commissioner Beamon so moved.

Second: Commission Benjamin seconded the motion.

A roll call vote was held and all members of the Commission agreed to recommend the approval of the proposed revision(s) to the Academic Assistance Policy.

Motion carried.

**Kristy Main – Talent Management: Personnel Training and Development Policy**

Learning Performance & Organizational Effectiveness section employee Kristy Main presented revisions to the Personnel Training and Development Policy, last updated in 1990, to update the Policy. These revisions included changing the title from “Personnel Training and Development” to “Employees Learning and Development” because training is now referred to as learning; changing “more responsible” to “more advanced” as the employee may be moving up to a higher position; changing “alleviated marketing shortages” and “reduced personnel turnover” to “increase employee engagement” and “overall job satisfaction” because Talent Management is charged with increasing employee engagement, not tracking personnel turnover and job shortages. Additionally, proposed clerical changes included changing “State Personnel” to “State Human Resources” throughout the document and deleting the last paragraph from the Policy entitled -Apprenticeship- as it is no longer applicable.

Chair: There being no discussion or questions, the Chair called for a motion to recommend approval of revisions to the Personnel Training and Development Policy.

Motion: Commissioner Falls so moved.

Second: Commission Beamon seconded the motion.

A roll call vote was held and all members of the Commission agreed to recommend the approval of the proposed revisions to the Personnel Training and Development Policy.

Motion carried.

**Andrea Porterfield - Salary Administration/Time and Leave Section: 25 NCAC 01E .0908 Eligibility Rule (Holidays) and Holidays Policy**

Salary Administration/Time and Leave Section Manager Andrea Porterfield presented amendments to the 25 NCAC 01E .0908 Eligibility Rule (Holidays) and revisions to the Holidays Policy as part of the 2020 OSHR Policy Review Project. Some slight variations existed between the Policy and the Administrative Rule, 25 NCAC 01E .0908. Porterfield requested to begin the rulemaking process for 25 NCAC 01E .0908 in order to be able to make the appropriate modifications to align the Rule with the Policy. These amendments included clarifying that the Holidays Policy does apply to part-time employees who work half-time or more and does not apply to part-time employees who work less than half-time. The statement that the Policy applies to trainee appointment should also be removed as the trainee appointment is no longer recognized.

Chair: There being no discussion or questions, the Chair called for a motion to recommend approval of beginning the rulemaking process for 25 NCAC 01E .0908 Eligibility Rule (Holidays) as amended.

Motion: Commissioner Benjamin so moved.

Second: Commission Falls seconded the motion.

A roll call vote was held and all members of the Commission agreed to recommend the approval of beginning the rulemaking process for 25 NCAC 01E .0908 Eligibility Rule (Holidays) as amended.

Motion carried.

Due to the need to take the proposed revisions to the Rule through the rulemaking process, a vote was not held on proposed revisions to the Holidays Policy at this time.

At this time, SHRC Administrator Denise Mazza made the Chair aware that Commissioner Jones was on the call via telephone as well as Commissioner Strach and that both had been in attendance from the beginning of the meeting, but due to some technical difficulty, the Administrator was unable to unmute their phones.

Commissioner Beamon expressed concern that Commissioners Strach and Jones were unable to express concerns or questions about previous agenda items. The Administrator explained that Commissioner Jones' contact had been located and was now unmuted and that there did not appear to be questions on the chat from either. Commissioner Jones then confirmed she now had audio and that she had not had any questions to the previous agenda items prior to gaining

audio. The Chair thanked Commissioner Beamon for addressing these issues and requested that Commissioner Strach email any questions going forward via chat to the Administrator.

**Andrea Porterfield - Salary Administration/Time and Leave Section: 25 NCAC 01C .0802 Covered Employees**

Salary Administration/Time and Leave Section Manager Andrea Porterfield presented the amendments to 25 NCAC 01C .0802 Covered Employees. Porterfield noted that this Rule was first brought to the February 6, 2020 SHRC meeting to begin rulemaking to include part-time and temporary employees as eligible to participate in the telework process. There being no public comments at either the public teleconference meeting that was held on April 16<sup>th</sup> or to the publication in the North Carolina Register with the comment period ending June 30, 2020, OSHR requested the Commission recommend approving submitting 25 NCAC 01C .0802 Teleworking as amended to the Rules Review Commission as a permanent rule.

Chair: There being no discussion or questions, the Chair called for a motion to recommend approval of submitting 25 NCAC 01C .0802 Covered Employees as amended as a permanent rule to the Rules Review Commission.

Motion: Commissioner Beamon so moved.

Second: Commission Eller seconded the motion.

A roll call vote was held and all members of the Commission agreed to recommend the approval of submitting 25 NCAC 01C .0802 Covered Employees as amended as a permanent rule to the Rules Review Commission.

Motion carried.

**Nancy Astrike - Diversity and Workforce Services: Reorganization Through Reduction Policy**

Diversity and Workforce Services Division Director Nancy Astrike presented the revisions to the Reorganization Through Reduction Policy. She explained that the Reorganization through Reduction (RTR) Program is a voluntary employee separation program that was created by the North Carolina General Statutes and established through the Office of State Human Resources. This Policy enables state agencies to choose to restructure or organize to gain financial or skill set proficiency and meet their business's needs, objectives and goals. The revisions to this Policy were requested to ensure that it aligns with the current North Carolina General Statutes. Specifically, revisions to G.S.126-7.1(b) requiring that no loss of funds shall be required as a precondition for reduction-in-force and also G.S. 126-7.1(j) clarifying that the University of

North Carolina and its constituents universities are eligible to participate in the RTR Program. A couple of text reorganizations were also made to the Policy to make it clearer and more readable, but no substantive changes were created by the moves to text.

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

Motion: Commissioner Falls so moved.

Second: Commission Jones seconded the motion.

A roll call vote was held and all members of the Commission agreed to recommend the approval of revisions to the Reorganization Through Reduction Policy, including Commissioner Strach voting via chat.

Motion carried.

### **Christine Ryan – Legal, Commission, and Legislative: Overview of 2020 NC OSHR Policies Review Process**

Assistant General Counsel Christine Ryan presented the 2020 NC OSHR Policies Review Process to the Commission for informational purposes. She explained that the project, started before the COVID-19 State of Emergency, would review every OSHR policy and would revise and edit each as needed by the end of 2020 and thanked OSHR subject matter experts who not only were putting in enormous number of hours dealing with the COVID-19 and OSHR responses, but doing their best to stay on time with this ambitious project. The following policies were presented at the June 4, 2020 meeting:

#### Diversity and Workforce Services: (SME Nancy Astrike)

##### EEO & Diversity Fundamentals Policy

- Last updated in 2019, some clerical changes and the History was updated only to include those last changes.

#### Deputy Director/Recruitment: (SME Kristin Siemek & Carol Battle)

##### Governor's Award for Excellence Policy

- Last updated in 2017

##### Richard Caswell Award Policy

- Last updated in 2019, the History was updated only to include those changes

##### Rewards and Recognition Policy

- Last updated in 2007

##### Special Leave Award Policy

- Last updated in 2018

Consistency changes made included using policy instead of purpose at the beginning of the policy and the reason for the policy and updating the Office of State Personnel to the Office of State Human Resources where needed.

Total Rewards/Salary Administration: (SME Andrea Porterfield)

Compensatory Leave Policy

- Last updated in 2017, SA reworded the Policy Statement and changed the wording of part-time covered employees from “20 hours” to “half-time” and rewording it to make it easier to read.

Work Schedule Policy

- Took out the phrase “if justified” as it relates to if an employee leaves work early without permission so that the time shall be deducted.

Commissioner Eller: Requested clarification as to whether the above-listed awards were applicable to local employees. SME Carol Battle answering explained that the eligibility for each award was within the policy but not necessarily located at the beginning of the policy. She stated that only state employees were eligibility for the Governor’s Award; anyone under the Beacon system – not local government employees - were eligible for the Caswell Awards; and that eligibility for the Service Award is state-wide government employees.

Chair: There being no discussion or questions, the Chair called for a motion to recommend approval of the policies and histories as is or with the clarifying edits pursuant to the 2020 NC OSHR Policies Review Process.

Motion: Commissioner Jones so moved.

Second: Commission Benjamin seconded the motion.

A roll call vote was held and all members of the Commission agreed to recommend the approval of the policies and histories as is or with the clarifying edits pursuant to the 2020 NC OSHR Policies Review Process, including Commissioner Strach voting via chat.

Motion carried

**Joe Marro - Total Rewards/Classification and Compensation: 2 New Classification Specs for New Class & Compensation System**

Classification and Compensation Manager Joe Marro presented the following 2 new class specs for agencies. The first, Industrial Commission Investigation Supervisor, was requested by the Department of Insurance. Currently there are 5 Industrial Commission Investigators reporting to 1 other Industrial Commission Investigator. This request created a new supervisor level position. The second new class spec is a Licensed Mental Health Professional requested by the Department of Public Safety and DHHS to be used by both agencies. The position will provide consultative services to state employees and their family members, not the general public.

Commissioner Beamon: Questioned who currently oversees the investigators. Marro confirmed that one of the investigators in the same class was supervising the others and then reporting to the Administrator of the Industrial Commission i.e. the Department of Insurance.

Chair: There being no discussion or questions, the Chair called for a motion to recommend approval of the 2 new class specs.

Motion: Commissioner Eller so moved.

Second: Commissioners Page and Beamon seconded the motion.

A roll call vote was held and all members of the Commission agreed to recommend the approval of the 2 new class specs – Industrial Commission Investigation Supervisor and Licensed Mental Health Professional - including Commissioner Strach voting via chat.

Motion carried.

The Chair then thanked all the Commissioners for participating today and for all state employees on the call doing such a great job here and called for any further comments.

The Administrator made the Chair and Commission aware that Commissioner Strach had informed the Administrator by chat that he had voted on all agenda items, but was unable to be heard for Items C through G and would like it noted that he voted Aye for all of those items.

The Chair asked if there was a motion for such.

Motion: Commissioner Falls moved to accept Commissioner Strach's vote for all the items on the Commission ballot this morning.

Second: Commissioner Beamon seconded the motion.

A roll call vote was held and all members of the Commission agreed to recommend the approval of including Commissioner Strach voting via chat for agenda items C through G.

\*See email attached regarding Commissioner Emily Jones vote at this meeting

Motion carried.

### **Adjournment**

Chair: Called for a motion to Adjourn.

Motion: Commissioner Falls so moved.

Seconded: Commissioner Benjamin seconded.

A roll call vote was held and all members of the Commission agreed to adjourn including Commissioner Strach voting via chat.

The meeting concluded at 9:51 a.m.

#### **Executive Session**

The State Human Resources Commission did not have an executive session at its June 4, 2020 meeting.

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

**From:** [Mazza, Denise H](#)  
**To:** [emily\\_jones](#)  
**Cc:** [Dekhasta Rozier](#); [Ryan, Christine M](#)  
**Bcc:** [Mazza, Denise H](#)  
**Subject:** RE: [External] Re: SHRC - June 4, 2020 Meeting - Technical Difficulties and Voting  
**Date:** Monday, June 8, 2020 7:00:00 AM

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Got it Emily. We will make sure the minutes note your votes.

Thanks! See you (I hope) in August.

Denise

**Denise Mazza**

Paralegal

Desk: 984-236-0823

[denise.mazza@nc.gov](mailto:denise.mazza@nc.gov)

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**From:** emily jones <[emdokay@aol.com](mailto:emdokay@aol.com)>  
**Sent:** Sunday, June 7, 2020 6:14 PM  
**To:** Mazza, Denise H <[denise.mazza@nc.gov](mailto:denise.mazza@nc.gov)>  
**Subject:** [External] Re: SHRC - June 4, 2020 Meeting - Technical Difficulties and Voting

**CAUTION:** External email. Do not click links or open attachments unless you verify. Send all suspicious email as an attachment to [report.spam@nc.gov](mailto:report.spam@nc.gov)

Hey Denise . Yes please note that I voted yay on each motion. I was texting your landline phone asking if you could hear me then I emailed you. My computer was not working properly this time. I usually use my work computer. Thanks for reaching out.

-----Original Message-----

From: Mazza, Denise H <[denise.mazza@nc.gov](mailto:denise.mazza@nc.gov)>  
To: emily jones <[emdokay@aol.com](mailto:emdokay@aol.com)>  
Sent: Thu, Jun 4, 2020 11:34 AM

Subject: SHRC - June 4, 2020 Meeting - Technical Difficulties and Voting

Emily,

Sorry for the difficulty with the sound on the Webex SHRC meeting today. I will note your call-in number for future reference, and I am looking into what I could do differently next time.

I spoke with Christine Ryan and Chair Dekhasta Rozier. They agreed that if at the June 4, 2020 SHRC meeting you were verbally voting, but could not be heard for Items 1 and C-F, and you would like your votes noted, please send me an email telling me that and how you voted and we will record it with the minutes for this meeting. We had quorum on each vote without you or Commissioner Strach, but your attendance and vote is important and can be included if you want.

Thanks!

Denise

**Denise Mazza**

Paralegal

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