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Next on the agenda was the business session. Chair Anderson asked if anyone signed up for the Public Hearing. No one signed up for the Public Hearing.

The first item on the business agenda was the approval of the minutes for the October 9, 2008 State Personnel Commission meeting. There being no corrections, the minutes were approved as circulated.

Next, the Commission considered the proposed 2009 State Personnel Commission meeting dates. Chair Anderson asked for a motion and second to approve the proposed 2009 State Personnel Commission meeting dates. Commissioner Bailey made a motion to approve the proposed dates. Commissioner Harrell seconded the motion. The motion was made and carried. [See Attachment]

**State Personnel Director's Report**

The next item on the agenda was the State Personnel Director's Report.

Ms. Nellie Riley, Human Resources Managing Partner, presented to the Commission, for consideration and approval, the Special Emphasis Report: People of Color (Hispanic/Latinos, Asian and American Indian). Ms. Riley gave a brief summary of the Report. Ms. Riley explained that North Carolina has become more diverse. Ms. Riley stated that North Carolina State Government has to diversify if it wishes to remain competitive. The data used was from April 30, 2007. Ms. Riley summarized the responses from the ethnic gender divisions. Ms. Riley listed recommendations that would further improve diversity within state government. Employees that participated in this Special Project were present at the Commission meeting. Ms. Riley recommended that the Commission approve the Report.

There was a lot of feedback from the Commission regarding the report presented by the Ms. Riley. The Commission commended Ms. Riley on a job well done. Commissioner Lluich participated in the Special Emphasis Project and commented on the commitment from the focus groups that participated in the project. Chair Anderson asked for a motion and second to approve the Special Emphasis Project: People of Color, presented by Ms. Riley. Commissioner Allison made a motion to approve the Report. Commissioner Bailey seconded the motion. The motion was made and carried.

Next, Ms. Lynn Floyd, Human Resources Partner presented to the Commission, for consideration and approval, state government classification and pay actions. Ms. Floyd explained why the proposed classifications were being made. Ms. Floyd made an amendment to

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the previous classification and pay actions received by the Commission. Instead of abolishing the Revenue Officer 1, II, III, classes, Ms. Floyd recommended that these classes be retained. Ms. Floyd explained that the Office of State Personnel (OSP) staff had reviewed the proposals and were in agreement. Ms. Floyd asked for an effective date of February 1<sup>st</sup>, 2009.

Chair Anderson asked if there were any questions. Chair Anderson asked for clarification as to whether Commissioner Bailey needed to recuse herself due to the fact that there were several Employment Security Commission classes on the state classification and pay agenda. Mr. Lars Nance, Counsel for the Commission stated that it was not necessary for Commissioner Bailey to recuse herself since the classifications did not directly effect her. Chair Anderson asked for a motion and second to approve the state government classifications and pay actions presented to the Commission by Ms. Floyd. Commissioner Harrell made a motion to approve the actions. Commissioner Bailey seconded the motion. The motion was made and carried.

Next, Mr. Drake Maynard, Human Resources Managing Partner, presented to the Commission for consideration and approval, the 2008-2009 local government salary plans. Mr. Maynard explained that Anson and Haywood Counties had not submitted their salary plans. Mr. Maynard gave a summary of the salary plans and recommended that the Commission approve the plans.

Chair Anderson asked if there were any questions. There were no questions. Chair Anderson asked for a motion and second to approve the 2008-2009 local government salary plans. Commissioner Bailey made a motion to approve the local government salary plans. Commissioner Harrell seconded the motion. The motion was made and carried.

Next, Mr. Maynard presented to the Commission for consideration and approval, **Rule 25 NCAC 1E.1006 Compensatory Leave** (amendment) to begin the rulemaking process. Mr. Maynard explained the reasons for the proposed actions for the above-mentioned rule.

Chair Anderson asked if there were any questions. There were no questions. Chair Anderson asked for a motion and second to approve the Rule as presented by Mr. Maynard to begin the rulemaking process. Commissioner Allison made a motion to approve the Rule. Commissioner Harrell seconded the motion. The motion was made and carried.

Mr. Maynard also presented to the Commission, for consideration and approval, the Hearing Officer's Report on Rules **25 NCAC 1D.0116 Sign-On Bonus** (Adoption) and **1D.2701 Severance Salary Continuation** (Amendment). Mr. Maynard gave a brief history of the rules

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and explained that the rules had been noticed and a public hearing had been held. Mr. Maynard asked that the Commission approve the rules to be forwarded to the Administrative Rules Review Commission.

Chair Anderson asked if there were any questions. Chair Anderson asked for a motion and second to approve **Rule 25 NCAC 1D.0116 Sign-On Bonus**. Commissioner Lluch made a motion to approve the Rule. Commissioner Bailey seconded the motion. The motion was made and carried.

Chair Anderson asked for a motion and second to approve **Rule 25 NCAC 1D.2701 Severance Salary Continuation**. Commissioner Lluch made a motion to approve the Rule. Commissioner Allison seconded the motion. The motion was made and carried.

Next, Mr. Maynard presented to the Commission for consideration and approval employee grievance policies and procedures for the following agencies and universities: North Carolina Department of Administration, North Carolina Department of Agriculture and Consumer Science, North Carolina Department of Commerce, North Carolina Department of Cultural Resources, North Carolina Department of Juvenile Justice and Delinquency Prevention, North Carolina Wildlife Resources Commission, Fayetteville State University, North Carolina Central University and University of North Carolina at Pembroke. Mr. Maynard recommended that the Commission approve the above employee grievance procedures as being in compliance with the Commission's policies and guidelines.

Chair Anderson asked for a motion and second to approve the employee grievance policies and procedures as presented by Mr. Maynard. Commissioner Bailey made the motion to approve the employee grievance policies and procedures. Commissioner Allison seconded the motion. The motion was made and carried

#### **IV. Executive Session**

1. **Cheryl Best v. Columbus County Department of Social Services**
2. **Betty J. LaBombard v. Hoke County Department of Social Services,**
3. **Jacqueline Yvette Lowery v. Durham County Department of Social Services**
4. **Michael Phillips v. North Carolina A&T State University**
5. **Brenda Williamson v. North Carolina Department of Health and Human Services**