

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

**MEETING MINUTES – DECEMBER 11, 2014**

**Members Present**

Members present were Chair Susan B. Manning, Commissioner Phillip Strach, Commissioner Martin Falls, Commissioner Dan Barrett, and Commissioner John Eller.

**Other Attendees**

C. Neal Alexander, Jr., Director, Office of State Human Resources; Paula Woodhouse, Deputy Director, Office of State Human Resources; Lars Nance, General Counsel to the Commission; Valerie Bateman, General Counsel to Office of State Human Resources; Shari Howard, Rules and Policy Coordinator, Office of State Human Resources; LaShanda Langley, State Human Resources Commission Administrator, Office of State Human Resources; and Nancy Lipscomb, Director of Employee Relations and Local Government Services, Office of State Human Resources.

**Opening**

The State Human Resources Commission (SHRC) met on December 11, 2014. Pursuant to North Carolina General Statutes §138A and the North Carolina Ethics Act, Chair 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. Having no members of the public present at 8:15am at the Learning and Development Center Commission Conference Room, the Commission convened its open meeting at 8:20am in the Learning and Development Center Commission Conference Room, and immediately recessed to go into Executive Session pursuant to the North Carolina General Statutes §§ 143-318.11(a)(6)(discussion of a public officer or employee), and pursuant to G.S. 143-318.11(a)(1) (for the purpose of “prevent[ing] the disclosure of information that is privileged or confidential pursuant to the law of this State . . .”) and 143-318.11(a)( 3) (for the purpose of “consult[ing] with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body”).

**Executive Session**

The State Human Resources Commission voted and rendered a decision in the following case:

- **Ricky Mason vs. NCCIW/DPS – 10 OSP 07753**

Attorney for Petitioner	No Attorney
Attorney for Respondent	Tamika Henderson, Assistant Attorney General

## Business Session

### Approval of Agenda

**Motion:** Commissioner Eller made a motion to move the EEOI Status Report to the consent agenda.

**Seconded:** Commissioner Strach seconded the motion.

The motion carried and no other changes were made to the agenda.

### CONSENT AGENDA ITEMS

1. Approval of Minutes for the October 9, 2014 State Human Resources Commission Meeting

2. EEOI Status Report

**(Commission Action: No Action, Information Only)**

**Motion:** Commissioner Strach made a motion to approve the consent agenda items.

**Seconded:** Commissioner Falls seconded the motion.

The motion carried.

### Public Comment

No one signed up for public comment.

### State Human Resources Director Report

Director Neal Alexander thanked the State Human Resources Commission for their dedication and service to the citizens of North Carolina. Director Alexander gave an overview of OSHR's strategic objectives for the next two years. Director Alexander stated that the following items will be areas of focus:

- Attracting high quality candidates for vacancies
- Completing the Statewide Compensation System Project
- Reviewing the applicant tracking system (NeoGov)
- Safety awareness in the workplace and reducing workers comp costs and claims
- Retaining high performing employees
- Developing a highly competent workforce (LMS)
- Implementing leadership development training statewide
- Outreach efforts for diversity and inclusion
- Expanding communications to employees
- NC GEAR process improvements and organizational development

Also, Director Alexander gave a brief update of the Statewide Compensation System Project. There are two IT components to the system which are Market Pay and People Admin. Training on the two IT components will begin in January 2015. Currently the compensation department is revising job titles and job classifications and also working with BEACON on integration. Funding for the project will be requested through the General Assembly. Chair Susan Manning asked for another update of the Statewide Compensation System Project to be presented at the February 2015 Commission meeting.

**Adverse Weather and Emergency Closings Policy**

Shari Howard, OSHR Rules and Policy Coordinator, requested the repeal of the current Adverse Weather and Emergency Closings Policy and adopt two separate policies (1) Adverse Weather Policy and (2) Emergency Closing Policy along with the changes to the associated rules. The policies provide guidance to agencies and employees on how to account for lost time from work during adverse weather conditions and emergency closing conditions.

**Motion:** Commissioner Eller made a motion to approve the policy repeal, policy adoptions, and changes to the associated rules.

**Seconded:** Commissioner Strach seconded the motion.

The motion carried.

**Priority for Exempt Policymaking and Exempt Managerial Employees**

Shari Howard, OSHR Rules and Policy Coordinator, requested the approval to amend the Priority for Exempt Policymaking and Exempt Managerial Employees and associated rules. The policy provides guidance to agencies and employees hired on or before August 20, 2013 who are appointed to exempt policymaking or exempt managerial positions and are subsequently removed from those positions for reasons other than cause.

**Motion:** Commissioner Strach made a motion to amend the Priority for Exempt Policymaking and Exempt Managerial Employees and associated rules.

**Seconded:** Commissioner Falls seconded the motion.

The motion carried.

**Career Banding Salary Administration Policy**

Shari Howard, OSHR Rules and Policy Coordinator, requested the approval of the amendment to Career Banding Salary Administration Policy. The policy sets forth standards for agencies and universities to follow when determining salaries for all personnel actions for employees in career banded positions.

**Motion:** Commissioner Barrett made a motion approve the policy amendment.

**Seconded:** Commissioner Eller 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.

**Motion:** Commissioner Strach made a motion to adjourn.

**Seconded:** Commissioner Falls seconded the motion.

The motion was made and carried.

**Minutes submitted by:**

LaShanda Langley, State Human Resources Commission Administrator