

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

MEETING MINUTES – January 25, 2017

Members Present

Members present at the Learning and Development Center for the meeting were: Chair Judy Estevez, Commissioner Ross Beamon, Commissioner John Eller, Commissioner Martin Falls, Commissioner Gail Hobbs, Commissioner April Page, and Commissioner Phil Strach.

Other Attendees

Other attendees present were: Lou Ann Phillips, Deputy Director, Office of State Human Resources; Lars Nance and Jessica Middlebrooks, Legal Division, Office of State Human Resources; Denise Mazza, State Human Resources Commission Administrator, Office of State Human Resources; Andrea Clinkscales, Vira Hogan, and Kristin Siemek, of the Office of State Human Resources.

Opening

The State Human Resources Commission (SHRC) last convened on December 7, 2017. Pursuant to North Carolina General Statutes § 136A and the North Carolina Ethics Act, Chair Judy Estevez 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. The Commission convened its open meeting at 9:02 a.m. in the Learning and Development Center Commission Conference Room.

CONSENT AGENDA ITEMS

Approval of the minutes for the December 7, 2017 State Human Resources Commission Meeting with a clerical correction to the Member Present section on page 1 to correct the spelling of Commissioner John Eller's first name (John not Jon).

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

Seconded: Commissioner Strach seconded the motion.

The motion carried.

Business Session

Public Comment

No one signed up for public comment.

State Human Resources Director's Report

Deputy Director Lou Ann Phillips gave the Director's Report for Director Gibson. Deputy Director Phillips began by welcoming everyone and introducing Tonya Horton, Legal Liaison, as a new member to the OSHR leadership team since the December 7, 2017 meeting. Deputy Director Phillips proceeded to speak about adverse weather events - two events already in the month of January – and how OSHR has greatly improved the adverse weather process and communication by coordinating with the Governor's office so the Governor's press message includes specific status for State employees depending on the impact across the State. Deputy Director Phillips then spoke about the many sexual harassment stories in the news at the end of 2017 and how the issue continues to be a topic of conversation in the media. Deputy Director Phillips told the Commission that OSHR is addressing the issue by creating a new training module and dedicated website with resources to educate all State employees on how to recognize workplace harassment, how to report it and how to prevent it. Deputy Director Phillips advised the Commission that the biggest project at OSHR is the implementation of the new state-wide classification and compensation system. Deputy Director Phillips stated that OSHR has been working hard on the new system making significant improvements while preparing for as smooth as possible implementation by working on communication and training plans with each agency and will be providing a project update to the Joint Legislative Oversight Committee on February 6 at which time OSHR will remind the lawmakers that there will be a need for continued funding for this system to be effective going forward. Chairperson Estevez asked if there were any questions regarding the Director's report. Hearing none, the meeting continued to the next item.

Jessica Middlebrooks – Readopt Rules Pending Before the Rules Review Commission

Jessica Middlebrooks, General Counsel and Rulemaking Coordinator, presented the pending Rules – predominately related to the grievance process - before the Rule Review Commission (RRC). General Counsel Middlebrooks told the Commission that these Rules had been before them previously in 2016 and have not been changed. They were before the Commission now in compliance with their scheduled readopted pursuant to the RRC. They have been through the majority of the readoption process having been published in the North Carolina Register and made available at hearing for public comment – no comments were received. After approval by the Commission, they will be submitted to the RRC and updated accordingly in the Administrative Code.

In answer to a question by Commissioner Beamon regarding whether the State will pay moving expenses when an employee is reinstatement to another duty station, General Counsel Middlebrooks stated that there is flexibility depending on the particular circumstance, but

generally, in accordance with the Rule, if it is in the best interest of that agency to have that employee relocated then those expenses are covered.

Motion: Commissioner Strach made a motion to recommend approval of the readoption of the presented Rules.

Seconded: Commissioner Falls seconded the motion.

Motion carried.

Andrea Clinkscales – Classification Specs – New, Revised and/or Abolished for the New Compensation System

Andrea Clinkscales, Total Rewards Division Director, presented 26 new specs, 109 revised specs and 10 abolished specs to the SHRC for approval pursuant to the state-wide compensation project. Division Director Clinkscales noted that the revision changes to the 109 specs vary and may be as simple as a title change to better identify the job duties and responsibilities or a change to the concept. The vast majority of the changes were related to education and experience requirements. A table that list each of the revised specs was provided to show the current education and experience requirement and the proposed education and experience requirement revision for each job. The 10 positions recommended for abolishment were not being used and didn't have anyone allocated to them or were folded into existing specs that are similarly situated.

Motion: Commissioner Eller made a motion to recommend approval of the new, revised and abolished classification specs for the new compensation system.

Second: Commissioner Falls seconded the motion.

Motion carried.

Vira Hogan – Classification and Compensation Actions – Medical Pay Plan

Vira Hogan, of Classification and Compensation, presented the Medical Pay Plan to the Commission. Hogan noted historically the original plan was called the Physician Pay Plan, but in 2007 Dentist 1, 2 and 3 positions were added and the policy name was changed to Medical Pay Plan. In 2011, due to trends in the industry, some of the physician and dental jobs in the plan were collapsed and a psychiatrist role was added. The rates for this Plan had not been reviewed in five years and there were issues with recruitment and retention for this job family so the salary plan was updated by adding a grade to the top - 0 to 18 to 0 to 19. As a result, eight new jobs have been added to the Medical Pay Plan including the veterinarian series, a dental consultant and a psychiatric physician extender.

Motion: Commissioner Falls made a motion to recommend approval of the Medical Pay Plan as written.

Seconded: Commissioners Hobbs and Page seconded the motion.

Motion carried.

Kristin Siemek – Recruitment and Selection

Kristin Siemek, Recruitment Services Manager, presented the need to update the selection policy to be consistent with the current General Statutes. In 2015, Bill 495 changed the General Statutes for employee screening and selection from “most qualified” candidates to “all the qualified” candidates and every State policy was updated accordingly. In 2017, the General Statutes were changed back and hiring returned to selection from the “most qualified” candidates. Current policy needs to be updated accordingly.

Motion: Commissioner Strach made a motion to recommendation approval of the update to the selection policy to conform to language in the General Statutes.

Seconded: Commissioners Beamon and Page seconded the motion.

Motion carried.

Adjournment

Chair Estevez asked if there were any other business items to be heard during the business session. There being no additional items on the agenda, Chair Estevez asked for a motion to adjourn the business session at 9:19 a.m.

Motion: Commissioner Strach made a motion to adjourn the Business Session.

Seconded: Commissioners Falls seconded the motion.

Motion carried.

Executive Session

The State Human Resources Commission did not have an executive session at its January 25, 2018 meeting.

Minutes submitted by:

Denise H. Mazza, State Human Resources Commission Administrator