

**STATE HUMAN RESOURCES COMMISSION MEETING
VIA WEBEX**

MEETING MINUTES – April 17, 2025

Members Present:

Members present on the Webex for the meeting were: Commissioner Dekhasta Becton Rozier, Chair, Commissioner Ross Beamon, Commissioner Doug Boyette, Commissioner April Page, Commissioner Phillip Strach, and Commissioner Tracy Webb.

Commissioner Andrea Allard, Commissioner Tim Buckland, and Commissioner Tye Vaught were unable to attend the meeting.

Other Attendees:

Attendees present from the Office of State Human Resources (OSHR): Staci Meyer, Director; Tammy Penny, Special Advisor; Kristen Bierline, Chief Deputy; Twanetta Lytle Alston, Deputy Director; Amar Majmundar, Policy Director; Blake Thomas, General Counsel; Anna Perkinson, Assistant General Counsel; Special Counsel Melody Hairston; Wesley Davis, Legislative Liaison; Denise H. Mazza, State Human Resources Commission Administrator; Nancy Astrike, Amy Bowman, Felicia Bridges, Kyle Brynes, Lorence Crossett, Dominick D’Erasmus, Helen Dicken, Brittany Evans, Linda Forsberg, Creshaye Graham, James Harris, Jennifer Harrison, Bailey Hodgin, LaSondra Irving, Patel Irshad, Stephanie McFadden, Randy Mizelle, Susan Reeves, Kristin Siemek, Mike Suggs, and Delya Tharrington. From other agencies and the public: Donnell Adams, HR Director, Department of Administration; Pam Hess, HR Director, Bancroft Neufville, and Cashaunda Holman, Department of Agriculture and Consumer Services; Keita Cannon, HR Director, Office of the State Auditor; Kelly Gamble, Mel Stoss, and Linette Holloman, Department of Commerce; Magnolia Lugo, HR Director, Community Colleges; Barbara Williams, HR Director, Department of Health and Human Services; Jerry Daniels, HR Director, Department of Insurance; Renathe Cotton, HR Director, Department of Labor; Janet Blount, HR Director, Department of Public Instruction; Davita Morant, HR Director, Patricia Guzman, Denise John, Jennifer Christeson, and Becki Johnson, Department of Public Safety; Diane Mccann, HR Director, Department of Revenue; Beth Travis, HR Director, State Bureau of Investigation; Patricia Garcia, HR Director, and Julie Ventaloro, State Budget and Management; Tonya Fields, Department of Public Safety; Shannon Bryant, Wildlife Resources Commission.

Opening

The Commission convened its open meeting pursuant to N.C.G.S. § 126-2(h) at 9:04 a.m. via Webex Teleconference.

The State Human Resources Commission (SHRC) last convened on February 20, 2025.

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Pursuant to North Carolina General Statute Chapter 138A and the North Carolina Ethics Act, Chair Rozier 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. No conflicts were presented.

There were no additions or corrections to the agenda for the April 17, 2025 meeting.

CONSENT AGENDA

Minutes

The Chair presented the draft minutes for the February 20, 2025 State Human Resources Commission meetings. There being no further discussion or questions, the Chair called for a motion to recommend approval of these minutes.

Motion: Commissioner Beamon made a motion to recommend approval of the draft minutes for the February 20, 2025 SHRC meeting.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the draft minutes for the February 20, 2025 SHRC meeting.

Motion carried.

Director's Report

Director Staci Meyer greeted the commissioners and shared a few of the agency's recent accomplishments and where OSHR is headed. First, Director Meyer highlighted OSHR's first 100 days of service, completed on the Friday before this meeting. The 100 Days report included work to establish an OSHR office in the western part of our State to aid in Hurricane Helene recovery. Just over six months since the tragic event, the focus remained on rebuilding and becoming stronger. The second accomplishment was the ongoing recruitment efforts aimed at helping displaced workers find a career in North Carolina state government. The third accomplishment was the continued progress in modernizing the State HR process, making it easier and simpler than ever to come work for the State of North Carolina. Meyer noted there is a lot of work to do, and her team and OSHR will get the job done. OSHR is committed to helping state agency partners advance recruitment and retention of state employees and helping others find fulfilling careers with the state as OSHR continues to transform. OSHR is dedicated to creating meaningful opportunities for every North Carolinian. Meyer closed by thanking the SHRC for its time and service.

Exceptions Granted Since February 20, 2025 SHRC Meeting

Deputy Director Twanetta Lytle Alston presented an overview of the exceptions and variances granted under 25 NCAC 01A .0104 since the February 20, 2025 Commission Meeting. They included the following:

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- OSHR approval of an extension to the approved December 2024 exception to the Hours of Work and Overtime Compensation Policy for the Department of Public Safety (DPS). This exception extension allows DPS to continue paying straight time over retirement rates for hours worked over 40 in a week to FLSA not subject employees in emergency management positions. This exception covers the time period of January 1, 2025 through June 30, 2025.
- OSHR approval of an exception extension to the October 2024 exception request to the Shift Premium Policy for the Department of Adult Correction's (DAC) Correctional Case Managers who are periodically required to work second, third or weekend shifts as Correctional Officers. This extension was approved as requested until August 1, 2025.
- OSHR approval of the Department of Transportation's extension request for two previously approved exceptions related to the Hours of Work and Overtime Compensation Policy.
- OSHR approved DAC revised classification specifications to the education and experience requirements for the Chaplain I and Chaplain II specifications. This exception allowed the agency to begin recruitment efforts.
- OSHR approved the Office of State Auditor's written exception request to settle three claims with petitioners related to the State Human Resources Act. These settlements will involve a lump sum payment in lieu of back pay provisions in the administrative code.
- OSHR made two exceptions to the 11th month limit for a temporary employee for the Department of Health and Human Services and Department of Administration.

Lytle Alston closed by thanking the SHRC for the opportunity to present.

Settlement Report Under N.C.G.S. § 126-6.2

EEO, Accessibility and Workforce Services Division Director Nancy Astrike presented the annual Settlement Report for informational purposes only, as required by North Carolina General Statutes. The report covers the time period of January 1 through December 31, 2024 and includes the number and total cost of settlements for state agencies and the university system. Throughout 2024, OSHR approved 13 total settlements - 11 for state agencies and 2 for state universities - for a total cost of \$630,355.56. Overall, for both agency and university settlements, OSHR reported a 24% decrease in the number of settlements and a 34% decrease in total settlement cost compared to 2023 when OSHR processed and approved 17 settlements costing \$954,861. The details for each specific agencies were included in the report. That concluded Astrike's presentation to the Commission.

Business Session

Public Comments

There were no public comments at the April 17, 2025 State Human Resources Commission meeting.

State and Local Government Services: Permanent Rulemaking Process for 25 NCAC 011.2103, "Salary Rate"

State and Local Government Services Manager Dominick D’Erasmus presented the proposed permanent rule to begin the permanent rulemaking process for the temporary rule adopted by the SHRC in October 2024. The rule gives local governments the same flexibility to hire trainees as is currently provided for state government agencies. The permanent rule would be adopted at the direction of House Bill 223, Section 7, which requires rules concerning the hiring and compensation of trainees for local government positions that are subject to the State Human Resources Act. A fiscal note had been prepared for the proposed permanent rule.

D’Erasmus closed by offering to answer any questions and requesting approval of fiscal note and beginning the permanent rulemaking process for 25 NCAC 01I .2103, Salary Rate rule.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the fiscal note and beginning the permanent rulemaking process for the rule as presented.

Motion: Commissioner Webb made a motion to recommend approval of the fiscal note and beginning the permanent rulemaking process for the rule as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the fiscal note and beginning the permanent rulemaking process for the rule as presented.

Motion carried.

Legal: Confirmation of Votes at February 20, 2025 Meeting

General Counsel Blake Thomas presented the request to confirm and ratify the actions taken by the Commission at the February 20, 2025 meeting. Thomas explained that the invitation and the agenda for the February 20, 2025 SHRC meeting inadvertently contained conflicting information creating an access issue for some of the commissioners. To address that issue, Thomas offered the commissioners the opportunity to raise any questions about the February 20, 2025 agenda items. If there were no questions, Thomas requested the SHRC make a motion to confirm and ratify the actions taken by the SHRC at the February 20, 2025 meeting.

Thomas closed by offering to answer any questions.

There being no further discussion or questions, the Chair called for a motion to confirm and ratify the actions taken by the Commission at the February 20, 2025 meeting.

Motion: Commissioner Beamon made a motion to confirm and ratify the actions taken by the Commission at the February 20, 2025 meeting.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended confirmation and ratification of the actions taken by the Commission at the February 20, 2025 meeting.

Motion carried.

Total Rewards/Classification and Compensation: One Revised Specifications for the Statewide Compensation Plan.

Classification and Compensation Manager Felicia Bridges presented recommended revisions to the Substance Abuse Worker class specification in the Human Services job family at the request of the North Carolina Department of Adult Correction and the Department of Health and Human Services. The agencies requested the revision to bring it into compliance with Executive Order 278, and to alleviate the hardship in recruitment and hiring. OSHR recommended minor edits to the class concept knowledge, skills and abilities to reflect OSHR standardized formatting, as well as the agency's requested change to the education experience requirements of these roles.

Bridges closed by offering to answer any questions and requesting approval of revisions to the Substance Abuse Worker class specification in the Human Services job family.

There being no further discussion or questions, the Chair called for a motion to recommend approval of revisions to the Substance Abuse Worker class specification in the Human Services job family as presented.

Motion: Commissioner Webb made a motion to recommend approval of revisions to the Substance Abuse Worker class specification in the Human Services job family as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of revisions to the Substance Abuse Worker class specification in the Human Services job family as presented.

Motion carried.

Total Rewards/Time and Leave Administration: Compensatory Time Administrative Code

Time and Leave Consultant Stephanie McFadden presented revisions to the Compensatory Time Administrative Code, 25 NCAC 01E .1006, which prevents compensatory time balances from being carried from one agency to another when employees transfer. This can be a disincentive to employees advancing their careers by moving between agencies and employees may not want to lose the compensatory time balance. OSHR recommended amending the rule to give agency heads flexibility to accept compensatory time from another agency when an employee transfers.

McFadden by offering to answer any questions and requesting approval of revisions to the Compensatory Time Administrative Code 25 NCAC 01E .1006 as presented.

There being no further discussion or questions, the Chair called for a motion to recommend approval of the revisions to the Compensatory Time Administrative Code, 25 NCAC 01E .1006 as presented.

Motion: Commissioner Webb made a motion to recommend approval of the revisions to the Compensatory Time Administrative Code, 25 NCAC 01E .1006 as presented.

Second: Commissioner Beamon seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the revisions to the Compensatory Time Administrative Code, 25 NCAC 01E .1006 as presented.

Motion carried.

Total Rewards/Time and Leave Administration: Incentive Leave Administrative Code

Time and Leave Consultant Stephanie McFadden presented revisions to the Incentive Leave Administrative Code, 25 NCAC 01E .1801 to .1809 to allow agencies to provide incentive leave to new employees, but place significant restrictions that are not found in the Sign-On and Retention Bonus Policy. Unlike a sign-on bonus, incentive leave cannot be cashed out or transferred. There seems to be little reason to place more restrictions on an incentive bonus than a sign-on bonus. Therefore, OSHR recommended amending the incentive leave rules to eliminate the restrictions that are not also found in the Sign-On and Retention Bonus Policy.

McFadden closed by offering to answer any questions and requesting approval of revisions to the Incentive Leave Administrative Code 25 NCAC 01E .1801 to .1809 as presented.

There being no further discussion or questions, the Chair called for a motion for the approval of the proposed revisions to the Incentive Leave Administrative Code, 25 NCAC 01E .1801 to .1809, as presented.

Motion: Commissioner Webb made a motion to approve the proposed revisions to the Incentive Leave Administrative Code, 25 NCAC 01E .1801 to .1809 as presented.

Second: Commissioner Beamon seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the proposed revisions to the Incentive Leave Administrative Code, 25 NCAC 01E .1801 to .1809, as presented.

Motion carried.

EEO, Accessibility and Workforce Services: Reduction-in-Force Policy

EEO, Accessibility and Workforce Services Division Director Nancy Astrike presented proposed revisions to the Reduction-in-Force Policy, including renaming it the Reduction-In-Force and Furlough Policy, to make clear the Reduction-In-Force (“RIF”) plan is the written guidelines established by the agency for the particular reduction in force and to add to policy the procedure on furloughs and partial furloughs for work schedule reduction. This new text is based on the procedures that have been used in the past when federal shutdowns occurred and funding has been interrupted due to the shutdowns for some state employees, and state employees have been placed on furlough as a result. Revisions also make clear that the retention factors and analysis described in the policy should be documented in a written RIF plan and updated the current way of submitting RIF plans to OSHR through Smartsheet.

Astrike closed by offering to answer any questions and requesting approval of revisions to the Reduction-in-Force and Furlough Policy.

There being no further discussion or questions, the Chair called for a motion for the approval of the proposed revisions to the Reduction-in-Force and Furlough Policy as presented.

Motion: Commissioner Beamon made a motion to approve the proposed revisions to the proposed revisions to the Reduction-in-Force and Policy as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the proposed revisions to the Reduction-in-Force and Furlough Policy as presented.

Total Rewards/Time and Leave Administration: Family and Medical Leave Policy, Family and Medical Leave – Military Caregiver Policy and Family and Medical Leave – Qualifying Exigency Policy

Time and Leave Consultant Stephanie McFadden presented revisions to the Family and Medical Leave Policy, Family and Medical Leave – Military Caregiver Policy and Family and Medical Leave – Qualifying Exigency Policy. Generally, the revisions updated these policies to make clear that denial of Family Medical Leave is not a grievable issue.

McFadden closed by offering to answer any questions and requesting approval of revisions to the Family and Medical Leave Policy, Family and Medical Leave – Military Caregiver Policy and Family and Medical Leave – Qualifying Exigency Policy as presented.

There being no further discussion or questions, the Chair called for a motion for the approval of the proposed revisions to the Family and Medical Leave Policy, Family and Medical Leave – Military Caregiver Policy and Family and Medical Leave – Qualifying Exigency Policy as presented.

Motion: Commissioner Webb made a motion to approve the proposed revisions to the Family and Medical Leave Policy, Family and Medical Leave – Military Caregiver Policy and Family and Medical Leave – Qualifying Exigency Policy as presented.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission recommended approval of the proposed revisions to the Family and Medical Leave Policy, Family and Medical Leave – Military Caregiver Policy and Family and Medical Leave – Qualifying Exigency Policy as presented.

Motion carried.

Total Rewards/Salary Administration: Sign-On and Retention Bonus Policy

HR Consultant Lorence Crossett presented proposed revisions to the Sign-On and Retention Bonus Policy to give agencies more flexibility to provide multiple bonus programs for employees by removing the policy's eligibility requirement that the employee must not have received a bonus within the last twenty-four (24) months.

Commissioner Ross Beamon questioned the removal of the limitation on multiple bonuses being provided within twenty-four (24) months and moved to table this agenda item until more information regarding the funding could be provided to the SHRC.

Second: Commissioner Page seconded the motion to table this agenda item until more information regarding the funding of this revision could be provided to the SHRC.

A roll call vote was held and all attending members of the Commission recommended tabling this agenda item until more information regarding the funding of this revision could be provided to the SHRC.

Motion carried.

Adjournment

There being no further discussion or questions, the Chair called for a motion to adjourn.

Motion: Commissioner Webb so moved.

Second: Commissioner Page seconded the motion.

A roll call vote was held and all attending members of the Commission agreed to adjourn the April 17, 2025 SHRC Meeting.

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Motion carried.

The Commission adjourned at 9:57 a.m.

Executive Session

The State Human Resources Commission did not have an executive session at its April 17, 2025 SHRC meeting.

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