



**Nominations/Personnel Committee Meeting**

**November 10, 2021**

**Via Zoom:** **https://us06web.zoom.us/j/98943800077?pwd=SWhydTJPTmhEKzhSWVE4a2ZmTGtJdz09**

**Meeting ID: 989 4380 0077**

**Passcode: 802601**

**Call In: 1 301 715 8592**

**12:00 p.m.**

\*Space will be available whereby members of the public may listen to the meeting at:

Robeson County Partnership for Children, Inc. Board Room

210 E. Second Street

Lumberton, NC 28358

**Approval of Minutes**

Review minutes from July 28, 2021 committee meeting.

**Action Items**

1. **Vacant Officer Position**

**Background:** According to the Bylaws, the Treasurer position is a mandated position for the RCPC Board of Directors.

**Issue:** This position has been vacant since the resignation of Christy Strickland.

**Recommendation:** It is recommended that the committee discuss and suggest a replacement for the position.

1. **Employee Handbook Update**

**Background:** Due to changes within NCPC’s Cost Principles, an update to the recently approved Employee Handbook is needed.

**Issue:** The necessary changes are to the Employee Incurred Expenses and Reimbursements section on page 12.

“All company travel, conference, and meeting expenses must clearly serve the objective of the Partnership and should not conflict with the ethical standards of our organization. The standard Partnership’s Employee Expense Sheet must be completed for all employee incurred expenses. Employees should complete and submit their Employee Expense Sheet to the Finance & Contract Coordinator. Please consult the Smart Start Cost Principles, Finance & Contract Coordinator, and/or the E.D. for clarification on any reimbursement regulations. The E.D. will ensure that employee travel and accommodations are cost efficient for the partnership. ~~All travel with a round trip amount of 100 miles or over will require a completed vehicle comparison.~~”

**Recommendation:** It is recommended that the committee review and approve the changes to the Employee Handbook.

**Non-Action Items**

1. **2022-2023 Board Slate**

**Announcements**

**Adjournment**