



**Nominations/Personnel Committee Meeting**

**July 28, 2021**

**Via Zoom:** **https://zoom.us/j/91776890678?pwd=Rm1Va05NYzcwMTJhb05rRnhaVzdNZz09**

**Meeting ID: 917 7689 0678**

**Passcode: 943473**

**Call In: 1 301 715 8592**

**11:00 a.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 March 24, 2021 committee meeting.

**Action Items**

1. **Holiday Addition-Juneteenth**

**Background:** The Nominations/Personnel Committee provides oversight for personnel policies.

**Issue:** Juneteenth was recently proclaimed a federal holiday and as such should be considered for the RCPC list of Observed Holidays.

**Recommendation:** It is recommended that the committee discuss and decide if the Juneteenth Holiday should be added to the RCPC list of Observed Holidays.

1. **Board Member Resignation**

**Background:** Te’Keyah Bethea is a current member of the Board of Directors.

**Issue:** Ms. Bethea has issued her resignation from the board effective June 30, 2021.

**Recommendation:** It is recommended that the committee consider accepting Ms. Bethea’s resignation.

1. **Board Member Resignation**

**Background:** Christy Strickland is a current member of the Board of Directors.

**Issue:** Ms. Strickland has issued her resignation from the board effective August 31, 2021.

**Recommendation:** It is recommended that the committee consider accepting Ms. Strickland’s resignation.

1. **FY 2021-2022 Annual Review of Employee Handbook**

**Background:** A review of the Employee Handbook is conducted on an annual basis as a measure of best practice.

**Issue:** The following change to the Longevity Bonus section is recommended:

~~The longevity bonus will be paid on or around the employee’s anniversary date.~~

After meeting the employment anniversary milestone as listed above, the longevity bonus will be paid in January of the following year. For example, Employee A reaches their 6- year anniversary in March of 2021. Their longevity bonus will be paid out in January of 2022. The longevity bonus will be paid on a separate check from the regular payroll. If employment is terminated after the employment anniversary milestone but before January of the following year, the longevity bonus will not be paid.

**Recommendation:** It is recommended that the committee review and approve the Annual Review of the Employee Handbook with changes.

1. **Updated Job Titles and Salary Ranges Document**

**Background:** The Board of Directors must approve any additions and/or updates to available job titles and salary ranges.

**Issue:** The document has been updated to include another section of job titles entitled “Community Engagement.”

**Recommendation:** It is recommended that the committee review and consider approving the updated document.

**Non-Action Items**

**Announcements**

**Adjournment**