**Professional Capacity and Personnel Committee Meeting December 11, 2019**

Holiday Inn Express 2:30 p.m.

3741 Thistledown Drive

Raleigh, NC 27605

**MEETING NOTES**

**Attendees:** Wes Stewart, Pender County; Kristy Preston, Surry County; Tammy Schrenker, Moore County; Donna Fayko, Rowan County; Brandy Mann, Tyrrell County; Glenn Osborne, Wilson County; Sharnese Ransome, Association; and, Sharon Scott, Association

 Call in: Sarah Bradshaw, Sampson County

**I. Welcome and Introductions**

Tammy welcomed everyone in attendance. Minutes from the November meeting were approved on a motion by Wes Stewart and a second by Donna Fayko.

**II. Professional Capacity and Personnel – General Discussion**

Office of State Human Resources Updates

There were no OSHR updates this month.

Professional Development Liaison Report

Sharon reported on upcoming Fiscal/Budget training scheduled for January 28 and 29, 2020. There are 9 registrants so far. New Director training will be held on March 31, April 1, and April 2, 2020. Directors will be reminded of these events during the board meeting tomorrow.

2020 Personnel Conference Planning

Sharnese provided the 2019 revenue report. After expenses, the 2019 conference made a profit of $6,700. After some discussion, a motion was made by Wes Stewart to request Donna Fayko to approach the executive committee to request up to $5,000 of this amount to be reinvested in the 2020 conference. Kristy Preston seconded the motion and it passed unanimously.

The 2020 conference location has been confirmed as Union County DSS and the dates are 11/17-11/19.

Sharon Scott will submit the topic list to the group for review.

Donna Fayko advised the group that she has a contact at EEOC and she will inquire with them about presenting at the conference.

Kristy Preston will bring the material from the EEOC conference she attended to the next meeting.

Consideration of Exemption/Waiver Requests

There were no exemptions or waiver requests for consideration. Moving forward, in order to make the Directors’ Academy process more streamlined, Wes will be the lead point of contact for Directors’ Academy.

Mentor Assignments

Decision made for Tammy Schrenker, Sharon Scott and Kristy Preston to review the mentor list and update accordingly. Tammy will continue to take the lead on mentoring assignments.

Other Academy Business

Mentor Training – Discussion regarding upcoming mentor training. Training will be held at 3:30 p.m. on Wednesday, January 9, 2020. An email will need to be sent out to the listserv advising of the training.

Discussion regarding updates to the Academy workbook. Kristy will send workbook to Jan Elliott, Brenda Jackson, Sarah, and Angela Ellis for review.

Discussion regarding the length of time it is taking participants to complete the Academy. On a motion by Tammy Schrenker and second by Sarah Bradshaw, the time to complete activities was increased from 24 months to 36 months. Participants outside the 36 month window will need to be contacted to see where they are in the process.

Discussion regarding co-chairs getting together to complete the necessary updates to the modules.

**IV. Directors’ Academy Presentations**

At the conclusion of the meeting, the group adjourned to the larger meeting space to hear the Directors’ Academy presentation from Brandy Mann, Tyrrell County.

Brandy Mann, Tyrrell County, shared her presentation. At the conclusion of her presentation, Tammy made a motion to approve her presentation and graduate her from the Academy. Kristy seconded the motion. All approved. **CONGRATULATIONS, BRANDY!**

**V. Adjourn**

With no further business to discuss, the meeting was adjourned by consensus of those present.