**Professional Capacity and Personnel Committee Meeting February 12, 2019**

Holiday Inn Express 2:30 p.m.

3741 Thistledown Drive

Raleigh, NC 27605

**MEETING NOTES**

**Attendees:** Kristy Preston, Surry County; Donna Fayko, Rowan County; Sarah Bradshaw, Sampson County; Jan Elliott, Pitt County; Carlton Paylor, Person County; Sharnese Ransome, Association; and, Sharon Scott, Association

Call in: Tammy Schrenker, Moore County

**I. Welcome and Introductions**

Kristy welcomed everyone in attendance. Minutes from the December meeting were approved by consent.

**II. Directors’ Academy**

Decision made to move the Directors’ Academy business to the beginning of the meeting.

Sharon reported on two requests from Samantha Hurd for exemptions for training. Ms. Hurd requested an exemption for the requirement for Adult Services Training for new Directors. Jan motioned to approve the exemption and Sarah seconded. All approved, pending verification of attendance. Ms. Hurd also requested an exemption for attendance at the personnel conference. Ms. Hurd will be substituting EEOC, Fair Labor Standards, and Drake Maynard training at the SSI. Sarah motioned to approve the exemption, and Donna made the second. All approved, pending verification of attendance. Sharon will follow up to get copies of Ms. Hurd’s certificates of completion.

We currently have one Director signed up for the Academy who does not have a mentor: Cindy Perry, Bertie County. Sharon agreed to reach out to Angela Ellis to see if she would serve as Ms. Perry’s mentor.

Sharon provided an update regarding current participants in the Academy. There are 17 Directors signed up right now.

Tammy shared that she is doing a mentor information session at the Central Regional meeting. Jan and Wes agreed to do an information session at the meeting in the East. Kristy agreed to contact Patrick Betancourt to see about getting on the agenda in the west.

Tammy provided an update on creating a video for the Academy to show to board associations. Wayne county has a PIO. They are willing to help create the film and would like to receive production credits. Decision made to involve Brenda Brown, Angelina Noel, and Kim McGuire to talk about director’s association. Decision made to schedule a time for Wayne County staff to attend a meeting with us to plan.

Sharnese advised that she attended Angelina Noel’s board presentation and has plans to attend Dora Carter’s board meeting in June 2020.

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

2020 Personnel Conference Planning

Discussion regarding possible sponsors and workshop speakers. Sarah stated she has a contact at UNC school of business who might be a possibility for the keynote address.

Discussion regarding possible workshops:

* NC OSHR - How they review organizational charts
* NC OSHR - Recruitment and Retention strategies, workshop on legal requirements for recruiting, testing, hiring, etc.
* UNCG - organizational development. Can we find someone with a contact at UNCG?
* Drake Maynard
* Attorney arranged by NCACC who presented last year. Kristy will reach out to her to see if she could come again.
* Fiscal Topics – Audits
* Fiscal Monitoring plans - review the tools
* Information, Inc., possible sponsor?
* Cyber Security - possible panel - 2 or 3 companies or several county IT staff. Possibilities include Davidson County, Dublin County, Robeson County, Catawba County
* EEOC - Donna will check with her contact at EEOC- compliance process
* Work Life Balance - keynote speaker
* Newer management training
* Possible sponsor: Choice Translating, Inc.
* Community college system - leadership system - Donna will reach out to her community college contact - middle management

Discussion regarding budget for the event. Donna presented our request to the Executive Committee to reinvest the profit from the 2019 event. The Executive Committee requested that our group put together a budget and make a request for a specific amount. We agreed to use the 2019 revenue and expenditures to formulate a request. The co-chairs will work on a budget and present the request to the Executive Committee.

**IV. Adjourn**

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