**Professional Capacity and Personnel Committee Meeting November 13, 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; Jan Elliott, Pitt County; Donna Fayko, Rowan County; Sarah Bradshaw, Sampson County; Angelina Noel, Lee County; Dora Ann Carter, Halifax County; Sharnese Ransome, Association; and, Sharon Scott, Association

 Call in: None

**I. Welcome and Introductions**

Tammy welcomed everyone in attendance. Minutes from the October meeting were approved by consent.

**II. Directors’ Academy**

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

Tammy advised that moving forward, she will be taking the lead on mentoring assignments. She advised the group that Sheila Sutton from Swain County has agreed to serve as a mentor for Cris Weatherford.

Other Academy Business

At the last meeting, Wes and Kristy were asked to draft Academy language related to required personnel training. Wes shared the following language for consideration: “or other approved comparable personnel conference/training.” This language will be added to the requirement of NCACDSS Personnel Conference in the Academy Handbook. Tammy made a motion to add this language, Jan seconded, all approved.

Mentor Training – Discussion regarding when to hold needed mentor training. Group agreed to host a training event on Wednesday, January 8, 2020, immediately following Economic Programs Committee. Shanese will ask Economic Programs if they can wrap up by 3:30 on that date. There was also discussion of having refresher mentor training at the retreat in July 2020.

NC DSS Support for Directors – Tammy updated the group on some discussion she has had recently with NC DSS staff related to support for new directors. Tammy shared a draft document given to her by NC DSS staff that outlines the support new directors can expect to receive. This document is still in draft form and has not been approved by the Division. Committee agreed that Sharon and Sharnese will tell new directors about the Division’s program and will let them know they need to follow up with the Division to take full advantage of the program. Sharon and Sharnese will also let new directors know the academy is an option that we would like them to participate in. Tammy agreed to reach out to Susan Osborne to get their commitment to the process.

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

OSHR Updates

None

Professional Development Liaison Report

Personnel Conference - At the last meeting, Sharon requested everyone send her a list of potential topics for the 2020 Personnel Conference. Sharon reviewed the topics that she compiled. There was some discussion about growing the conference and considering sessions so we can include line supervisors, along with directors and senior managers. Kristy will be taking the lead as point of contact for the Personnel Conference.

Sharnese advised the group that she has been working on a resource directory for the website for directors to be able to access information that is typically shared through the listserv. She anticipates this being completed as a part of revamping the Association’s website.

Committee requested information from Shanese related to the profit from the 2019 Personnel Conference. Sharnese advised she has not had a chance to compile this information yet but will work on it.

**IV. Directors’ Academy Presentations**

At the conclusion of the meeting, the group adjourned to the larger meeting space to hear the Directors’ Academy presentations from Angelina Noel and Dora Ann Carter.

Angelina Noel, Lee County, shared her presentation. At the conclusion of her presentation, Wes made a motion to approve her presentation and graduate her from the Academy. Donna Fayko seconded the motion. All approved. **CONGRATULATIONS, ANGELINA!**

Dora Ann Carter, Halifax County, shared her presentation. At the conclusion of her presentation, Wes made a motion to approve her presentation and graduate her from the Academy. Jan Elliott seconded the motion. All approved. **CONGRATULATIONS, DORA ANN!**

**V. Adjourn**

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