**Professional Capacity and Personnel Committee Meeting October 7, 2020**

Conference Call 2:30 p.m.

Dial in Number – (605)475-4700

Participant Access Code – 219389#

**MEETING NOTES**

Attendance: Wes Stewart, Pender County, Kristy Preston, Surry County, Carlton Paylor, Person County, Samantha Hurd, Currituck County, Mary White, Chowan County, Angela Ellis, Greene County, Sarah Bradshaw, Sampson County, Sharnese Ransome, NCACDSS and Sharon Scott, NCACDSS

**Welcome and Introductions**

Wes welcomed everyone to the call.

Approval of the Minutes

Sarah moved to approve the minutes from the September 2020 meeting. Kristy seconded the motion. All voted in favor with none opposed.

**Professional Capacity and Personnel – General Discussion**

NC OSHR Updates

No committee contact with Dominick Derasmo since the last meeting. Sharon has emailed him about the training calendar that ran out in June 2020 but hasn’t heard back from him.

Professional Development Liaison Report

Sharon has sent evaluation forms to all of the Academy graduates and has gotten two or three back so far. She will compile the information and report back.

She has talked to most of the Directors who are currently enrolled and has updated the list to show who is still participating.

Personnel Conference

Sharon talked to Sharnese this morning and the recent Director’s survey indicated most Directors were interested in a virtual meeting. Sharon suggested an idea of hosting a series of personnel type training events. Discussion regarding what that might look like. Decision to offer a minimum of 9 hours of personnel training in the coming months. These hours will satisfy the requirement for the Personnel Conference in the Directors’ Academy. Kristy and Sharon will get together in the next few weeks to come up with a proposal and report back at the next meeting.

**Directors’ Academy**

Consideration of Exemption/Waiver Requests

No exemption or waiver requests have been submitted for consideration.

Discussion regarding courses required for the Academy that are only offered by NC OSHR.

Wes suggested the chairs set up a meeting with Susan Osborne to discuss the problems we are having with getting specific OSHR trainings. Sharon will try to reach out to Dominick again to see if there is an upcoming schedule.

Mentor Assignments

All registrants have been assigned a mentor.

Other Academy Business

Discussion regarding membership of the Official Review Committee. When the Official Review Committee was revised in March 2019, the minutes reflect that 2 of the 3 co-chairs would need to be present for any presentations. The language should have read that 2 of the 4 committee leaders should be present for any presentations. Kristy made a motion to include amend the official review committee membership to state 2 of the 4 committee leaders should be present. Sarah seconded. Discussion held regarding motion. Kristy amended the motion to state that a minimum of 4 official review committee members must be present and that 2 of the 4 must be committee leaders. Sarah seconded the amended motion and it was approved.

**Other Business**

No other business was brought up for discussion.

**Adjourn**

With no further business, the meeting was adjourned at 3:35 p.m.