Smart Start of Forsyth County HR Committee Minutes Thursday, January 5th, 2023 12:00 p.m. – 12:30 p.m.

Via ZOOM URL: https://us02web.zoom.us/j/86909454150

**Members Present**, (Human Resources Committee Chair) **Linda Jackson Barnes** (Board Secretary) Dr. **Sabrina Hinton**, (Board Chair) **Reginald McCaskill**

**Members Absent:,** (Committee Member) **Tonya McDaniel,** (Committee Member) Theresa Stephens, **(**Committee Member) **Dorothy Pearce Brady (Monique),** (Committee Member) **Brian Hart,** (Vice Board Chair) **Tembila Covington**

**Staff Present:** (CEO of Smart Start of Forsyth County) Louis Finney Jr., (Program Administrative Assistant) Tim Campbell, (Human Resources Generalist) Malcolm Winston

# (Human Resources Committee Chair) Linda Jackson Barnes called the meeting to order at 12:00 pm.

**Review and adopt the agenda**

A motion was made to review and adopt the agenda by (Board Secretary) Dr. Sabrina Hinton. The motion to review and adopt the agenda was seconded by (Board Chair) Reginald McCaskill. All members present voted unanimously to adopt the agenda Motion carries.

# Intro of Visitors and opportunity for the public: Public Visitors: No Visitors

**Public Comment: No Public Comment**

**Committee Approval/Receipt:**

* **For Consent:**

1. November 3rd, 2022 Committee Meeting Minutes – *attached*
2. Proposed Retention Bonus Information - *attached*
3. Proposed 457B (f) SERP Plan *-attached*
4. President/CEO Annual Evaluation Tool and Process – *attached*

# For Action, Discussion & Engagement:

# The Human Resources Committee reviewed a proposal to offer retention bonuses to staff who have passed their introductory period, with the bonus being larger for employees who have been with the organization for a longer time. Those who had only passed their introductory period would receive $1,000, those who had been with the organization for between two and three years would receive $2,500, and those who had been with the organization for three or more years would receive $4,000. Thirteen employees would receive the $1,000 bonus, six would receive the $2,500 bonus, and five would receive the $4,000 bonus. Four employees who are still on their introductory period will not receive bonuses. Reginald McCaskill made a motion to approve the retention bonuses. The motion was seconded by Sabrina Hinton. All member present voted unanimously dfor the motion.

# Committee moved to the CEO Performance Appraisal tool. The Chairs of the Board and of the Human Resources Committee will meet offline to begin the evaluation in earnest in order to finalize the process no later than February. The evaluation is conducted by the Chair, HR Chair and Board Vice-Chair. Sabrina Hinton made a motion to approve the CEO performance evaluation tool and process. The motion was seconded by Reginald McCaskill. Motion carried unanimously.

# The final action item was the proposed 457B (f) Supplemental Executive Retirement Plan. Dr. Finney informed the committee that he had received such a benefit at a previous job, and had spoken with the general counsel at that employer to get more information about the plan. Such plans allow for nonprofits to identify key executive positions and grant an additional amount to those key executives’ retirement plans, in addition to the retirement benefits offered to all employees. This additional money is only available for the executive if they stay with the agency for two years, and if they leave the agency prior to that date, the money reverts back to the agency. The Finance Committee had reviewed Smart Start of Forsyth County’s finances and made sure that the funding was available for such a plan, but as it changes the benefit structure, it still has to go through the Human Resources Committee as well. If all eligible employees agree to participate in the program and remain with the organization for the full two years, it would cost an estimated $36,000. The Committee requested a deeper dive into the details of the program, in particular how other organizations have used it and what competitors may be offering such a service beyond the one we contacted. Dr. Finney proposed that the Human Resources Committee meet next week to ensure that they have time to review the information and he had time to do some additional research. Sabrina Hinton moved that the Committee table this action item until next week, a motion that Reginald McCaskill seconded. Motion carried unanimously. The ad hoc meeting was scheduled for Thursday, January 12th at 12:00 noon.

# Adjourn

A motion to adjourn the meeting was made by Reginald McCaskill. The meeting adjourned at 12:28 p.m.