Smart Start of Forsyth County HR Committee meeting Minutes Thursday, July 7h 2022 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) **Sabrina Hinton**, (Committee Member) **Theresa Stephens**, (Committee Member) **Brian Hart,** (Committee Member) **Dr. Sabrina Hinton**, (Committee Member)**Tembila Covington** (Committee Member), (Board Chair) **Reginald McCaskill**

**Members Absent:** (Committee Member) **Tonya McDaniel,** (Committee Member) **Dorothy Pearce Brady (Monique)**

**Staff Present:** (Human Resources Manager) Christa Gilbreath, (CEO of Smart Start of Forsyth County) Louis Finney Jr.

# (Human Resourcing 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 (Committee Member) Brian Hart. 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. March 12th, 2022 Meeting Minutes – *attached*
2. Smart Start Employee Contact List 2022 *attached*

# For Action, Discussion & Engagement:

# The Human Resources Committee reviewed the updated 2022 SSFC Employee Contact List; that was requested in the May 15th HR Committee Meeting. The committee member were pleased with the contact list and express their satisfaction in helping clients and vendors of SSFC stay connected to the staff. Salary Schedule that was presented at the March 15th, 2022, committee meeting.

# Dr. Finney gave an overview of SSFC’s plans to implement a wellness plan, which will help will retention and company morale. Dr. Finney would like to meet with the Finance Committee to discuss the cost of the overall program and how it will affect the company’s budget. Committee members expressed they would be in favor of a wellness incentive for staff and would like to see the plan in a later meeting. The committee stated that adding a wellness plan is definitely on trend with what other companies are doing locally, across the state, and nationwide.

The committee added to the agenda two items: **Dr. Finney’s** evaluation and looking into team-building events to have with the staff. The committee recommended based on **Dr. Finney’s** evaluation, obtaining his Doctoral degree, maintaining and growing SFFC during the difficult time, and losing a staff member due to COVID-19. The committee recommended a 10% pay raise due to the accomplishment. The committee noted that there will be a retroactive date of January 30, 2022, with back pay**.** The motion to accept the proposed performance-based salary increase salary was seconded by **Reginald McCaskill**. All members present voted unanimously to adopt the proposed salary schedule.

**Reginald McCaskill,** (Board Chair) recommended more staff development and training. Dr. Finney informed the committee that SSFC was planning a staff team-building event the following day at Dave and Buster. SSFC also has a Diversity, Equity, and Inclusion training setup with **Dr, McMillin**

The Committee requested further information the new SSFC wellness plan, the personnel action form, a list of open positions, and the department the position is under.

# Adjourn

A motion to adjourn the meeting was made by (Human Resources Committee Chair) **Linda Jackson-Barnes**. The meeting adjourned at 12:35 p.m.