Smart Start of Forsyth County HR Committee meeting Minutes Thursday, September 1, 2022 12:00 p.m. – 12:30 p.m.

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

**Members Present**, (Board Secretary) Dr. **Sabrina Hinton**, (Committee Member) **Brian Hart,** (Committee Member) **Dr. Sabrina Hinton**, (Vice Board Chair) **Tembila Covington** (Committee Member), (Board Chair) **Reginald McCaskill**

**Members Absent:** (Human Resources Committee Chair) **Linda Jackson Barnes,** (Committee Member) **Tonya McDaniel,** (Committee Member) Theresa Stephens, **(**Committee Member) **Dorothy Pearce Brady (Monique),** (Board Chair) **Reginald McCaskill**

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

# (Vice Board Chair) Tembila Covington called the meeting to order at 12:03 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 (Committee Member) Brian Hart. 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**

**Review and adopt the minutes**

A motion was made to review and adopt the minutes by (Board Secretary) Dr. Sabrina Hinton. The motion to review and adopt the minutes was seconded by (Committee Member) Brian Hart. All members present voted unanimously to adopt the agenda Motion carries.

**Committee Approval/Receipt:**

* **For Consent:**

1. July 7, 2022 Meeting Minutes – *attached*
2. Health and Wellness Gym Benefit (Employees with one year of employment *attached*
3. Harassment Policy *(Updated)-attached*
4. *Email Policy (Updated) -attached*

# For Action, Discussion & Engagement:

# The Human Resources Committee reviewed the Health and Wellness Gym Benefit. Dr. Finney gave an overview of the plan and the value he plans to add to the company and the employees of SSFC. The plan is estimated to have 10 participates with an estimated budget of $3,600 annually. The plan was review and approved by SSFC Finance Director; to ensure the funds are available. This plan will be an addition value to SSFC vast benefits package for employees. This gym benefit will be offered to all employees after one year of employment. The plan will reimburse employees up to $30.00 each month. Expanding the benefits package will help to promote a healthy lifestyle and help with retention. (Vice Board Chair) Tembila Covington asked if the plan was implemented. Dr. Finney explained; that the plan is being brought to the HR Committee board for approval, because this would be a benefits change. Both (Board Secretary) Dr. Sabrina Hinton and, (Committee Member) Brian Hart expressed their support for the Health and Wellness plan and mention how they feeling this is an amazing benefit for employees. (Vice Board Chair) Tembila Covington ask if there was anything benefits available for employee who are unable to use the gym benefit. Dr. Finney informed the Committee that SSFC also has an Employee Assistance Plan, mental heal consultations, telehealth benefit, discounts gym membership and other discount through Blue Cross Blue Shield of NC. The committee member voted, and all members were in favor.

# Dr. Finney went over two recent policies that were updated at SSFC. After consulting with our external SHRM consultant, it was advised to update and make some changes to some of the policies. The additions that were made to the Harassment or Anit-Bullying Policy are: Public humiliation in any form, taking credit for other person’s work and refusing reasonable requests for leave in the absence of work-related reasons not to grant leave. (Committee Member) Brian Hart suggested to some of the pronouns used in the policy and removing a bullet point that might leave too much grey area. Dr. Finney agreed to remove the bullet point from the policy. (Committee Member) Brian Hart also mentioned that to be inclusive to all persons in todays work force; it is important to include everyone.

# The second policy was a password/email policy. This is a new policy that was created to help with SSFC internal security of computer systems, cutting down on phishing emails and helping instill the importance to employees about updating and changing their passwords. (Board Secretary) Dr. Sabrina asked if there was an override or system administrator to ensure when an employee leaves SSFC; that there is a way to lock the account and prevent any sensitive information being destroyed. Dr. Finney replied to her question and informed her that SSFC does have on site Data Systems Administrator as well as an external company that monitors of servers. (Vice Board Chair) Tembila Covington asked how many days prior to the employee’s password expiring will they be notified. Dr. Finney replied and said he will have to double check with the Data Systems Administrator; that he believes the notification is sent out 5 to 10 days prior to the password expiring. (Vice Board Chair) Tembila Covington asked is there was a motion on the floor to approve the policies. (Committee Member) Brian Hart made a motion to approve the revised policies pending changing being made to the policy. The motion was seconded by (Board Secretary) Dr. Sabrina Hinton. All present committee member voted, and the vote was unanimous in favor of approving the updated policies with changes.

# 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.

# Adjourn

A motion to adjourn the meeting was made by **(Vice Board Chair) Tembila Covington**. The meeting adjourned at 12:24 p.m