



**Human Resources Committee Meeting**  
**Monday, September 23, 2019**  
**3:00 PM, District Office, Room C-300**

**Board members present**

David Cox, Board Member for District 4, Committee Chair  
Helen Smith, Board Member for District 6, Committee Member  
Shanda Allen, Board Member for District 11, Committee Member  
Ken Richardson, Board Chairperson  
Ray Winters, Board Member for District 3

**HCS Staff present**

Dr. Rick Maxey, Superintendent  
Mary Anderson, Chief Human Resources Officer  
Velna Allen, Chief Student Services Officer  
Daryl Brown, Chief Support Services Officer  
John Gardner, Chief Financial Officer  
Kenneth Generette, Staff Attorney  
Boone Myrick, Chief Academic Officer  
Merri DuRant, Administrative Assistant for Human Resources Chief Officer  
Lisa Bourcier, Director for Communications

**1. Welcome - Call to Order**

Committee Chair David Cox called the meeting to order at 3:00 p.m.

**Acknowledge Compliance with FOIA – David Cox**

As required by SC Law 30-4-80, local news media were informed of the date, time, place, and agenda of this meeting. Copies of the agenda were posted at the district office and distributed to schools for posting.

**2. Approval of Agenda**

A motion was made by Shanda Allen and seconded by Helen Smith to approve the Agenda as presented. The motion carried.

**3. Approval of Minutes**

A motion was made by Shanda Allen and seconded by Helen Smith to approve the minutes of the March 4, 2019, meeting as presented. The motion carried.

#### **4. Discussion**

##### **a. Donation of Paid Sick Leave**

Chairman Cox - this topic had been discussed at committee meetings during the previous school year and turned the topic over to Mary Anderson.

Mary Anderson - reviewed a handout of the leave donation policy currently used by Charleston County Schools (CCS). She spoke to someone in CCS and the plan is manageable and working well. The donation is from one active employee to another active employee not to exceed 60 days total. Employees may not solicit donations from other employees. A supervisor or manager can make staff aware of an employees need. The HCS plan would not allow retiring employees to donate unused leave days as discussed last year because it would not be manageable.

Helen Smith - made a motion to take to the Board a recommendation that the committee hold a meeting in two weeks to vote on a plan using the Charleston County Plan as an example. Shanda Allen seconded the motion.

##### **b. Employee Compensation Salary Study**

Chairman Cox reminded the committee that a salary study was attempted two years ago.

Mary Anderson- went over documents pertaining to the purpose of the comprehensive salary study and soliciting interest from qualified consultants. The goal would be to find a consultant that can study the needs of HCS and our competitiveness in our area. Once a consultant has been selected, expectations will be outlined and benchmark meetings scheduled to ensure we are on target and the work being done is as expected.

Shanda Allen - there was a lack of communication from the previous consultants and they did not compare like items to our District.

John Gardner - proposed that we be evaluated by the southeastern average for professionals. Classified employees would be compared state wide.

Chairman Richardson asked about funding to pay for the study and stated the need for the RFP to clearly state our intention.

Helen Smith - believes using the southeastern average is too narrow when comparing professional educators. Two or three district the similar to the size of HCS should also be used.

Dr. Maxey - stated the intentions, benchmarks, comparisons, etc. are established in the RFP.

Ray Winters – the final presentation should not be conclusory but should reflect a breakdown of the items with details and explanations. If benefits are better, explain why.

John Gardner – believes this is a good plan to keep everyone on task. The proposed timeline was reviewed. Everything must be completed by April 30, 2020. The RFP will go out this month with most of the work starting after the first of the year. He would like for the committee to take this item to the Board for a vote to continue with the RFP for the salary study and also determine the funding source. Unassigned general fund balance could be used not to exceed \$200,000.

A motion was made by Shanda Allen to take a recommendation to the Board to authorize utilization of unassigned general fund balance, not to exceed \$200,000, for the study. Helen Smith seconded the motion.

Chairman Cox concluded the meeting and asked for a motion to adjourn at 3:23 p.m. The motion was made by Shanda Allen seconded by Helen Smith.

Respectfully submitted,

*Merri DuRant*

Merri DuRant  
Administrative Assistant to the Chief Human Resources Officer

Approved: October 7, 2019