



**Human Resources Committee Meeting**  
**Monday, October 22, 2018**  
**3:00 PM, District Office, Room C-300**

**Board members present**

David Cox, Board Member for District 4, Committee Chair  
Janice Morreale, Board Member for District 5, Committee Member  
Shanda Allen, Board Member for District 11  
Holly Heniford, Board Member for District 1  
John Poston, Board Member for District 8  
Sherrie Todd, Board Member for District 2  
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  
Dustin Bishop, Director for Payroll and Benefit Services  
Merri DuRant, Administrative Assistant for Human Resources Chief Officer  
Lisa Bourcier, Director for Communications

**Others Present**

Helen Smith, Board Member Elect  
Katie Powell, Media Representative

**Welcome - Call to Order**

Chairman David Cox called the meeting to order at 3:01 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.

**Approval of Agenda**

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

## **Approval of Minutes**

A motion was made by Shanda Allen and seconded by Janice Morreale to approve the Minutes of the September 10, 2018, meeting as presented. The motion carried.

## **Discussion**

### **Donation of Leave**

Chairman Cox started the discussion by saying this is a continuation of a discussion from the last meeting concerning donation of leave.

Dr. Maxey stated that the last HR committee meeting was held September 10, 2018. The next day we evacuated for 15 days due to Hurricane Florence. Preliminary research was started but because of the storm, the topic could not be fully researched. Dr. Maxey shared the information that was gathered thus far. He is in favor of giving employees this opportunity, and wants to do what we can to help our employees and their families. This is a very complicated subject that must be fully vetted so that policies are not put in place to quickly that could result in liabilities later. Contact will be made with an attorney in Columbia to review this as well. Copies of leave policies from Charleston and Berkley County districts provided by Mary Anderson were reviewed and discussed.

Dustin Bishop, Director for Payroll and Benefits, discussed the HCS sick-leave bank (SLB). The policy covers employees only and not family members. The employee must have a catastrophic event and apply to the SLB committee for approval. Employees must enroll and give up one sick-leave day per year to be a member of the bank. Coverage does not begin until the employee has been out of work 30 days and must have used all paid leave. The SLB pay is two-thirds of the employee's daily pay rate for up to 70 days.

Ms. Morreale would like for employees to have the option of donating leave to someone in their building. She is in favor of extending the SLB to family members and children over 18 years of age.

Chairman Cox stated it may be premature to make a decision at this time. More information is needed, and Kenny Generette was asked to research the legal issues. Mr. Cox recommended that the committee hold the issue in abeyance until Kenny notifies him that he has the information. At that point, a committee meeting will be scheduled.

### **Recognition of HCS Shelter Administrators**

Dr. Maxey shared that our system responded very well to contribute to the community during the Hurricane Florence evacuation. The principals that worked the shelters were recognized at last principal meeting, and he is very appreciative of them. The committee discussed the possibility of giving shelter workers a form of monetary appreciation other than the voucher day they were already given. Every principal had an opportunity to serve at a shelter. In the past, Principals were not paid for serving at the shelters as it was considered a part of their job

responsibilities. Other employees in various positions also worked the shelters and did not receive a voucher day. Their work was just important, but they were not given vouchers or recognized for their service. We need to be fair to everyone. The committee would like to give \$100 Visa card to Principals and other salaried employees that manned the shelters. The recommendation will be presented to the Board.

It was mentioned that the Red Cross did not seem to be as prepared as HCS during the evacuation. Darryl Brown met with them last week to formulate a proposal and will meet again with the Red Cross and EEOC to discuss issues. Chairman Cox requested that Mr. Brown put together a synopsis and ask the custodians what goes on in our buildings when they are being used as shelters.

Chairman Cox concluded the meeting and asked for a motion to adjourn at 3:44 p.m. The motion was made by Janice Morreale and seconded by Shanda Allen.

Respectfully submitted,

Merri DuRant  
Administrative Assistant to the Chief Human Resources Officer

Approved: