

**TOWN OF CAROLINA SHORES**  
**Human Resources Committee**  
**Special Called**  
**Meeting Minutes**  
**July 12, 2018**  
**12:30 p.m.**

At 12:30 p.m., Mayor Dunn called the Special Called Meeting of the Human Resources Committee to order.

**Present:**

Mayor Joyce Dunn  
Commissioner Bill Brennan  
Commissioner Greg Davis

**Also Present:** Jon Mendenhall, Town Administrator and Nicole Hewett, Town Clerk

**Absent:** None

**New Business:**

**Review of Personnel Ordinance** – The Human Resources Committee reviewed the Personnel Ordinance. The HR Committee agreed on the following amendments:

- Section 23.12(A) – remove the word “Mayor” in the second to last sentence.
- Section 23.21 – use different word other than “Maintenance” for section title. Use the words “Maintenance of Plan”.
- Section 23.33 – there was discussion on steps with a new employee and having them wait a whole year to get to Step 3.
- Section 23.33 – fix extra spacing after the word “etc.” in the third sentence.
- Section 23.33 – last sentence, add the word “step” in front of the number 2.
- Section 23.34 – there was discussion on this section - remove the wording of this section entirely and mark it “Reserved”. There was discussion on incentive pay, raises, and evaluations.
- Section 23.35 – after the word “Commissioners” add the words “for approval.” and end the sentence there.
- Section 23.42(A) – after the word “Commissioners: add the words “for approval and”.
- Section 23.53(A)(3) – there was discussion on this item and this item is to remain as is in the Personnel Ordinance.
- Section 23.53(B)(11) – there was discussion on this item and this item to remain as is in the Personnel Ordinance.
- Section 23.54(B)(1) – there was discussion on the last two categories on the list and how to handle those. Commissioner Davis said they are just target areas. There was discussion on what the target percentage was for this evaluation period and what the goal setting was for this year.
- Section 23.64 – there was discussion on probationary period. There was discussion on pay raises. There was lengthy discussion of the scores on the performance evaluations and how evaluations were derived.
- Section 23.87 – the number 2 should be spelled out in the first sentence.
- Section 23.103 – There was discussion on personal leave which is one day a year on the employee’s birthday.

- Section 23.101(C) – First sentence should read “Employees shall earn annual leave from the first day of work, accrued per pay period.”.
- Section 23.101 – change table on right-hand side should read “Up to 10 days”
- Section 23.101 – change table on the left-hand side because you are leaving a gap of a year between each Time in Service Line. Start with 1-5, then 5-10, then 10-15 and then 15+.

**Closed Session Pursuant to N.C.G.S. 143-318.11(a)(6) Personnel:**

COMMISSIONER BRENNAN MADE A MOTION TO GO INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11(a)(6) PERSONNEL. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

COMMISSIONER BRENNAN MADE A MOTION TO COME OUT OF CLOSED SESSION AND GO BACK INTO REGULAR SESSION. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

No decisions were made and no votes were taken.

**Adjourn:**

COMMISSIONER BRENNAN MADE A MOTION TO ADJOURN THE HUMAN RESOURCES COMMITTEE SPECIAL CALLED MEETING OF JULY 12, 2018 AT 1:57 P.M. COMMISSIONER DAVIS SECONDED THE MOTION. MAYOR DUNN CALLED FOR A VOTE AND MOTION CARRIED BY UNANIMOUS VOTE.

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Mayor

Submitted by:  
Nicole L. Hewett, Town Clerk