

## HRAC Meeting Minutes, Monday, October 19, 2020

The first meeting of the Human Resources Advisory Committee 2020-2021 (HRAC) met on Monday, October 19, 2020 from 6:05 p.m. to 8:00 p.m. Minutes compiled by Beth Eachus.

In attendance were:

Karen Keys-Gamarra, School Board Member Liaison  
Michael Draeger, FCPS Human Resources Director, HR Business Services  
Carolyn Haydon, FCPS Human Resources Acting Director, Talent Acquisition and Management  
Rich Hronik, FCPS Technical Engineer  
Leonard Bumbaca, HRAC Chair, Community Representative from Mason District  
Tiffany Pryce, Community Representative from Lee District  
Emily VanDerHoff, Community Representative at-large  
Mimi Dash, Community Representative from Providence District  
Elizabeth (Lisa) Griffin, Community Representative from Braddock District  
Anita Branch, Community Representative at-large  
Joyce Harris, Community Representative at-large  
Beth Eachus, Community Representative from Hunter Mill District  
Shareem Annan, Community Representative from Dranesville District  
Patty Barbour, Community Representative from Springfield District  
Sara West, Student Representative  
Lisa Raj Singh, Student Representative  
Tina Williams, FCFT President  
Kimberly Adams, FEA President

The meeting proceeded as follows:

The meeting was called to order by 6:05 p.m. by Michael Draeger, FCPS Human Resources Director, HR Business Services.

6:05pm-6:15pm Introductions and Meeting Agenda: Introductions were made and the Meeting Agenda was presented. Former Chairman Bumbaca asked for a volunteer to take the meeting minutes and Hunter Mill District Representative Beth Eachus volunteered.

6:15pm-6:20pm 2020-2021 HRAC Charge: Director Michael Draeger presented the 2020-2021 charge of the Human Resources Advisory Committee (HRAC). "HRAC will make recommendations to improve practices used by FCPS leadership personnel at school and district levels to promote a rewarding workplace environment. It will include considerations that address the contexts of both emergency shutdown and reopening considerations, and the social justice and professional needs of minority staff members."

6:20pm-6:25pm Nomination and Selection of HRAC Chairperson: Representative Eachus nominated former Co-Chair Bumbaca. FEA President Kimberly Adams seconded the nomination. Providence District Representative Mimi Dash moved that the nominations be closed. Motion that former Co-Chair Bumbaca serve as Chair for 2020-2021 HRAC was made, vote was taken and passed unanimously.

6:25pm to 6:40pm Operating Considerations including FOIA, on-line environment and applicable FCPS regulations and directives: Chairperson Bumbaca asked that Director Michael Draeger explain operations considerations including questions regarding FOIA. School Board Policy 1710 was presented including a discussion of ad hoc citizen advisory committees. Rule of 3 was discussed as well as the plans to continue virtual meetings for the

HRAC through December. Lee District Representative Tiffany Pryce asked if the virtual meeting option would be available after December. Chairperson Bumbaca confirmed that the virtual meeting option would remain available.

6:40pm-6:45pm Committee Norms, Governance “Rules of the Road” and Best Practices: Chairperson Bumbaca shared suggested committee norms including: Be punctual, be prepared, be positive, and be productive. Chairperson Bumbaca also shared online meeting norms including: Leave your keyboard alone, be aware of your surroundings, mute your microphone when not talking, speak up and be present.

6:45pm-6:55pm Comments of School Board Liaison: School Board Member Karen Keys-Gamarra apologized for being late due to a conflict but that she was happy to be a part of the meeting and thanked the attendees for their participation. School Board Member Keys-Gamarra shared that she values this committee and hopes that this year the HRAC will identify priorities within our charge. She shared that hiring processes are a particular area of focus and that with the impacts of the pandemic, ongoing hiring is especially a concern. She shared that she hopes that the HRAC will focus on improving hiring processes. School Board Member Keys-Gamarra shared that increased focus from the HRAC will result in more effectiveness and results.

6:55pm-7:15pm HR and FCPS Structure: Director Michael Draeger presented the FCPS organizational chart. It was noted that 85% of the FCPS budget is comprised of salary and benefits for employees. Director Draeger shared that vacancies in the FCPS include Chief Academic Officer and Chief Equity Officer and that both positions are currently in the interview process. Additionally, Director Draeger shared that the head of Human Resources is also vacant and FCPS is partnering with an external firm HYA to recruit a slate of candidates. Director Draeger shared that it is anticipated that the slate of candidates will be presented in early winter and the acting head of HR is Sean McDonald. Director Draeger shared that there are four areas of Human Resources within FCPS: Benefit Services which is led by Dr Holly Brown, Equity and Employee Relations which is led by Katherine Carroll, Business Services which is led by Michael Draeger and Talent and Acquisition Management whose Acting Director is Carolyn Haydon. It was noted that Sean McDonald is the Director of Talent and Acquisition Management but is currently serving in the role of Acting Head of Human Resources.

Springfield District Representative Patty Barbour asked which department organized partnerships with universities. Acting Director Carolyn Haydon shared that partnerships with universities were organized by the Talent and Acquisition Management team.

Chairperson Bumbaca noted that Human Resources does not oversee professional development or salary administration.

#### 7:15pm-7:50pm HRAC 2020 Report

Chairman Bumbaca presented the HRAC 2020 report and noted that it was submitted to the FCPS School Board on June 30, 2020 but had not yet been presented. Chairperson Bumbaca listed four areas of focus:

- 1) Complaint and Grievance Outcomes
- 2) Intervention and Separation Procedures
- 3) Employee Rights
- 4) 2018-2019 HRAC Report Progress.

Chairperson Bumbaca noted that the committee's work was curtailed due to COVID and that data was limited to years 2017-2019 which limited the scope of the review. Chairperson Bumbaca also shared that the Intervention and Separation Procedures were expanded greatly

due to COVID and those efforts were ongoing. It was noted that the Human Resources Employee Assistance Program and guidance services through “Concierge Services” are available in response to employee needs.

Chairperson Bumbaca communicated that there were 12 essential rights identified as Employee Rights within the HRAC 2020 report. Chairperson Bumbaca touched on the 4th area of focus 2018-2019 HRAC Report Progress and stated that the 2019-2020 HRAC committee was concerned as to how to monitor progress. It was recognized that there was a need but the committee did not have a systemic approach for monitoring.

Dranesville District Representative Shareem Annan asked why there were issues with obtaining data from HR information systems. It was shared by Chairperson Bumbaca that different systems had been used to track cases over the years.

Braddock District Representative Lisa Griffin asked for a copy of the 2020 report and it was shared by Representatives Eachus and Dash that it had been disseminated by Michelle Cross.

Chairperson Bumbaca then transitioned to a more detailed discussion of Employee Rights. It was intended that the Bill of Rights should be considered for inclusion within the Ignite FCPS Strategic Plan. It was also noted that the FEA and FCFT contributed to the report.

At Large Representative Joyce Harris asked for further understanding of Right 1: The Right to Equal Protection and Universal Application of Rules. Chairperson Bumbaca emphasized that social justice was an intended focus.

Representative Barbour asked what was the formalized process for the HRAC. School Board Member Keys-Gamarra reported that the School Board receives committee reports with a list of recommendations. The School Board then decides what recommendations to turn into action and how. School Board Member Keys-Gamarra shared that there was no formal requirement for the Board to implement committee recommendations.

School Board Member Keys-Gamarra asked as to whether there had been a legal review of the Employee Bill of Rights. She emphasized that it was standard practice for the FCPS legal department review and make edits as needed before any consideration by the School Board could be made. Chairperson Bumbaca reported that the HRAC had been working with HR but that to his knowledge no official legal review had been conducted. School Board Member Keys-Gamarra stated that how the language within the Bill of Rights was interpreted was very important. Representative Eachus agreed that the HRAC needed legal input from the FCPS legal department on the Employee Bill of Rights and this had been discussed previously.

Representative Annan asked if there was an employee handbook. Director Draeger shared that there was an employee contract in lieu of a handbook. School Board Member Keys-Gamarra shared that FCPS no longer maintained an employee handbook. Representative Pryce asked why FCPS maintained the Students Rights and Responsibilities for students but not an employee handbook for employees. School Board Member Keys-Gamarra shared that it was a different body of law and legal requirements for students were different than requirements for employees.

Representative Pryce then asked for information regarding progress on 2018-2019 HRAC recommendations. Chairperson Bumbaca shared that not as much progress had been made as hoped. He also shared that the 2020 report has not yet been officially presented to the School Board. He communicated that the first step was presentation and then determination of metrics to measure progress.

Representative Dash shared that she appreciated the legal point made by School Board Member Keys-Gamarra but felt that the School Board should stand up for employees.

Representative Harris asked how the teacher unions factored into the process. Chairperson Bumbaca shared that the FEA and FCFT both had a seat at the table. He also stated that the FCFT was heavily involved in drafting the employee rights listed in the HRAC 2020 report.

School Board Member Keys-Gamarra reiterated that everything must go through FCPS legal department before consideration. Legal review is a requirement and not at School Board discretion.

7:50pm-8:00pm Agenda Setting for Next Month and Wrap-up: Chairperson Bumbaca transitioned to the next item on the agenda and the question was raised when the official presentation of the HRAC 2020 report would be made. School Board Member Keys-Gamarra said that no date had been set but it should be determined within the next few weeks. Chairperson Bumbaca discussed timing of meetings and asked that members of the HRAC committee should bring their ideas for the 2020-2021 charge to the next meeting.

Representative Dash asked if the 2020-2021 HRAC committee should also endorse the 2020 report and made a motion to do so. Representative Pryce seconded the motion. Representative Eachus shared that many of the new members had not reviewed the report and therefore should not be asked to vote. There was also discussion of the need for legal review. Representative Harris agreed that it would be appropriate to wait. It was discussed and determined that no vote should take place. The motion was tabled.

Chairperson Bumbaca emphasized that the HRAC needs to be focused and structured in order to be effective.

The next meeting of the HRAC meeting will be held virtually on Monday, November 9th from 6:00pm-8:00pm.

Representative Dash made a motion that the meeting be adjourned and Representative Barbour seconded the motion. A vote was taken and passed unanimously.