

CAPE FEAR PUBLIC UTILITY AUTHORITY

HUMAN RESOURCES COMMITTEE

MINUTES

APRIL 2, 2026

Jordan Conference Room

Regular Meeting

2:00 PM

235 GOVERNMENT CENTER DRIVE
WILMINGTON, NC 28403

I. CALL TO ORDER

Mr. Miller called the meeting to order at 2:00 PM with a quorum present. Ms. Adams moved to excuse Mrs. Clinton-Quintana. Dr. Cannon seconded the motion, and it passed unanimously. Those present were:

Committee members:

Hank Miller, Chair

Jennifer Adams

Jessica Cannon

Dane Scalise

Staff:

Ken Waldroup, Executive Director

Nicolette Fulton, Authority Attorney

Beth Eckert, Deputy Executive Director

Julia Vosnock Faircloth, Deputy CFO

Lori Tayson, HR Director

Deborah Leonard, HR Manager

Sherry Brooks, HR Business Partner

Heather Wochele, Workforce Development Manager

Ronald Burns, Field Supervisor

Collin Whitehead, Pump Station Supervisor

Cammie Bellamy, PIO

Brittany McKim Spell, Deputy Attorney

Mackenzie Coulter, Staff Attorney

Judith Lawton, Deputy Clerk

Donna S. Pppe, Clerk to the Board

II. APPROVAL OF MINUTES

A. Approval of Minutes - Regular Meeting - 11/12/25

Ms. Adams moved to approve the November 2025 minutes. Dr. Cannon seconded the motion, and it passed unanimously.

III. ACTION ITEMS

A. Recruitment and Selection policy

Ms. Tayson and Mr. Waldroup reviewed proposed revision language in the HR policies regarding recruitment and selection that had been referred to the Committee by the full Board. After questions to staff, discussion, and consideration, the Committee did not accept the revision, and the policy language remained.

In closed session, the Committee received a report from staff regarding personnel matters.

IV. INFORMATION ITEMS

A. FY2027 Employee Compensation Recommendations

Ms. Tayson presented the item, and she and Mr. Waldroup answered questions from Committee members. Ms. Tayson outlined how staff develops compensation proposals each year and the market data they use in reviewing salaries for each job title. Ms. Tayson reviewed positions recommended for salary adjustments to bring them to the mid-point of their salary grade. Mr. Waldroup reviewed additional positions and grades that will receive adjustments reflecting market volatility and high demand for certain skillsets. He recommended those adjustments to protect CFPUA's investment in engineering staff and other affected positions.

Ms. Tayson reported that staff recommends a 3 percent merit pool for salary adjustments for FY27, with no market adjustments (COLA). She clarified that there will not be any employees who do not receive an adjustment. She reported on mandatory increases to the Local Government Employee Retirement System and State Health Plan for the coming year.

The item was informational, and the recommendations will be incorporated into the recommended FY27 budget presentation. Mr. Miller thanked staff for their work.

B. Workforce Development Update

Ms. Tayson and Ms. Wochele presented the item. Ms. Tayson reviewed workforce activities that are complete or under way. Ms. Wochele reported on a partnership with Cape Fear Community College for an apprenticeship program for pump station staff. HR and the legal department are working through the details, as such apprenticeship programs have both State and Federal legal requirements. The first cohort of staff is expected to complete the program within one year. Ms. Wochele recognized Messrs. Whitehead and Burns for identifying the need for the program to help staff develop career paths within CFPUA. HR hopes to develop additional career path apprenticeships in the future.

Ms. Adams stated that she was very familiar with similar apprenticeship programs and commended staff for developing one for CFPUA.

V. ADJOURNMENT

Mr. Miller thanked staff for their work. Ms. Adams moved to adjourn. Dr. Cannon seconded the motion, and it passed unanimously. The Committee adjourned at 3:10 PM.

Respectfully submitted,
Donna S. Pope
Clerk to the Board