



**ELC of SWFL**  
**Human Resources/Personnel Committee**  
**Minutes: January 5, 2021**  
**2:00 pm via Zoom**

**Purpose:** The Human Resource (HR) Committee is a committee charged with reviewing personnel policies, salary and incentive pay, benefits and the human resources function of the ELC and, based on its review, making recommendations to the Board of Directors.

**Goals:**

1. To review the ELC salary and benefits structure in order to make future recommendations to the Board of Directors
2. To review the Employee Reference Guide and make recommendations for updates

**Committee Members, Present:** *Jason Himschoot, Esq., Committee Chair, Attorney, Maughan, Himschoot and Adams Law Group; PLLC Joe Paterno, Executive Director, Southwest Florida Workforce Development Board (via Zoom); Dr. Trina Puddefoot, Executive Director, Early Steps – Health Planning Council and Dr. Beth McBride, Director, Early Learning Collier County Public Schools.*

**Committee Members, Absent:** *Marshall Bower President/CEO, The Foundation for Lee County Public Schools*

**Staff Present:** Susan Block, CEO.

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome	<ul style="list-style-type: none"> <li>• Meeting opened at 2:07 pm</li> </ul>	Quorum established
Vote to Approve October 27, 2020 Minutes	<ul style="list-style-type: none"> <li>•</li> </ul>	Motion to approve the minutes of October 27, 2020 meeting by Trina Puddefoot. Seconded by Beth McBride. Motion approved
ELC Update <ul style="list-style-type: none"> <li>• Status of Complaint</li> </ul>	<ul style="list-style-type: none"> <li>• Susan Block reported that the investigator is interviewing staff. A report of her observations may be submitted to Doug Szabo, Board Liaison, in time for the January 27, 2021 board meeting.</li> </ul>	
Impact of Minimum Wage Increase on ELC	<ul style="list-style-type: none"> <li>• Susan Block shared her concern about the impact of the approved \$15/hour minimum wage. The ELC has challenges to hire staff already and although the entry level wages are</li> </ul>	Motion to recommend that the ELC hire a third part to conduct a compensation and classification study to determine the local market

Next Meeting Scheduled: February 23, 2021	<p>currently at \$15, it is important for the ELC to remain competitive.</p> <ul style="list-style-type: none"> <li>• There was conversation about hiring a third party to conduct a compensation and classification study to provide a strong basis for future decision making.</li> <li>• Joe Paterno expressed a concern about the potential cost and suggested that a limit to the amount allocated for such a study be established.</li> </ul>	<p>for hiring purposes with a specific cap to the amount spent made by Joe Paterno. Seconded by Trina Puddefoot. Motion approved.</p>
CEO Annual Performance Assessment	<ul style="list-style-type: none"> <li>• Jason Himschoot reported Susan Block's annual assessment was completed.</li> </ul>	<p>Jason Himschoot will report that the annual assessment of the CEO has been completed at the upcoming Executive and Board meetings</p>
COVID-19: Vaccination Requirements	<ul style="list-style-type: none"> <li>• Susan Block presented two issues related to COVID-19 – vaccinations and PLT for COVID-19.</li> <li>• After some discussion, it was agreed that each member of the ELC staff should make their own decisions about whether or not to get vaccinated.</li> </ul>	<ul style="list-style-type: none"> <li>• The committee consensus was to present paid leave of up to two weeks to be considered as a benefit for ELC employees through March 30, 2021. This will be presented to the Executive Committee for further consideration and if appropriate, referred to the Board for action.</li> </ul>
	<ul style="list-style-type: none"> <li>• Susan Block referred to the updated law which no longer provides reimbursement to employers providing paid leave for staff recovering from COVID-19. If left to rely on regular PLT, she expressed a concern about whether or not staff would take adequate care of themselves to recover from COVID-19 should they be unable to telework while quarantining.</li> </ul>	
New Business Items	<ul style="list-style-type: none"> <li>• None.</li> <li>• Meeting ended at 2:52 pm</li> </ul>	<ul style="list-style-type: none"> <li>• Next scheduled committee meeting is February 23, 2021</li> </ul>