



ELC of SWFL
Human Resources/Personnel Committee
Minutes: February 23, 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"> • Meeting opened at 2:02 pm 	Quorum established
Vote to Approve January 5 Minutes		<ul style="list-style-type: none"> • Motion to approve the minutes of January 5, 2021 meeting by Beth McBride. Seconded by Joe Paterno. Motion approved
ELC Update <ul style="list-style-type: none"> • Status of Complaint • Krizner, Annual Audit and Supervisory Training 	<ul style="list-style-type: none"> • Susan Block reported that the investigation of the anonymous complaint is almost completed. Doug Szabo, Board Liaison, is expected to report on the final report at the March 3, 2021 Executive Committee meeting. • The Committee inquired whether there were any actions for their consideration at this time. Susan Block responded, “not yet”. 	

	<ul style="list-style-type: none"> • Susan Block reported the annual Harassment Training was held on February 2, 2021 Krizner attorney Joyce Chastain. All supervisors were present for this required training. • The committee asked about a timeline for the HR report that results from the annual audit of selected policies. They would like to ensure that any policy changes resulting from report recommendations are implemented to coincide with the new fiscal year, beginning 7/1/21. 	<ul style="list-style-type: none"> • Susan Block will ask Joyce Chastain for a timeline as to when the report will be available.
Budget Recommendation – FY 2022	<ul style="list-style-type: none"> • It is the practice of the ELC to convene a budget work group to prepare the coming fiscal year's operating budget for consideration by the Finance Committee. • Susan Block would like to request a budget allocation in the salary line to make salary adjustments, as necessary. This allocation would be used in a flexible manner to address identified salary discrepancies and potential merit increases. • Following some discussion there was consensus that Susan Block will bring a recommendation to the budget workgroup to 	<ul style="list-style-type: none"> • Susan Block will share the recommendation of the HR Committee to include funding on the salary line of the FY 22 to support salary adjustments.
New Business Items	<ul style="list-style-type: none"> • None 	
Next meeting scheduled	<ul style="list-style-type: none"> • Meeting ended at 2:28 pm 	<ul style="list-style-type: none"> • Next scheduled committee meeting is April 13, 2021.