



ELC of SWFL
Human Resources/Personnel Committee
Minutes: June 14, 2021
11:00 am 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*; 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*; **Dr. Trina Puddefoot**, *Executive Director, Early Steps – Health Planning Council*.

Staff Present: **Susan Block**, CEO & **Wynetta Upshaw**, ELC HR Director

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome	<ul style="list-style-type: none"> • Susan clarified that the 5/25/21 HR Committee had been rescheduled to 6/14 based on availability of members. • Meeting opened at 11:03 am 	<ul style="list-style-type: none"> • Quorum established
Vote to Approve April 20, 2021 Minutes		<ul style="list-style-type: none"> • Motion to approve the minutes of April 20, 2021 meeting by Joe Paterno. Seconded by Beth McBride. Motion approved
ELC Update <ul style="list-style-type: none"> • HR Response, Reset, Rebuild: Plan Update • Teledoc – Mental Health Option 	<ul style="list-style-type: none"> • Susan Block reported that continued activities supporting the 3 Rs plan and strategies to engage staff and increase staff communication more fully continue to be the focus of the staff. 	<ul style="list-style-type: none"> • Motion to approve Teledoc as mental health option to the wellness consultant by Joe Paterno; seconded by Beth McBride. Motion approved

	<ul style="list-style-type: none"> In lieu of a Wellness Consultant, the ELC would like to offer a Teladoc Mental Health option at a cost of \$3840 annually beginning July 1, 2021. This option is less expensive than the Wellness Consultant and is expected to provide necessary support of ELC staff. 	
<ul style="list-style-type: none"> RFQ – Benefits Broker RFP – HR Consultant Attorney RFP – Wellness Consultant 	<ul style="list-style-type: none"> There were no responses in our effort to procure a Wellness Consultant, The current MOU of the HR Legal Consultant (Krizner) allowed for a one-year renewal. Procurement was not necessary. Procurement for the ELC Benefits Broker will begin within the month. 	
OEL Time and Reporting Guidance: Update	<ul style="list-style-type: none"> Wynetta Upshaw presented the proposed changes to the Employee Reference Guide (ERG) policies. This is the ELC staff handbook. There were three types of changes: <ul style="list-style-type: none"> 1. Renumbering and reformatting 2. Responding to the Sproat report recommendations. 3. Responding to the Krizner Audit Report, recommendations. The Committee discussed the need to present these changes in a manner that is sensitive to staff. 	<ul style="list-style-type: none"> Motion to move to Board Meeting for approval by Beth McBride seconded by Joe Paterno. Motion approved.
OEL Time and Reporting Guidance: Update	<ul style="list-style-type: none"> OEL is writing new time and reporting guidelines that will impact the ELC's benefits. Susan Block has requested an extended deadline to provide time to understand the changes fully prior to making recommendations about policy updates. The HR Committee and Board will need to meet over the summer to review and approve relevant changes. 	<ul style="list-style-type: none"> Susan Block will schedule meeting for the HR and Board in August 2021 to review and approve policy changes
HR Committee: Meeting Calendar, FY 2022	<ul style="list-style-type: none"> Jason Himschoot presented the proposed meeting dates for FY 2022 	<ul style="list-style-type: none"> Motion by Beth McBride to approve the FY 2022 Meeting Calendar. Seconded by Joe Paterno. Motion approved.
New Business Items	<ul style="list-style-type: none"> No additional items. 	

Next meeting scheduled September 9, 2021

- Meeting ended at 11:38 am

- Next scheduled committee meeting is changed from the original date, September 9, 2021, 1:30 pm