



ELC of SWFL  
Human Resources/Personnel Committee  
**Minutes: August 16, 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; and Dr. Beth McBride, Director, Early Learning Collier County Public Schools. Marshall Bower President/CEO, The Foundation for Lee County Public Schools: Dr. Trina Puddefoot, Executive Director, Early Steps – Health Planning Council.*

**Committee Members, Absent:** None

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

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome and introductions	<ul style="list-style-type: none"> <li>• Susan clarified that the 5/25/21 HR Committee had been rescheduled to 6/14 based on availability of members.</li> <li>• Meeting opened at 11:03 am</li> </ul>	Quorum established
Vote to Approve June 14, 2021, Minutes		<ul style="list-style-type: none"> <li>• Motion to approve the minutes of June 14, 2021, meeting by Beth McBride. Seconded by Marshall Bower. Motion approved</li> </ul>
ELC Update <ul style="list-style-type: none"> <li>• Compensation &amp; Classification Study</li> <li>• Motion to approve Fred Pryor Learning Management System (exceeds \$10,000)</li> </ul>	<ul style="list-style-type: none"> <li>• Study status: The Executive Committee met to approve a \$30,600 contract with the vendor chosen from the RFP. The contract is signed, and the work is being organized.</li> <li>• Wynetta Upshaw presented the outcome of the ELC RFP. The ELC requested proposals for a</li> </ul>	<ul style="list-style-type: none"> <li>• Motion to approve the \$12,000 for the Fred Pryor Learning management System by Marshall Bower. Second by Joe Paterno. Motion approved</li> </ul>

	<p>learning management system. The Fred Pryor Learning Management System provides unlimited training for all staff on over 5,000 topics. Board approval of the expense (\$12,000) is required for a full year.</p>	
<ul style="list-style-type: none"> <li>OEL (DEL) Time and Reporting Guidance: Update</li> </ul>	<ul style="list-style-type: none"> <li>Susan Block provided the context for needed policy changes, due to Division of Early Learning (DEL) by 9/1/21. Although ELCs were provided items to be reflected in policy in the spring, specific guidance has not yet been offered. There are items that need to be addressed and others that have been implied.</li> <li></li> </ul>	
<p>Employee Reference Guide (ERG) Policy Updates</p> <ul style="list-style-type: none"> <li>Review of Proposed Changes to ERG</li> </ul>	<ul style="list-style-type: none"> <li>The committee talked about the authority of DEL regarding ELC benefits to employees. There was a strong concern about the jurisdictional authority being asserted. Consideration about how to best communicate this ensued. Susan Block suggested that more information was needed prior to a clear recommendation for action by the board.</li> <li>No action taken by the committee on proposed changes</li> </ul>	<ul style="list-style-type: none"> <li>Susan Block will work to gain clarification on what policies must be updated.</li> </ul>
New Business Items	<ul style="list-style-type: none"> <li>No additional items.</li> </ul>	
Next meeting scheduled September 9, 2021	<ul style="list-style-type: none"> <li>Meeting ended at 12:45 pm</li> </ul>	<ul style="list-style-type: none"> <li>Next scheduled committee meeting is changed from the original date, September 9, 2021, 1:30 pm</li> </ul>