



ELC of SWFL
Human Resources/Personnel Committee
Minutes: November 2, 2021
10:00 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:

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: **Jason Himschoot**, Esq., **Committee Chair**, Attorney, Maughan, Himschoot and Adams Law Group; PLLC

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

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome and Public Comment	<ul style="list-style-type: none"> • Meeting opened at 10:04 am Susan Block noted a correction to the agenda – the ERG reference should be “conversion” instead of “conversation” 	<ul style="list-style-type: none"> •
Vote to Approve September 9, 2021, Minutes		<ul style="list-style-type: none"> • Motion to approve the minutes by Marshall Bower. Second by Beth McBride. Motion approved.
ELC Update <ul style="list-style-type: none"> • Compensation & Classification Study • Review Results: Staff Engagement Survey • Discussion and Recommendation: CEO Evaluation 	<ul style="list-style-type: none"> • Susan Block provided the Committee with an update on the progress with the study and shared a draft version of the salary scale that will be presented at the 11/17/21 Board meeting • The ELC repeated the Staff Engagement Survey from six months ago. The members discussed the highlights of the survey and agreed it was 	<ul style="list-style-type: none"> • Motion to support the implementation of the pay framework as recommended by Human Resources Compensation Consultants by Joe Paterno. Second by Beth McBride. Motion approved.

	<p>largely favorable. The survey results marked improvements.</p> <ul style="list-style-type: none"> It is time for the CEO's annual evaluation. Later in the year, DEL will require that a different evaluation be submitted to them. Susan Block recommended that the annual SWFL process be continued in addition to the expected change by DEL. 	<ul style="list-style-type: none"> The CEO Performance Assessment survey link will be prepared by Wynetta Upshaw and shared with board members. The completed survey to be review by Jason Himschoot with Susan Block.
<ul style="list-style-type: none"> RFI – Benefits Broker 	<ul style="list-style-type: none"> Wynetta Upshaw reported that the RFI resulted in remaining with the vendor that has been managing our benefits for the past several years. 	
<p>Employee Reference Guide:</p> <ul style="list-style-type: none"> Review and Approval, Section #706: 2 for 1 Conversion 	<ul style="list-style-type: none"> According to the 2021-22 Grant Agreement with the Division of Early Learning (DEL), this benefit is not allowable 	<p>Motion to remove the “2 for 1 Conversion” option from the employee benefits by Marshall Bower. Seconded by Beth McBride. Motion approved.</p>
Update: CEO Job Description	<ul style="list-style-type: none"> The CEO Job Description needs to be updated to accurately describe supervisory responsibilities. HRCC, when it completes the Compensation and Classification Study, will update the format to all job descriptions 	<p>Motion to update the CEO Job Description by Marshall Bower. Second by Joe Paterno. Motion Approved.</p>
New Business Items	<ul style="list-style-type: none"> Susan Block thanked Wynetta Upshaw for her work with HRCC to complete the compensation and classification study. 	
Next meeting scheduled January 4, 2022, 1:30 pm	<ul style="list-style-type: none"> Meeting adjourned at 10:43 AM 	