



ELC of SWFL
Human Resources/Personnel Committee
Minutes: September 9, 2021
1:30 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:

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 introductions	Meeting opened at 1:31 PM.	•
Vote to Approve August 16, 2021, Minutes		• Motion to approve the minutes by Beth McBride. Second by Trina Puddefoot. Motion approved.
ELC Update <ul style="list-style-type: none"> • Compensation & Classification Study • Organizational Chart - Update 	<ul style="list-style-type: none"> • Susan Block provided the Committee with an update on the progress with the study. The vendor is currently collecting information and organizing the study. It is expected that the study results will be presented to the board at the November 18, 2021, meeting for review and approval. 	•

	<ul style="list-style-type: none"> • A review of the changes since last fall were reviewed. Susan Block asked for comments and input related to the organizational chart. • Although there was discussion about leaving the COO position in place, Susan Block recommended that this position remain unfilled for the current time and be reconsidered later. 	
<ul style="list-style-type: none"> • RFI – Benefits Broker 	<ul style="list-style-type: none"> • Wynetta has started to collect information about potential benefits brokers who may be able to provide the ELC with better benefits options for the calendar year 2022. 	
New Business Items	<ul style="list-style-type: none"> • None 	
Next meeting scheduled October 26, 2021, 1:30 pm	<ul style="list-style-type: none"> • Meeting adjourned at 1:47 PM 	