



ELC of SWFL
Human Resources/Personnel Committee
Minutes: February 15, 2022
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:

Jason Himschoot, Esq., Committee Chair, Attorney, Maughan, Himschoot and Adams Law Group; PLLC; Dr. Beth McBride, Director, Early Learning Collier County Public Schools. Dr. Trina Puddefoot, Executive Director, Early Steps – Health Planning Council.

Committee Members, Absent: Joe Paterno, Executive Director, Southwest Florida Workforce Development Board; and Marshall Bower President/CEO, The Foundation for Lee County Public Schools

Staff Present: Susan Block, CEO, Wynetta Upshaw, HR Director

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome and Public Comment	<ul style="list-style-type: none"> • Meeting opened at 1:33 pm. Quorum was established. 	<ul style="list-style-type: none"> •
Vote to Approve January 4, 2022, Minutes		<ul style="list-style-type: none"> • 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: FY 23 Budget Recommendations • Merit based performance adjustment • Approval of Grant Funded Positions 	<ul style="list-style-type: none"> • Susan Block reported on activities at the Coalition. Currently, only 53 of the budgeted 64 full-time equivalent positions are filled. The workload of the ELC has increased significantly due to increased funding and new work related to legislative changes. Susan Block and the team have been working to revise the organization chart to better serve the current 	

	<p>workload. A new organizational chart will be presented along with implications for the budget at the April meeting.</p> <ul style="list-style-type: none">• Wynetta Upshaw is developing a telework policy that will be presented at the April meeting. Trina Puddefoot offered to share telework policies as a resource from her organization.	
New Business Items	<ul style="list-style-type: none">• None	
Next meeting scheduled April 12, 2022, 1:30 pm	<ul style="list-style-type: none">• Meeting adjourned at 1:46 PM	