



**ELC of SWFL**  
**Human Resources/Personnel Committee**  
**September 8, 2022, 1:30 pm, via Zoom**  
**Agenda**

**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 to make future recommendations to the Board of Directors.
2. To review the Employee Reference Guide and make recommendations for updates.

**Committee Members:** *Jason Himschoot, Esq., Committee Chair, Attorney, Maughan, Himschoot and Adams Law Group; PLLC, Dr. Trina Puddefoot, Executive Director, Early Steps – Health Planning Council; Marshall Bower President/CEO, The Foundation for Lee County Public Schools; Barbara Short, Quality Assurance Program Manager, Southwest Florida Workforce Development Board and Dr. Beth McBride, Director, Early Learning Collier County Public Schools.*

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

<u>Agenda Item</u>	<u>Facilitator/Presenter</u>
Welcome and Public Comment	<i>Jason Himschoot</i>
Vote to Approve May 24, 2022, Minutes	<i>Jason Himschoot</i>
ELC Update <ul style="list-style-type: none"> <li>• Discussion: Chief Administrative Officer</li> <li>• Discussion: Implementation of Merit Based Increases</li> <li>• Review and Update: ELC Code of Conduct</li> </ul>	Susan Block
Employee Reference Guide: Review of Proposed Policy Updates <ol style="list-style-type: none"> <li>1. Welcome Letter</li> <li>2. Information Systems Security Program</li> </ol>	Wynetta Upshaw
ELC Staff Engagement Survey: Review of Updated Questionnaire	Susan Block
New Business Items	All
Next Meeting Scheduled: Change from original schedule, to November 1, 2022, 1:30 pm	All

Join Zoom Meeting 9/8/22, 1:30 pm

<https://us02web.zoom.us/j/81634388633?pwd=Z3VMV0tUVVWlsL2pVbnV3RXI2aThOZz09>

Meeting ID: 816 3438 8633

Passcode: 827735

One tap mobile

+13126266799,,81634388633# US (Chicago)

+19294362866,,81634388633# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 816 3438 8633

Find your local number: <https://us02web.zoom.us/j/81634388633?pwd=Z3VMV0tUVVWlsL2pVbnV3RXI2aThOZz09>