



ELC of SWFL
Human Resources/Personnel Committee
Minutes: September 8, 2022, via Zoom
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; Barbara Short, Quality Assurance Program Manager, Southwest Florida Workforce Development Board; and Marshall Bower President/CEO, The Foundation for Lee County Public Schools PLLC; Dr. Beth McBride, Director, Early Learning Collier County Public Schools and Dr. Trina Puddefoot, Executive Director, Early Steps – Health Planning Council.*

Committee Members, Absent: NA

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

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome and Public Comment	Meeting started at 1:31 pm Quorum was established.	•
Vote to Approve April 12, 2022, Minutes		• Motion to approve minutes by Marshall Bower. Second by Beth McBride. Motion approved.
ELC Update <ul style="list-style-type: none"> • Discussion: Chief Administrative Officer • Discussion: Implementation of Merit Based Increases • Review and Update: ELC Code of Conduct 	<ul style="list-style-type: none"> • Susan Block presented a new job description for a Chief Administrative Officer for feedback from the Committee. She explained that duties previously assigned to the CFO will be reassigned to the CAO, who will report directly to the CEO and be a part of the Executive Operations Team. Committee members supported this action. 	

	<ul style="list-style-type: none"> • Susan Block reported that detailed procedures, including a new, merit-based performance review, are being implemented this fall. Merit awards will be calculated within the amount approved in the annual budget by the board. • The ELC Code of Conduct was shared. There were not comments or suggestions to change the form. 	
<p>Employee Reference Guide: Review of Proposed Policy Updates</p> <ol style="list-style-type: none"> 1. Welcome Letter 2. Information Systems Security Program 	<ul style="list-style-type: none"> • Wynetta Upshaw presented the proposed changes, including the Welcome Letter and Drug-Free Workplace. Information Systems Security Program was not updated 	<ul style="list-style-type: none"> • Motion by Trina Puddefoot to approve updated ERG policies, as presented. Second by Beth McBride. Motion approved.
<p>ELC Staff Engagement Survey: Review of Updated Questionnaire</p>	<ul style="list-style-type: none"> • Susan Block presented the engagement survey with a few questions that allowed staff to make comments as part of the response. Suggestions to strengthen the new questions were made. • Krizner and Associates will administer the updated engagement survey. Staff will see the survey prior to distribution and have the opportunity to ask questions about the process. 	<ul style="list-style-type: none"> •
<p>New Business Items</p>	<ul style="list-style-type: none"> • 	
<p>Next Scheduled Meeting:</p>	<ul style="list-style-type: none"> • Meeting changing from original date of 10/27/22 to 11/1/11, 1:30 pm. • Meeting adjourned at 1:49 pm 	<p>Updated calendar invitations to be sent to committee members.</p>