



ELC of SWFL
Human Resources/Personnel Committee
Minutes: April 6, 2023, via TEAMS
2:00 pm

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 Present:

Barbara Short, Quality Assurance Program Manager, Southwest Florida Workforce Development Board
Dr. Beth McBride, Director, Early Learning Collier County Public Schools
Dr. Trina Puddefoot, Executive Director, Early Steps – Health Planning Council.

Committee Members, Absent:

Staff Present: **Susan Block**, CEO, **Wynetta Upshaw**, HR Director, **Dr. Melanie Stefanowicz**, Incoming CEO

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome and Public Comment	Meeting started at 1:32 p.m. Quorum was established.	
Vote to Approve April 6, 2023, Minutes		Motion to approve minutes by Barb Short. Second by Dr. Beth McBride. Motion carried.
ELC Update – Krizner & Associates: Annual HR Audit, 3/13/23	The report was distributed to the committee. Members acknowledged the positive feedback shared by the reviewer. They found the report to be thorough and informative.	
HRCC – 2023 Market Rate Data: Status of Update	Susan Block reported on the findings of HRCC. These findings will be reflected in the FY 2024 budget for board approval along with updated salary ranges.	Susan Block will invite all Board members to attend the 4/19/23 Executive Committee meeting where HRCC will present its findings.

Staff Engagement Survey – updating the process	Based on feedback from the ELC staff, the staff engagement survey will be updated and administered only one time each year, in October. One of the changes to the tool will be to include department specific questions.	
Employee Reference Guide: Proposed Updates, per Krizner HR Audit	This item was tabled for consideration at the scheduled 6/1/23 HR Committee Meeting.	
CEO Evaluation Process	The CEO evaluation has been completed each year with input from board members via electronic survey and completed by her anniversary date. DEL has added a grant requirement for ELC Board's to complete a form (from them) to be submitted by August of each year.	Susan Block will ask for technical assistance from the Division of Early Learning to clarify how to meet this requirement.
New Business Items	None	
Next Scheduled Meeting:	June 1, 2023, 1:30 pm Meeting adjourned at 1:44 pm	