



ELC of SWFL
Human Resources/Personnel Committee
October 28, 2016 Agenda
8:30 am

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: **Trina Puddefoot, Committee Chair**, *Executive Director, Early Steps – Health Planning Council*; **Lara Sladick**, HR Director, Goodwill Industries and **Maureen Ungarean**, *Director of Early Learning, Collier County Public Schools*, **Marshall Bower President/CEO**, *The Foundation for Lee County Public Schools*; **Damaris Boone**, *Redlands Christian Migrant Association*

Staff: **Susan Block**, CEO

<u>Agenda Item</u>	<u>Facilitator/Presenter</u>
Welcome and Introductions	Trina Puddefoot
Vote to Approve August 26, 2016 Minutes	Trina Puddefoot
ELC Update	Susan Block
Review of Employee Reference Guide <ul style="list-style-type: none"> • Review of Paid Leave Time Benefit • ERG 303-Incentive Pay Policy • ERG 506 - Cell Phone Policy 	Susan Block
Impact of FLSA Rule Change on Overtime <ul style="list-style-type: none"> • Review Overtime Data 	Susan Block
Succession Planning <ul style="list-style-type: none"> • Review Draft 	Susan Block
Open Enrollment Update	Susan Block
New Business Items	All
Next Meeting Scheduled :December 2, 2016	All

All meetings are held at the Early Learning Coalition 2675 Winkler Ave, Ft Myers, FL 33901 unless otherwise noted: