



ELC of SWFL
Human Resources/Personnel Committee Meeting Minutes
October 26, 2023, 1:30 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:

Dr. Beth McBride, Director, Early Learning Collier County Public Schools

Dr. Trina Puddefoot, Executive Director, Early Steps – Health Planning Council

Barbara Short, Quality Assurance Program Manager, Southwest Florida Workforce Development Board

ELC Staff:

Dr. Melanie Stefanowicz, CEO

Wynetta Upshaw, Chief Administrative Officer

Monica Gaddy, Administrative Coordinator

Agenda Item	Facilitator	Discussion and Action
01. Welcome and Public Comment	Dr. Beth McBride	Welcome by Dr. McBride, no public comment and quorum established.
02. Approve: Meeting Minutes <ul style="list-style-type: none"> • August 31, 2023 	Dr. Beth McBride	Meeting called to order. Motion to approve meeting minutes from August 31, 2023, by Dr. McBride, Seconded by Barbara Short.
03. Approve: Employee Reference Guide: Review of Proposed Policy Updates: <ul style="list-style-type: none"> • 304 Background Screening Policy • 902 Arrest 	Dr. Beth McBride	Proposed policy reviewed. New language required by DEL. Language added verbatim. Coalition may conduct occasional criminal, employment, driving and educational backgrounds on employees as deems necessary. Reviewed Background screening 304 and Arrest 902. Motion to approve Dr. Beth McBride and Second by Barbara Short
04. New Business Items	Dr. Melanie Stefanowicz	Staffing update: CFO still pending. Robert Half could not provide any qualified candidates, Seeking applicants from other coalition who may want to promotion or relocate, and applicants with non-profit and MIP experience. Reviewing options to extend CEO contract to hire new CFO. Until the position is filled, we will continue working the CFO in other county, CAO

		Wynetta Upshaw has been instrumental in assisting the accounting team, as she has an accounting degree.
05. Next Meeting Scheduled: January 4, 2023 1:30 p.m. – 3:00 p.m.	Dr. Beth McBride	Request to move meeting 1:30 to 2:30pm. Next meeting scheduled for January 4, 2024, at 1:30 p.m. until new time meeting time has been approved. Meeting adjourned at 2:13 p.m.