



ELC of SWFL
Human Resources/Personnel Committee
February 22, 2024, 1:30 pm
Meeting Minutes

Microsoft Teams meeting
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 ID: 229 008 289 355
 Passcode: tSqzvp

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. <u>Welcome and Public Comment</u>	Dr. Beth McBride	Meeting called to order at 1:35pm with no public comment.
02. <u>Approval:</u> a. Meeting Minutes from January 4, 2024.	Dr. Beth McBride	Motion to approve meeting minutes made by Barbra Short and second by Trina Puddefoot. None opposed motion carries.
03. <u>Discussion and Approval:</u> a. CEO 6-month evaluation and merit pay eligibility <i>(Reference Employee Resource Guide Policy 409: Merit Pay)</i>	Dr. Beth McBride	Dr. McBride open discussion for CEO 6mo. Evaluation. The CEO 6month anniversary September 27, 2023. The Committee reviewed language in the reference guide policy (409: Merrit Pay) to move forward with CEO 6mo evaluation and awarded merit pay beginning the first pay period immediately following the 6mo anniversary. Barbra Short motioned to approve. Trina Puddefoot seconded. None opposed motion carries.
04. <u>Informational:</u> a. CFO Search Update b. Employee Engagement Survey	Dr. Beth McBride	CFO search yielded eight prospective candidates present by Spirit Consulting. Four candidates moved to the second interview. The final two will be invited for an in-person interview.

		Dr. Melanie explained that we will use the same process for the employee engagement survey. Survey will be conducted by Joyce at the Kersner Group.
05. <u>New Business Items:</u>	Dr. Beth McBride	Dr. Melanie provided a brief update regarding ideas for remote/hybrid work. Once the Coalition has transitioned from the server to the cloud the possibility will be possible.
06. <u>Next Meeting Scheduled:</u> April 4, 2024 1:30 p.m. – 2:30 p.m.	Dr. Beth McBride	Confirmed next scheduled meeting for April 4, 2024 @ 1:30 p.m.
07. <u>Adjournment:</u>	Dr. Beth McBride	Meeting adjourned at 2:03 p.m.

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