



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Human Resource/Personnel Committee Minutes

August 26, 2016 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.

Committee Members Present: **Trina Puddefoot**, Executive Director, Early Steps – Health Planning Council; **Damaris Boone**, Redlands Christian Migrant Association; **Dr. Maureen Ungarean**, Director Early Learning Programs, Collier County School District (via phone)

Committee Members Absent: **Marshall Bower** *President/CEO, The Foundation for Lee County Public Schools* & **Lara Sladick**, Human Resources Director, Goodwill Industries

Staff Present: **Susan Block**, CEO

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	Ms. Puddefoot welcomed the committee and opened the meeting at 8:34 am.	
Approval of June 3, 2016 minutes	June 3, 2016 minutes were approved.	Motion to approve by Maureen Ungarean; Damaris Boone (second). Motion approved.



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<p>ELC Update</p>	<p>Ms. Block talked about changes to the federal law which impacts the School Readiness program.</p> <p>Ms. Block notified the committee that the COO position was filled in July by Kim Usa. In general, the Coalition is finding recruitment to be challenging in recent months. There seems to be a smaller pool of applicants for certain positions.</p> <p>Ms. Block reported that the Coalition is a participant in a Promised Neighborhood grant. If the grant is awarded, additional FTEs will be needed to support each project - funding will be available to pay necessary staff. The grant award notice is expected by December to begin in January.</p>	
<p>Review of Employee Reference Guide</p> <p>Paid Leave Benefits</p>	<p>The Board raised questions about PLT benefits and asked the committee to consider the current package. Ms. Block asked for guidance on how to proceed.</p>	<p>Input will be requested from the Board at the September 28th meeting.</p>



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Impact of FLSA Rule Change	Ms. Block presented overtime data for the twenty week period since the new FLSA guidelines were implemented.	This report will be shared with the Executive Committee and the Board.
Succession Planning	The draft for succession planning was reviewed by the committee.	The draft Succession Plan will be shared with the Executive Committee.
New Business Items	<ul style="list-style-type: none"> • Ms. Block reported that the ELC benefits will be processed through an online HR portal – HR Connections. • Krizner & Associates have completed their annual HR audit. The results will follow. • Wynetta Upshaw, Payroll Assistant, is attending an HR Conference in Orlando. • The Coalition Emergency plans have been updated. Emergency Kits have been prepared. 	
Next Meeting Schedule	Meeting was adjourned at 9:08 am. The next meeting is October 14, 2016.	