



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## Human Resource/Personnel Committee Minutes

### August 28, 2015 8:30 am

**Purpose:** The Human Resource (HR) Committee is an ad hoc 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; **Lara Sladick**, Human Resources Director, Goodwill Industries; **Jill Turner**, CEO, Children’s Advocacy Center and **Patti Young** (via phone), Chief Operating Officer, Redlands Christian Migrant Association

**Committee Members Absent:** **Dr. Maureen Ungarean**, *Director Early Learning Programs, Collier County School District*

**Staff Present:** **Susan Block**, CEO

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>Ms. Puddefoot welcomed the committee</li> </ul>	
<b>Approval of May 29, 2015 minutes</b>	<ul style="list-style-type: none"> <li>The May 29, 2015 minutes were approved.</li> </ul>	Ms. Sladick moved (Ms. Turner seconded) approval for May 29, 2015 minutes. Motion approved.
<b>ELC Update</b>	<ul style="list-style-type: none"> <li>There was no early learning bill passed in the abbreviated 2015 Legislative session</li> </ul>	

	<ul style="list-style-type: none"> <li>The Coalition experienced an unusually busy summer due to changes in the OEL Grant, implementation of the online portal for VPK registration and Waiting List sign up, and Teaching Strategies Gold implementation in VPK providers; overall, continuing trend by OEL to add unfunded mandates.</li> <li>New Board member Maureen Ungarean, Director of Early Learning, Collier County Public Schools, will join the HR committee. She has a background in HR.</li> </ul>	
<b>HR Audit Report</b>	<ul style="list-style-type: none"> <li>The Coalition has hired Krizner and Associates to provide HR support. They have completed the field work review of key HR records and we are awaiting their audit report.</li> </ul>	
<b>Salary Plan – Response to upcoming FLSA</b>	<ul style="list-style-type: none"> <li>Changes to FLSA, including overtime calculations, are expected in 2016. We are watching this situation closely as it could potentially impact our payroll because the exempt minimums are proposed to increase to \$50,440. Overtime costs could also increase</li> </ul>	
<b>ERG Policy Draft – Background Screening – Drug Testing</b>	<ul style="list-style-type: none"> <li>Our OEL grant agreement requires this policy. Ms. Sladick recommended that we don't include "random testing" unless the grant requires this specific protocol.</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Block will remove this language if it is not required.</li> </ul>
<b>New Business Items</b>	<ul style="list-style-type: none"> <li>The Committee discussed the upcoming benefits selection process for Coalition Staff. Ms. Block reported that if any policy changes are needed, she may add ask the committee to meet ahead of the scheduled November 3<sup>rd</sup> meeting.</li> </ul>	
<b>Next Meeting Schedule</b>	November 13, 2015	8:30-9:30 am