



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## Human Resource (HR) Committee Minutes

### March 4, 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, Committee Chair**, *Executive Director, Early Steps – Health Planning Council*; **Lara Sladick**, Human Resources Director, Goodwill Industries

**Committee Members Absent:** and **Marshall Bower President/CEO**, *The Foundation for Lee County Public Schools*; **Dr. Maureen Ungarean**, *Director Early Learning Programs, Collier County School District*; **Damaris Boone**, *Early Education Outcome Analyst, Redlands Christian Migrant Association*

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

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>• Ms. Puddefoot opened the meeting at 8:39 am.</li> <li>• Ms. Block reported that Damaris Boone, new RCMA designee to the Board, would be joining the committee at the next meeting.</li> </ul>	
<b>Approval of November 13, 2015 &amp; January 29, 2016 minutes</b>	No quorum to approve the minutes.	<ul style="list-style-type: none"> <li>• November 13, 2015, January 29, 2016 &amp; March 4, 2016 will be on the April 29<sup>th</sup> agenda</li> </ul>
<b>ELC Update</b>	<ul style="list-style-type: none"> <li>• Legislative session is winding down. Finalization of the early learning bill (Child Care Development Block Grant) and a few others await action. The Budget has not yet been finalized.</li> </ul>	

<b>Budget for Personnel, FY 2017</b>	<ul style="list-style-type: none"> <li>Ms. Block shared her intention to request an average 3% increase for staff based on performance. The committee members talked about setting clear expectations for distribution of the increases based on performance.</li> </ul>	
<b>Proposed Changes to Employee Reference Guide, Section 306</b>	<ul style="list-style-type: none"> <li>Ms. Block returned with the proposed changes to Section 306. Ms. Puddefoot said that the Executive Committee did not have a problem with the increase in overall holiday. They asked the committee to reconsider the language to be more clearly stated. The committee worked on language that allows the CEO discretion on the use of the holiday to assure that the Coalition workflow is uninterrupted by staff holidays.</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Puddefoot will present the revised motion at the next Executive Committee meeting.</li> </ul>
<b>New Business Items</b>	<ul style="list-style-type: none"> <li>An impromptu conversation about the ELC Benefits package took place. Both committee members thought that the package was reasonable for Coalition staff.</li> </ul>	
<b>Next Meeting Schedule</b>	April 29, 2016	8:30-9:30 am