



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Human Resource/Personnel Committee Minutes

February 3, 2017 1:00 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.

Committee Members Present: **Trina Puddefoot, Chair, Executive Director, Early Steps – Health Planning Council; 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; Damaris Boone, Redlands Christian Migrant Association; Pam Hebert, Human Resources Director, Goodwill Industries

Staff Present: Susan Block, CEO

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> • Ms. Puddefoot opened the meeting at 1:05 pm. • No quorum was available. 	
Approval of January 10, 2017 minutes	<ul style="list-style-type: none"> • Without quorum, action was not possible 	<ul style="list-style-type: none"> • Approval tabled until April 7, 2017 meeting.
ELC Update	<ul style="list-style-type: none"> • Susan Block reflected upon hiring challenges, especially for entry level positions. 	



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<p>Review of Employee Reference Guide</p> <p>Discussion: Compensation Data</p>	<ul style="list-style-type: none"> • Ms. Block reported on the challenges of gathering appropriate data for comparison with the ELC. Association of Early Learning Coalitions does not have system wide data. She presented data from the Florida Department of Economic Opportunity. When comparing 12 month ECE Specialists from the Coalition to 10 month Teachers, the Specialists appear to be under paid. • The committee will continue to discuss at the next HR meeting. 	<ul style="list-style-type: none"> • Ms. Puddefoot will provide salary data from the Health Planning Council • Susan Block will collect local data and data from other coalitions for presentation to the full board.
<p>Impact of FLSA Rule Change on Overtime</p> <p>Review Overtime Data: Updated January 2017</p>	<ul style="list-style-type: none"> • Susan Block shared an updated report of Overtime Costs. Overall, the costs remain at a relatively low level. The committee was satisfied with oversight and encouraged Susan to continue monitoring. 	<ul style="list-style-type: none"> • Ms. Puddefoot will discontinue the report to the Executive Committee.
<p>New Business Items</p>	<ul style="list-style-type: none"> • No new business. 	
<p>Next Meeting Scheduled:</p>	<ul style="list-style-type: none"> • Meeting adjourned at 1:45 pm. 	<ul style="list-style-type: none"> • The next meeting will be held April 7th, 8:30 am.