



**Early Learning Coalition of Southwest Florida
Human Resources/Personnel Committee
Agenda
September 4, 2018
2:00 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.

Goals:

1. To review the ELC salary and benefits structure in order to make future recommendations to the Board of Directors
2. To review the Employee Reference Guide and make recommendations for updates

Committee Members: **Jason Himschoot, Esq., Committee Chair**, Goede, Adamczyk, DeBoest & Cross, PLLC **Trina Puddefoot**, Executive Director, Early Steps – Health Planning Council; **Pamela Hebert**, HR Director, Goodwill Industries; **Marshall Bower**, President/CEO, The Foundation for Lee County Public Schools; **Joe Paterno**, Workforce Development Board; **Danna Breeden**, Designee for Health Department Administrator-Collier County; **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners

Staff: **Susan Block**, CEO

<u>Agenda Item</u>	<u>Facilitator/Presenter</u>
Welcome and Introductions	<i>Jason Himschoot</i>
Vote to Approve May 22, 2018 Minutes	<i>Jason Himschoot</i>
ELC Update	Susan Block
Update: Compensation Data –	Susan Block
401 K: Enrollment Change	Susan Block
Employee Reference Guide: Update	Susan Block
New Business Items	All
Next Meeting Scheduled: October 30, 2018	All

All meetings are held at the Early Learning Coalition 2675 Winkler Ave, Ft Myers, FL 33901 unless otherwise noted. The conference call-in # is 515-603-4913. The access code is 826749#.