



ELC of SWFL
Human Resources/Personnel Committee
Meeting
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 Present (via phone): **Jason Himschoot, Esq.**, Goede, Adamczyk, DeBoest & Cross, PLLC; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board*; **Marshall Bower**, *President/CEO, The Foundation for Lee County Public Schools*; **Pamela Hebert**, HR Director, Goodwill Industries; **Trina Puddefoot**, *Executive Director, Early Steps – Health Planning Council*;

Committee Members Absent: **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 Present: **Susan Block**, CEO

<u>Agenda Item</u>		
Welcome and Introductions	Meeting opened at 2:02 pm	
Vote to Approve May 22		<ul style="list-style-type: none"> • Motion to accept the minutes of May 22, 2018 as presented by Joe Paterno; Second by Marshall Bower. Motion passed.
ELC Update	Ms. Block reported on the implementation of EFS Mod – the statewide data base. There have been some challenges however, overall, a recognition of how helpful it will be. The Coalition received \$2.268 Million in additional funds for School Readiness. This will all us to enroll approximately 400 new children in child care.	
Update: Compensation Data	Ms. Block reported that she is going to request assistance from an outside vendor. An RFP will determine the final cos of the project will be announced. A budget amendment may be needed, depending on the cost of the project	<ul style="list-style-type: none"> • Update to be provided at the next committee meeting.

<p>Employee Reference Guide: Status Update</p> <ul style="list-style-type: none"> • Section 604 • Code of Conduct • HIPAA • Diversity 	<p>Section 604 was reviewed. The committee asked for assurance that the proposed new policy does not pose a risk.</p> <p>The HIPAA Notice was reviewed.</p> <p>The proposed Employment Diversity Policy was discussed. A small change was made</p>	<ul style="list-style-type: none"> • A motion to approve proposed changes to the ELC retirement plan was made by Mr. Bower and seconded by Mr. Paterno. The motion approved. Ms. Block will follow-up with our attorney and the plan administrator to ask about potential risk and will share with the committee. • A motion to approve the Code of Conduct was made by Mr. Paterno and seconded by Ms. Hebert. Motion approved. • A motion to approve the HIPAA Notice was made by Mr. Paterno; seconded by Mr. Bower. Motion approved. • A motion to approve the Employment Diversity Policy was made by Mr. Bower; Seconded by Ms. Hebert. • All approved items to be presented to the Executive Committee on 9/20/18, for further consideration.
<p>New Business Items</p>	<p>The Committee agreed to hold future meetings via Zoom.</p>	<ul style="list-style-type: none"> • Meeting information for Zoom to be shared with Committee
<p>Next Meeting Scheduled: October 30, 2018</p>	<p>January 2, 2019, 2:00 pm</p>	<ul style="list-style-type: none"> • Zoom link will be sent ahead of the meeting.