



ELC of SWFL
Human Resources/Personnel Committee
Meeting
October 30, 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): **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board*; **Pamela Hebert**, HR Director, Goodwill Industries; **Danna Breeden**, Designee for Health Department *Administrator-Collier County*

Committee Members Absent: **Jason Himschoot**, *Esq., Goede, Adamczyk, DeBoest & Cross, PLLC*; **Marshall Bower**, *President/CEO, The Foundation for Lee County Public Schools*; **Roger Mercado**, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners; **Trina Puddefoot**, *Executive Director, Early Steps – Health Planning Council*;

Staff Present: **Susan Block**, CEO

<u>Agenda Item</u>		
Welcome and Introductions	Meeting open at 2:04 pm via Zoom. Ms. Block noted that Mr. Himschoot may join later in the meeting. An unexpected work obligation created a conflict for him today. There was no quorum	
Vote to Approve September 4, 2018 Minutes		Tabled for later approval
ELC Update	The ELC is busy preparing for three upcoming Audits – OEL Fiscal, OEL Program Monitoring and the Single A 133 Audit through Moss Krusick.	
Annual Performance Evaluation: Executive Director	The annual performance review for the ELC executive director is due at the beginning of January. Ms. Block asked in the committee would like to use the same format. If so, Dr. Puddefoot will be asked to collect the data; Mr.	<ul style="list-style-type: none"> • Move to Executive Committee agenda, 11/14/18.

	Himschoot would review with Ms. Block and share with Executive Committee in January.	<ul style="list-style-type: none"> Ms. Block will confirm that Dr. Puddefoot will host the Survey Monkey to collect data for the evaluation.
Update: RFP Compensation Data Study	No update available at this time.	
Employee Reference Guide: Update <ul style="list-style-type: none"> Review of draft changes 	Ms. Block shared the draft, highlighted the proposed changes. A lot of what is proposed is formatting. The members reviewed the major changes with some comments and edits	<ul style="list-style-type: none"> ERG will be presented to the Executive Committee agenda, 11/14/18.
Proposed Changes to 401K: Status Update	After consulting with the PayChex representative to answer questions raised at the Board meeting, we found that the initial information was wrong and that the proposed 1% deduction with a 90 day opt out is not possible under the current Safe Harbor plan. We will work harder with staff to make sure they understand this benefit and encourage them to opt in on a truly voluntary basis.	<ul style="list-style-type: none"> Ms. Block will report the update for action by the Board to rescind the motion approved at the 10/3/18 meeting.
New Business Items	Ms. Block has a conflict on February 26, 2019 and requested that the meeting be moved up to February 19, 2019.	<ul style="list-style-type: none"> Ms. Block will share meeting updates with the committee
Next Meeting Scheduled: January 8, 2019 2:00 pm		