



ELC of SWFL  
Human Resources/Personnel Committee  
**Minutes**  
**January 8, 2019**  
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:** *Jason Himschoot, Esq., Committee Chair*, Goede, Adamczyk, DeBoest & Cross, (via Zoom) PLLC **Pamela Hebert**, HR Director, Goodwill Industries (via Zoom); **Marshall Bower President/CEO**, *The Foundation for Lee County Public Schools*; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board*;

**Committee Members, Absent:** **Trina Puddefoot**, *Executive Director, Early Steps – Health Planning Council*; **Danna Breeden**, *Designee for Health Department Administrator-Collier County* and **Roger Mercado**, *Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners*

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

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome and Introductions	<ul style="list-style-type: none"> <li>• The meeting began at 2:03 PM.</li> </ul>	Quorum
Vote to Approve September 4, 2018 and October 30, 2018 Minutes		Motion to approve HR Committee minutes from September 4 <sup>th</sup> and October 30 <sup>th</sup> by Pam Hebert; second by Marshall Bower. Motion approved.
ELC Update	<ul style="list-style-type: none"> <li>• Ms. Block shared that the federal government shut-down is effecting the ELC due to the inability to use the I-9 Verification System. Therefore, all hiring is on hold;</li> <li>• Staff continue to adapt to the use of the OEL Portal as the database that supports all ELC work. ELC</li> </ul>	

	<p>Management are beginning to consider how to adapt the staffing based on the Portal.</p> <ul style="list-style-type: none"> <li>• Staff received a \$100 Incentive for the tremendous spirit of collaboration exhibited throughout the portal implementation.</li> <li>• The Annual Staff Development Day, held December 7, 2018, was well-received by staff. The focus of development was on change management related to the Portal and team building.</li> <li>• The annual voluntary HR audit and supervisory training are scheduled for February 6, 2019. Updated law is highlighted and best practices is reviewed by our HR attorney; our files and practices are reviewed and an audit report is issued.</li> </ul>	
Annual Performance Evaluation: Executive Director – Status	<ul style="list-style-type: none"> <li>• Twelve board members (of eighteen) completed the survey which informs the performance evaluation.</li> </ul>	Mr. Himschoot will meet with Ms. Block to review the evaluation following today's meeting. He will report the status of the evaluation process at the January 16 <sup>th</sup> Executive Committee meeting
Update: RFP Compensation Data Study	<ul style="list-style-type: none"> <li>• Ms. Block reported no update on progress to completing the study. Mr. Paterno suggested the other coalitions may wish to gather such a study for the state. Charity Navigator was recommended as a resource to the study data.</li> </ul>	Block will follow-up with the AELC.
Employee Reference Guide: Update	<ul style="list-style-type: none"> <li>• Staff will be trained on the changes to the ERG during January Staff meetings. No further changes are needed at this time.</li> </ul>	
New Business Items		
Next Meeting Scheduled: February 19, 2019, 2:00 pm		

Meetings are held via Zoom. <https://zoom.us/j/2875559962>