



ELC of SWFL
Human Resources/Personnel Committee
Minutes
April 23, 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 (via Zoom); *Marshall Bower President/CEO*, The Foundation for Lee County Public Schools; *Joe Paterno*, Executive Director, Southwest Florida Workforce Development Board; *Cindy Whetsell*, Designee for Health Department Administrator-Collier County; *Trina Puddefoot*, Executive Director, Early Steps – Health Planning Council

Committee Members, Absent: *Roger Mercado*, Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners and *Pamela Hebert*, HR Director, Goodwill Industries

Staff: **Susan Block**, CEO

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome and Introductions	<ul style="list-style-type: none"> • The meeting began at 2:02 PM. 	Quorum
Vote to Approve January 8, 2019 meeting minutes	<ul style="list-style-type: none"> • The Committee noted that the February 19, 2019 meeting was cancelled. 	<ul style="list-style-type: none"> • Motion to approve HR Committee minutes from January 8, 2019 by Joe Paterno; second by Marshall Bower. Motion approved.
ELC Update	<ul style="list-style-type: none"> • The ELC staff continue to perform their duties under difficult circumstances created by a flawed statewide data base. 	
Annual HR Training and Audit Status	<ul style="list-style-type: none"> • Ms. Block shared a summary of the voluntary HR Audit (performed by Krizner & Associates) recommendations. The Committee agreed that they 	<ul style="list-style-type: none"> • Proposed policy changes will be considered at the May 21, 2019 meeting

	<p>do not wish to add a policy on Religious Expression and Accommodation at the upcoming meeting.</p> <ul style="list-style-type: none"> The ELC's supervisor received required annual training on harassment on February 6, 2019. 	
Compensation Data Study	<ul style="list-style-type: none"> Ms. Block presented her response to the need to correct salary differences and to improve the minimum entry wage so as to assist with recruitment and retention. Ms. Block requested a budget modification of \$75,973 (a reallocation of personnel lines unspent due to vacancies) to fund a one-time payout as part of the plan. This included a one-time payout for the CEO of \$7334. Mr. Paterno suggested that the next budget should present compensation in one line, to include salary, 401k, health insurance etc, so as to allow the CEO to make necessary decisions regarding compensation without additional board approval. 	<ul style="list-style-type: none"> Motion to propose the budget modification of \$75,973 to include one-time payouts as part of the compensation plan. Note: This includes \$7334 for the CEO to be shared at the Executive Committee meeting only.
New Business Items		
Next Meeting Scheduled: May 21, 2019	<ul style="list-style-type: none"> Ms. Block asked the committee if this time/day is convenient. She will consider this information when building the 2019-2020 HR Committee Calendar. 	<ul style="list-style-type: none"> Meeting adjourned at 2:23 PM.

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