



ELC of SWFL  
Human Resources/Personnel Committee  
**Minutes: May 29, 2019 (rescheduled)**  
3:00 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 **Marshall Bower President/CEO**, *The Foundation for Lee County Public Schools* (via Zoom); **Cindy Whetsell**, Designee for Health Department *Administrator-Collier County*(via Zoom).

**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; **Trina Puddefoot**, *Executive Director, Early Steps – Health Planning Council*

**Staff, Present:** 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 3:02 PM.</li> </ul>	Quorum was not established
Vote to Approve Meeting Minutes: April 23, 2019	<ul style="list-style-type: none"> <li>• No quorum</li> </ul>	<ul style="list-style-type: none"> <li>• Tabled until 9/10/19</li> </ul>
ELC Update	<ul style="list-style-type: none"> <li>• Ms. Block reported that Temporary Staff, along with a team of teens hired as seasonal employees, are supporting the ongoing effort to input data required to update the Provider Portal.</li> </ul>	
Proposed Policy Updates/Additions (per HR Audit)	<ul style="list-style-type: none"> <li>• The committee agreed to move ahead for review by the Executive Committee, without any changes.</li> </ul>	<ul style="list-style-type: none"> <li>• The policies will be presented for review at the June 5, 2019, Executive Committee meeting.</li> </ul>
Proposed Calendar, FY 2020	<ul style="list-style-type: none"> <li>• No one expressed a desire to change the meeting times/dates.</li> </ul>	<ul style="list-style-type: none"> <li>• Calendar appointments, including Zoom contact information, will be sent out over the summer.</li> </ul>

New Business Items	<ul style="list-style-type: none"> <li>• For the next meeting, the committee asked for an report on the seasonal hiring experience and on the implementation of the salary plan.</li> <li>• Ms. Block suggested that a review of the Executive Director’s evaluation would be timely for September. She would like to relocate the Survey Monkey to someone currently on the Board. Cindy Whetsell offered to take on this responsibility.</li> <li>• Discussion about the importance of participation in the committee to support the ability to conduct business.</li> </ul>	<ul style="list-style-type: none"> <li>• Ms. Block will provide a copy of the evaluation for committee review</li> <li>• Mr. Himschoot will craft a message for the committee; Ms. Block will share this with the committee.</li> </ul>
Next Meeting Scheduled:	<ul style="list-style-type: none"> <li>• September 10, 2019, 2 pm</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 3:13 PM.</li> </ul>

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