



ELC of SWFL
Human Resources/Personnel Committee
Minutes: October 29, 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: PLLC; **Marshall Bower *President/CEO***, *The Foundation for Lee County Public Schools*; **Cindy Whetsell**, *Designee for Health Department Administrator-Collier County (via Zoom)*; **Dr. Trina Puddefoot**, *Executive Director, Early Steps – Health Planning Council (via Zoom)*; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board (via Zoom)*

Committee Members, Absent: **Roger Mercado**, *Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners and*; **Jason Himschoot, Esq.**, **Committee Chair**, *Goede, Adamczyk, DeBoest & Cross*,

Staff, Present: 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 2:07 pm • Mr. Mercado has been reassigned to the Nominations and By-Laws Committee. 	Quorum was establish
Vote to Approve Meeting Minutes: September 10, 2019	<ul style="list-style-type: none"> • Motion to approve meeting minutes made. 	<ul style="list-style-type: none"> • Mr. Bower moved to approve the two sets of minutes; seconded by Ms. Whetsell. Motion carried.
ELC Update	<ul style="list-style-type: none"> • Ms. Block announced that the 2020 Health Insurance rates were quoted with a 53% increase. The rate is not affordable as the employee portion would exceed the allowable contribution. • The committee shared suggestions about how to manage the increase. 	<ul style="list-style-type: none"> • Ms. Block will ask the broker to quote a high deductible policy with an HAS to provide an affordable option.

Employee Engagement Survey	<ul style="list-style-type: none"> The ELC implemented a survey to measure employee engagement. Overall, employees rated the ELC favorably. Comments gathered in an open comment section are to be shared as themes of criticism to inform the work of the ELC to improve employee relations. 	
Proposed Policy Updates: <ul style="list-style-type: none"> Background Screening: ERG Section 304 	<ul style="list-style-type: none"> The section was updated to include online information 	<ul style="list-style-type: none"> Motion to forward to Executive Committee by Mr. Paterno, seconded by Mr. Bower. Motion approved. The update will be reviewed at the November 6, 2019 Executive Committee meeting.
Evaluation Tool: Executive Director Timeline	<ul style="list-style-type: none"> The survey will be sent out on 11/11/19 and due on 11/22/19. When the summary data is available, Ms. Block will meet with Mr. Himschoot to review. 	<ul style="list-style-type: none"> The evaluation survey will be distributed in November for completion by the board.
New Business Items	<ul style="list-style-type: none"> Ms. Block discussed a desire to release staff early in honor of the holiday season. 	<ul style="list-style-type: none"> Mr. Paterno moved to provide the Executive Director the authority to dismiss the staff early, with pay, for the holidays, seconded by Dr. Puddefoot Motion approved.
Next Meeting Scheduled:	<ul style="list-style-type: none"> January 7, 2020, 2 pm 	<ul style="list-style-type: none"> Meeting adjourned at 2.28 pm.

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