



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Human Resource/Personnel Committee Minutes

April 7, 2017

8:30 am

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.

Committee Members Present: **Trina Puddefoot, Chair**, *Executive Director, Early Steps – Health Planning Council*; **Dr. Maureen Ungarean**, *Director Early Learning Programs, Collier County School District (via phone)*; **Pam Hebert**, *Human Resources Director, Goodwill Industries (via phone)*

Committee Members Absent – Marshall Bower President/CEO, *The Foundation for Lee County Public Schools Via Phone*; **Damaris Boone**, *Redlands Christian Migrant Association*

Staff Present: **Susan Block**, CEO

Agenda Items	Discussion	Action/Assignments
Welcome and Introduction	<ul style="list-style-type: none"> Dr. Puddefoot welcomed the committee at 8:35 am. 	
Vote to Approve January 10, 2017 & February 3, 2017 Minutes	<ul style="list-style-type: none"> January 10, 2017 and February 3, 2017 minutes were approved. 	Motion by Maureen Ungarean; Second by Pam Hebert. Motion approved.
ELC Update	<ul style="list-style-type: none"> The Legislature is in session. At this time, there is nothing significant related to HR. 	



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<p>Update: Compensation Data</p>	<ul style="list-style-type: none"> • The Miami-Dade ELC has offered to share some data that may inform our compensation review. • The Coalition may have an intern who can work on the updated report to the board. 	
<p>Proposed Personnel Budget FY 18</p> <ul style="list-style-type: none"> • Draft Wellness Program 	<ul style="list-style-type: none"> • Susan Block reported that the budget is under development. She is not requesting an increase for FY '18 due to expectations of a limited grant. However, she has proposed the conversion of a .6 FTE position to a full-time position in order to meet with growing contractual expectations related to inclusion. • At this time, SR Utilization is high. Currently, there is no plan to award staff a onetime incentive however, this could change by the end of the grant year. • Susan Block is exploring the possibility of a wellness program for staff. 	
<p>New Business Items</p>	<ul style="list-style-type: none"> • None. 	
<p>Next Meeting Scheduled:</p>	<ul style="list-style-type: none"> • Susan Block noted the correction to the next meeting. It will be held on May 19, 2017, 8:30 am. • Meeting adjourned at 8:43 am. 	<p>A Doodle Poll will be created for the HR Committee to inform next year's meeting calendar schedule.</p>