



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Human Resource/Personnel Committee Minutes

May 19th, 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 (via phone); **Dr. Maureen Ungarean**, *Director Early Learning Programs, Collier County School District* (via phone); **Pam ebert**, *Human Resources Director, Goodwill Industries*

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

Staff Present: **Susan Block**, CEO

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Dr. Puddefoot welcomed the committee at 8:32 am 	
Vote to April 7, 2017 Minutes		<ul style="list-style-type: none"> Motion by Maureen Ungarean; Second by Pam Hebert. Motion approved
ELC Update	<ul style="list-style-type: none"> The Legislature has concluded session. If approved, School Readiness will see an increase in funding; VPK will remain the same. 	
Update: Compensation Data	<ul style="list-style-type: none"> The Coalition has confirmed a summer intern who can work on the updated report to the board. 	



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<p>Proposed Personnel Budget FY 18</p> <ul style="list-style-type: none"> Draft Wellness Program 	<ul style="list-style-type: none"> Susan inquired about a wellness product, a supplemental program which would increase wellness activities. After vetting with the Coalition Chiefs, it was agreed that there would be no recommendation to proceed because the product was not a good fit for the coalition staff, at this time. 	
<p>Proposed Domestic Sexual Violence Policy Employee Reference Guide: Review and Revisions</p>	<ul style="list-style-type: none"> The Domestic Sexual Violence Policy has been recommended by the HR attorney. The recent responses of staff to the introduction of board approved policies and prompted a re-examination of the Employee Reference Guide (ERG) and at this time, no new policies will be presented until the review is completed. The goals in reviewing ERG include softer language and a review for legally required elements. If needed, a separate procedures document will be created for supervisors. 	<ul style="list-style-type: none"> Ms. Block asked the HR Committee for help to review the ERG and provide comments ahead of the next HR meeting. She will post the latest copy on SharePoint for Board members and provide Ms. Hebert with a copy for review.
<p>Meeting Calendar FY '18</p>	<ul style="list-style-type: none"> The best time for this group is Friday mornings at 8:30. 	<ul style="list-style-type: none"> Ms. Ungarean made a motion to schedule 17-18 meetings on Fridays at 8:30. Ms. Hebert seconded. Motion approved Ms. Block will create a calendar and send appointments to committee members.
<p>New Business Items</p>	<ul style="list-style-type: none"> None. 	
<p>Next Meeting Scheduled:</p>	<ul style="list-style-type: none"> The Committee agreed to meet in late August. Date to be announced. Meeting adjourned at 8:50 am. 	



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