



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Human Resource/Personnel Committee Minutes

June 3, 2016 8:30 am

Purpose: The Human Resource (HR) Committee is an ad hoc 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**, Executive Director, Early Steps – Health Planning Council & **Lara Sladick**, Human Resources Director, Goodwill Industries; **Damaris Boone**, *Redlands Christian Migrant Association*; **Dr. Maureen Ungarean**, *Director Early Learning Programs, Collier County School District* (via phone)

Committee Members Absent: **Marshall Bower** *President/CEO, The Foundation for Lee County Public Schools.*

Staff Present: **Susan Block**, CEO

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	Ms. Puddefoot welcomed the committee and opened the meeting at 8:31.	
Approval of April 29, 2016 minutes		Motion to approve by Lara Sladick; Damaris Boone (second). Motion approved.



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ELC Update	<p>The Chief Operating Officer position has been posted application are being reviewed. Ms. Block would like to have a new COO in place in early July, if possible.</p>	
Review of Employee Reference Guide 1. Bereavement Policy (#312) -Eligibility Criteria 2. Review of Paid Leave Time Benefit	<p>Comparative bereavement policies from other Coalitions provided varied information for comparison. Ms. Block suggested that the committee might wish to simplify the language, per Joyce Chastain, from Krizner. The committee will review in context with the overall benefits package.</p>	<p>The committee will present the current paid leave package and comparative data from other coalitions at the upcoming board meeting, per the request of the Board.</p>
Impact of FLSA Rule Change	<p>The number of exempt employees has changed from over 50% to 20%. It is too early to evaluate the impact of overtime. Initially, the cost of overtime can be absorbed in the regular personnel line since there are typically vacant positions.</p>	<p>Ms. Block will bring overtime data to the August committee meeting for consideration.</p> <p>Ms. Block will consider Department of Labor guidance on how to consider hours of travel for non-exempt employees.</p>
Succession Planning	<p>Tabled for a later discussion per Ms. Block's request.</p>	
Proposed 2016-2017 HR Committee Schedule		<p>Motion to approve by Lara Sladick; Damaris Boone (second). Motion approved.</p>



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New Business Items	None	
Next Meeting Schedule	Meeting was adjourned at 9:31 am. The correct next meeting is August 26, 2016.	