



ELC of SWFL
Human Resources/Personnel Committee
Minutes: April 21, 2020
2:00 pm via Zoom

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: **Trina Puddefoot**, *Executive Director, Early Steps – Health Planning Council (via Zoom)*

Committee Members, Absent: **Jason Himschoot, Esq.**, *Committee Chair, Maughan, Himschoot & Adams Law Group*; **Marshall Bower** *President/CEO, The Foundation for Lee County Public Schools (via Zoom)*; **Selina Lucas**, *Designee for Health Department Administrator-Collier County*; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board (via Zoom)*;

Staff, Present: Susan Block, *CEO*.

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome	<ul style="list-style-type: none"> • Trina Puddefoot and Susan Block joined the Zoom call at 2:01 pm. 	
Vote to Approve Meeting Minutes: October 29, 2019 & January 7, 2020	<ul style="list-style-type: none"> • No quorum established. 	<ul style="list-style-type: none"> • Approval of minutes is tabled until May 26, 2020.
ELC Update <ul style="list-style-type: none"> • Telework Update 	<ul style="list-style-type: none"> • Ms. Block reported that 100% of ELC staff are teleworking since 3/18/2020. Overall, it has been successful • The ELC is beginning to plan for a return to work. 	
ELC: Fiscal Year 2021 Budget	<ul style="list-style-type: none"> • The staff are preparing the 20-21 budget. 	
Proposed Policy Updates ERG Section	<ul style="list-style-type: none"> • The annual voluntary HR audit results are being reviewed. 	<ul style="list-style-type: none"> • Recommended policy changes will be presented at the May 26, 2020 Committee meeting for review.

New Business Items	• None	
Next Meeting Scheduled: May 26, 2020		