



ELC of SWFL
Human Resources/Personnel Committee
Minutes: September 15, 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: **Marshall Bower** *President/CEO, The Foundation for Lee County Public Schools* (via Zoom);; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board* (via Zoom); **Selena Lucas**, *Designee for Health Department Administrator- Collier County*; **Trina Puddefoot**, *Executive Director, Early Steps – Health Planning Council* (via Zoom)

Committee Members, Absent:; **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	<ul style="list-style-type: none"> • The meeting started at 1:58 pm 	
Vote to Approve Meeting Minutes: May 19, 2020	<ul style="list-style-type: none"> • Quorum was established. 	<ul style="list-style-type: none"> • Motion to approve May 19, 2020 by Trina Puddefoot. Second by Joe Paterno. Motion approved.
ELC Update <ul style="list-style-type: none"> • Work Status including COVID-19 Precautions 	<ul style="list-style-type: none"> • Staff returned to work mid-June. • Office spaces subdivided where staff are sharing to allow appropriate social distance. Temperatures are taken upon arrival each morning. Masks are required for all in common areas and when meeting together. • Protocols for visiting early learning programs include clear procedures with time limits and appropriate protective equipment. • Staff reporting concerns about potential exposure to COVID-19 receive guidance from the HR Director in 	

	<p>consultation with Danna Breeden, RN, Consultant Nurse to the ELC.</p> <ul style="list-style-type: none"> • Telework equipment has been maintained at staff homes to facilitate individual needs to quarantine or in the event that there is an outbreak at the ELC. • To date, responses to individual circumstances have been required. 	
<p>Proposed Policy Updates</p> <ul style="list-style-type: none"> • Annual Review of Code of Conduct 	<ul style="list-style-type: none"> • The committee reviewed the ELC Code of Conduct. There were no suggested changes to update the document. 	<ul style="list-style-type: none"> • Motion to approve Code of Conduct as is by Marshall Bower. Second by Trina Puddefoot. Motion approved
<p>Summary: Board Approved PLT Payout</p>	<ul style="list-style-type: none"> • At the June 2020 Board meeting, the board approved a onetime consideration to pay PLT on a 1:1 basis due to the COVID-19 conditions. A total of nine staff requested a payout and each was approved for a maximum of 80 hours. The cost of the payout was \$19,414.20 for this one time payout. 	
<p>New Business Items</p>	<ul style="list-style-type: none"> • In response to Joe Paterno's question about potential upcoming issues for the HR Committee to consider, Susan Block expressed that some staff are showing signs of burnout and she is encouraging staff to take time off to care for themselves. • The group discussed the need for proper documentation of work during telework periods and shared differing approaches to doing so. • The upcoming health insurance renewal is one of the next major HR areas for the ELC to address as the renewal period is in December. 	
<p>Next Meeting Scheduled:</p>	<ul style="list-style-type: none"> • The next meeting of the HR Personnel Committee is scheduled for October 27, 2:00 pm via Zoom. 	<ul style="list-style-type: none"> • Zoom details are included in the Outlook calendar and on the meeting agenda.