



ELC of SWFL
Human Resources/Personnel Committee
Minutes: October 27, 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: *Jason Himschoot, Esq., Committee Chair, Attorney, Maughan, Himschoot and Adams Law Group; PLLC 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)*

Board Members Present: Rita Dellatore, Dr. Kelly Roy and Selina Jefferson

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 2:05 pm 	
Vote to Approve Meeting Minutes: September 15, 2020	<ul style="list-style-type: none"> • Quorum was established. 	<ul style="list-style-type: none"> • Motion to approve September 15, 2020 by Trina Puddefoot. Second by Marshall Bower. Motion approved.
ELC Update <ul style="list-style-type: none"> • ELC Organization Chart 	<ul style="list-style-type: none"> • Susan Block presented the new ELC organization chart and provided the rationale for restructuring. 	
Approval: Update CEO Job Description*	<ul style="list-style-type: none"> • The CEO job description was updated to aligned with the newly restructured organization. 	<ul style="list-style-type: none"> • Motion to approve updated job description by Marshall Bower. Second by Joe Paterno. Motion approved.
CEO Annual Performance Assessment	<ul style="list-style-type: none"> • The same format will be used. References to the Executive Director will be updated as CEO instead 	<ul style="list-style-type: none"> • Motion to approve CEO annual performance assessment process by Joe Paterno Second by. Marshall Bower. Motion approved.

<p>New Business Items</p>	<ul style="list-style-type: none"> • Marshall Bower read complaint sent via email complaint from an unknown individual. • The committee discussed the appropriate actions expressing that they take these matters seriously and wish to make the best informed decisions. • The need to contact our insurance carrier about the potential for a claim was discussed without specific resolution at this time. • Communication to all staff, in general, and the specific subjects of the complaint was discussed. If anyone was to communicate that a complaint had been made it might be the Interim Chair (for all staff) or the CEO (to the subject of the complaint). • Doug Szabo consulted with a local law firm specializing in employment law. He will send an introductory email to Susan Block to provide a resource for some of the questions posed by this Committee. 	<ul style="list-style-type: none"> • A motion was made to refer the matter to the Executive Committee meeting to discuss the next step and authorize the hiring of a local attorney to investigate as soon as possible by Joe Paterno. Second by Selena Luca. Motion approved. • Susan Block will reach out to local attorney as soon as possible. • Susan Block will notify OEL of today's action by the HR Committee.
<p>Next Meeting Scheduled:</p>	<ul style="list-style-type: none"> • The next meeting of the HR Personnel Committee is scheduled for January 5, 2021 2:00 pm via Zoom. 	<ul style="list-style-type: none"> • Zoom details are included in the Outlook calendar and on the meeting agenda.