



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## Human Resource/Personnel Committee Minutes

### December 12, 2017

**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:** **Jason Himschoot, Esq., Chair**, Goede, Adamczyk, DeBoest & Cross, PLLC **Trina Puddefoot**, Executive Director, Early Steps– Health Planning Council (via phone): **Pam Hebert**, Human Resources Director, Goodwill Industries (via phone) (via phone)

**Committee Members Absent:** **Marshall Bower President/CEO**, *The Foundation for Lee County Public Schools*; **Stephanie Vick**, *Administrator, Collier County Department of Health*

**Staff Present:** **Susan Block**, CEO

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> <li>Jason Himschoot, incoming committee Chair, welcomed the committee at 1:31 pm. Committee members introduced themselves.</li> </ul>	
Vote to approve the August 22, 2017 Minutes	<ul style="list-style-type: none"> <li>August 22, 2017 minutes were approved.</li> </ul>	Motion to approve by Dr. Puddefoot; seconded Ms. Hebert. Motion approved.
ELC Update	<ul style="list-style-type: none"> <li>Coalition merger recommendations were made by Rodney Mackinnon, Executive Director of the Florida Office of Early Learning to the House K-12 Education Appropriations Subcommittee. Thirteen coalitions are effected to reduce the number from thirty to twenty-five. ELC of SWFL is not effected by</li> </ul>	



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	<p>the plan. Which is awaiting legislative actions. The Committee discussed possible HR implications for Coalitions involved.</p>	
Update: Compensation Data	<ul style="list-style-type: none"> <li>Ms. Block reported that the work continues on the development of a framework for salary. She anticipates that a draft will be ready by the February committee meeting.</li> </ul>	
Annual Performance Evaluation, Executive Director	<ul style="list-style-type: none"> <li>The committee reviewed the questions from last year's review. Dr. Puddefoot offered to prepare the questionnaire using their Survey Monkey.</li> </ul>	<p>Dr. Puddefoot will prepare the questionnaire for Ms. Block's review. Once ready, Ms. Block will distribute to the board members who were serving as of November 2017.</p>
Benefits 2018	<ul style="list-style-type: none"> <li>All ELC staff were presented with 2018 benefits package.</li> <li>Health insurance rates decreased.</li> <li>Staff responded positively about the Teledoc program that the Board approved on November 15, 2017,</li> </ul>	
New Business Items	<ul style="list-style-type: none"> <li>none</li> </ul>	
Adjournment	<ul style="list-style-type: none"> <li>Meeting adjourned at 2:03pm.</li> </ul>	
Next Meeting	<ul style="list-style-type: none"> <li>February 27, 2018, at 1:30 pm.</li> </ul>	