



ELC of SWFL
Human Resources/Personnel Committee
December 2, 2016 Agenda
8:30 am

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: **Trina Puddefoot, Committee Chair**, *Executive Director, Early Steps – Health Planning Council*; Pamela Hebert, HR Director, Goodwill Industries and **Maureen Ungarean**, *Director of Early Learning, Collier County Public Schools*, **Marshall Bower President/CEO**, *The Foundation for Lee County Public Schools*; **Damaris Boone**, *Redlands Christian Migrant Association*

Staff: **Susan Block**, CEO

<u>Agenda Item</u>	<u>Facilitator/Presenter</u>
Welcome and Introductions	Trina Puddefoot
Vote to Approve October 28, 2016 Minutes	Trina Puddefoot
ELC Update	Susan Block
Review of Employee Reference Guide <ul style="list-style-type: none"> • Paid Leave Time Benefit: Compensation Data • Recommendations from HR Audit • Cell phone policy 	Susan Block
Impact of FLSA Rule Change on Overtime <ul style="list-style-type: none"> • Review Overtime Data: Updated November 2016 	Susan Block
Procedure for Emergency Replacement, Executive Director	Susan Block
Open Enrollment Update <ul style="list-style-type: none"> • Benefits 	Susan Block
New Business Items	All
Next Meeting Scheduled: February 3, 2017?	All

All meetings are held at the Early Learning Coalition 2675 Winkler Ave, Ft Myers, FL 33901 unless otherwise noted:

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