



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Human Resource/Personnel Committee Minutes

February 27, 2018

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).

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"> Jason Himschoot, Chair, formally opened the committee at 1:38 pm. 	
Vote to approve the December 12, 2017 Minutes		Motion to approve, the minutes by Trina Puddefoot; seconded by Pam Hebert. Motion approved.
ELC Update	<ul style="list-style-type: none"> Session is underway. Policy changes could be forthcoming if proposed legislation is passed. The changes would increase accountability reporting by both programs and the ELC; The ELC just completed the annual voluntary HR Audit by Krizner and Associates. Jason Himschoot expressed his appreciation for 	



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	<p>taking advantage of the opportunity to voluntarily review our records.</p> <ul style="list-style-type: none"> Ms. Block thanked the committee for initiating a timely evaluation and feedback process. The Board’s support is appreciated. 	
<p>Update: Compensation Data – “Guide for Evaluating ELC Jobs and Salary Pay”</p>	<ul style="list-style-type: none"> Susan Block thanked Pam Hebert for her assistance in reviewing a draft guide. She recommended that a simplified guide to improve the likelihood that the guide would be implemented consistently. Implementation of the guide will be applied upon completion this fiscal year. A final copy will be shared with the committee once it is finalized 	<p>Ms. Block will share final “Guide for Evaluating ELC Jobs and Salary Pay” with the committee.</p>
<p>Report on Annual Performance Evaluation: Executive Director</p>	<ul style="list-style-type: none"> Jason Himschoot met with Susan Block to review the Performance Evaluation. Twelve members responded with a highly favorable evaluation. Comparative salary data from ELCs and ELC of SWFL was reviewed by the committee. Susan Block shared the salary history for ELC of SWLF since 2013. She asked the Committee to consider recommending a cost of living increase to the Finance Committee for FY 2019 for all staff. The Committee discussed recommendations for across the board increases as well as a one-time, merit based incentive for the Executive Director. A onetime incentive will bring the total compensation closer to the previous CEOs of the Coalition without adding the ongoing compensation package. 	<p>Motion to recommend a cost of living increase for all staff, including the Executive Director, effective 7/1/2018 and a one-time incentive of \$7,500 for the Executive Director based on the outcome of the performance assessment (to be paid upon approval) to the Executive Committee made by Trina Puddefoot; seconded by Pam Hebert. Motion approved.</p>



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2018-2019 Budget Recommendations	<ul style="list-style-type: none"> • See discussion from Report on Annual Performance Evaluation: Executive Director 	
New Business Items	<ul style="list-style-type: none"> • none 	
Next Meeting Scheduled:	<ul style="list-style-type: none"> • Meeting adjourned at 2:04 pm 	Next meeting is May 1, 2018, 1:30 pm.