



ELC of SWFL  
 Human Resources/Personnel Committee  
**Minutes: April 12, 2022 via Zoom**  
 1:30 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:**

**Joe Paterno**, Executive Director, Southwest Florida Workforce Development Board; and **Marshall Bower President/CEO**, The Foundation for Lee County Public Schools PLLC; **Dr. Beth McBride**, Director, Early Learning Collier County Public Schools.

**Committee Members, Absent:** **Jason Himschoot, Esq., Committee Chair**, Attorney, Maughan, Himschoot and Adams Law Group; **Dr. Trina Puddefoot**, Executive Director, Early Steps – Health Planning Council.

**Staff Present:** **Susan Block**, CEO, **Wynetta Upshaw**, HR Director

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome and Public Comment	Meeting started at 1:34 pm Quorum was established.	•
Vote to Approve February 15, 2022, Minutes		• Motion to approve minutes by Beth McBride. Second by Joe Paterno. Motion approved.
ELC Update <ul style="list-style-type: none"> <li>• FY 23 Budget Recommendations               <ul style="list-style-type: none"> <li>○ Cost of Living (COLA)</li> <li>○ Merit Based Performance</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Preparations for the FY 2023 budget are underway with the Work Group scheduled to meet on 4/14/22 to review the proposed budget. Susan Block requested a 3% Cost of Living Increase for all staff. Additionally, to implement merit-based</li> </ul>	<ul style="list-style-type: none"> <li>• Motion to support the recommendation for 3% COLA and 3% Merit Based Performance funding in the FY 2023 Budget by Marshall Bower, Second by Joe Paterno. Motion approved.</li> </ul>

	<p>performance incentives, both through the evaluation process and other adjustments described in the Pay Administration Guidance, a separate 3% increase is included in the draft budget proposal.</p>	
<p>Employee Reference Guide: Review of Proposed Policy Update</p> <ul style="list-style-type: none"> <li>• #504 Timecard Rounding</li> <li>• #706 PLT Increments</li> </ul>	<ul style="list-style-type: none"> <li>• Wynetta Upshaw presented #504 which changes the rounding calculations for time cards. Currently, rounding is factored for the meal clock-in and out in addition to the beginning of the shift and end of the shift clock in.</li> <li>• Wynetta Upshaw presented #706 allowing PLT to be taken at a minimum of .25 hour increments rather than the current .5 hour increments.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion to approve the proposed changes to ERG Sections #504 and #706 by Joe Paterno. Second by Marshal Bower. Motion approved.</li> </ul>
<p>ELC Pay Administration Guidance - FYI</p>	<ul style="list-style-type: none"> <li>• The procedure for implementing the HRCC Salary plan was presented to the committee for review. This document will be available to all staff to ensure transparent, consistent administration of the salary plan.</li> <li>• This procedure was presented for review and discussion only.</li> </ul>	
<p>Staff Engagement Survey (April 2022) Results</p>	<ul style="list-style-type: none"> <li>• Results of the survey were shared with a comparison of previous surveys (April 2021 and October 2021). In comparing the data sets, Susan Block noted the positive perspective about supervisors. However, the data is uneven and indicates there is work to address some of the key issues identified in the survey.</li> <li>• Certain questions in the survey are ambiguous and can be interpreted differently by the</li> </ul>	

	<p>respondent. A pre-survey orientation might help staff to understand the meaning of the questions although it may be time to consider an updated survey to address some of the questions that are unclear.</p>	
New Business	<ul style="list-style-type: none"> <li>• Susan Block talked about the large, anticipated funding increase for childcare expected in FY 2023 and the resulting additional workload.</li> <li>• Grant requirements continue to be met by the ELC Team despite the number of vacancies (10 of 64 unfilled positions). Given available financial resources, consideration of a one-time incentive is possible. This will be brought back to the HR Committee in May for discussion.</li> </ul>	
Next meeting scheduled May 24, 2022, 1:30 pm	<ul style="list-style-type: none"> <li>• Meeting adjourned at 2:11 PM</li> </ul>	