



**Early Learning Coalition of Southwest Florida  
Human Resources/Personnel Committee  
Phone Meeting Minutes  
May 22, 2018  
1:30 pm**

**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 VIA PHONE:**

**Trina Puddefoot**, *Executive Director, Early Steps – Health Planning Council*  
**Marshall Bower**, *President/CEO, The Foundation for Lee County Public Schools*  
**Joe Paterno**, *Executive Director, Workforce Development Board*  
**Danna Breeden**, *Designee for Health Department Administrator-Collier County*

Committee Members Absent: **Jason Himschoot, Esq., Committee Chair**, Goede, Adamczyk, DeBoest & Cross, PLLC; **Pamela Hebert**, HR Director, Goodwill Industries

**Staff: Susan Block, CEO**

<u>Agenda Item</u>		
Welcome and Introductions	<ul style="list-style-type: none"> <li>• The meeting opened at 1:31 pm and a quorum was established.</li> </ul>	
Vote to Approve February 27, 2018 & May 1, 2018 Minutes	<ul style="list-style-type: none"> <li>• The February 27, 2018 minutes were approved.</li> <li>• The May 1, 2018 minutes were approved.</li> </ul>	<p>Motion to accept the minutes of February 27, 2018 as presented by Trina Puddefoot and seconded by Marshall Bower. Motion passed.</p> <p>Motion to accept the minutes of May 1, 2018, as presented by Danna Breeden; and seconded by Marshall Bower. Motion passed</p>
ELC Update	<ul style="list-style-type: none"> <li>• Staff are working to understand the impact of the database (portal) rollout on July 1, 2018 along with HB 1091. Both will potentially impact staffing.</li> </ul>	

Update: Compensation Data – “Guide for Evaluating ELC Jobs and Salary Pay”	<ul style="list-style-type: none"> <li>• Susan Block clarified that this document is for internal use only.</li> </ul>	Presentation tabled until the fall.
Employee Reference Guide: Status Update		Updated ERG tabled until the fall.
New Business Items		Ms. Block reported that staff will be receiving a one-time incentive payment for this fiscal year based on the Coalition meeting performance goals for the 2017-18. She will share this with the Executive Committee at the June meeting.
Next Meeting Scheduled: September 4, 2018	<ul style="list-style-type: none"> <li>• Ms. Block presented a meeting schedule for the 2018-2019 fiscal year. Next year, meetings will be scheduled from 2:00-3:00 pm.</li> <li>• Meeting adjourned at 1:39 pm.</li> </ul>	Motion to approve the meeting calendar by Joe Paterno and seconded by Marshall Bower. Motion approved.

