



**ELC of SWFL**  
**Human Resources/Personnel Committee**  
**June 1, 2023 1:30 pm, Hybrid with access via TEAMS**  
**Agenda**

**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 to make future recommendations to the Board of Directors.
2. To review the Employee Reference Guide and make recommendations for updates.

**Committee Members:**

**Dr. Beth McBride**, Director, Early Learning Collier County Public Schools

**Dr. Trina Puddefoot**, Executive Director, Early Steps – Health Planning Council

**Barbara Short**, Quality Assurance Program Manager, Southwest Florida Workforce Development Board

**ELC Staff:** **Dr. Melanie Stefanowicz**, CEO **Wynetta Upshaw**, Chief Administrative Officer

<b>Agenda Item</b>	<b>Facilitator/Presenter</b>
Welcome and Public Comment	<i>Dr. Beth McBride</i>
Vote to Approve April 6, 2023, Minutes	<i>Beth McBride</i>
Employee Reference Guide: Timeline and proposed Updates, per Krizner’s HR Audit	Wynetta Upshaw
CEO Evaluation Process and Timeline	Wynetta Upshaw
Incentive Plan	Melanie Stefanowicz
HR Meeting Calendar 2023-2024	Dr. Beth McBride
New Business Items	All
Next Meeting Scheduled: PROPOSED August 31, 2023, 1:30 p.m. – 3:00 p.m.	All

Microsoft Teams meeting

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