



ELC of SWFL
Human Resources/Personnel Committee
Minutes: September 10, 2019
2:00 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, Present: *Jason Himschoot, Esq., Committee Chair*, Goede, Adamczyk, DeBoest & Cross, (via Zoom) PLLC; **Marshall Bower President/CEO**, *The Foundation for Lee County Public Schools*; **Cindy Whetsell**, Designee for Health Department *Administrator-Collier County*(via Zoom); **Trina Puddefoot**, *Executive Director, Early Steps – Health Planning Council*

Committee Members, Absent: **Roger Mercado**, *Director, Lee County Human and Veteran Services, Designee-Lee Board of County Commissioners*; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board*

Staff, Present: **Susan Block**, CEO

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome and Introductions	<ul style="list-style-type: none"> • The meeting began at 2:09 PM. • Pam Hebert has resigned from the committee and has offered to continue to be a resource to the ELC. 	<ul style="list-style-type: none"> • Quorum was established.
Vote to Approve Meeting Minutes: April 23, 2019 & May 29, 2019	<ul style="list-style-type: none"> • Motion to approve both sets of meeting minutes made. 	<ul style="list-style-type: none"> • Marshall Bower moved to approve the two sets of minutes, Cindy Whetsell seconded. Motion carried.
ELC Update: Status: Implementation of HR Salary Plan	<ul style="list-style-type: none"> • Ms. Block announced that the Salary Plan, approved at the May 15, 2019 meeting, will now be implemented. • An incentive payment for staff to was approved and distributed. 	
Summary of Seasonal Summer Employee Experience	<ul style="list-style-type: none"> • Ms. Block reported that the program was largely successful as the ELC needed additional resources to 	

	work on the attendance records through the Portal (statewide data base system).	
Proposed Policy Updates: <ul style="list-style-type: none"> Section 707, Paid Holidays 	<ul style="list-style-type: none"> The committee agreed to move ahead for review by the Executive Committee, without any changes. 	<ul style="list-style-type: none"> The update will be reviewed at the September 18, 2019 Executive Committee meeting.
Evaluation Tool: Executive Director	<ul style="list-style-type: none"> The Committee agreed to leave the evaluation as is. Ms. Whetsell has arranged to host the Survey Monkey this year. 	<ul style="list-style-type: none"> The evaluation survey will be distributed in November for completion by the board.
New Business Items	<ul style="list-style-type: none"> There was discussion about changing committee membership to create a committee with only five members. 	<ul style="list-style-type: none"> Ms. Block will talk to Mr. Mercado about changing committees.
Next Meeting Scheduled:	<ul style="list-style-type: none"> October 29, 2019, 2 pm 	<ul style="list-style-type: none"> Meeting adjourned at 2:31 PM.

Meetings are held via Zoom. <https://zoom.us/j/2875559962>