



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## HUMAN RESOURCES (Ad Hoc) COMMITTEE MINUTES

August 18, 2014  
8:30 a.m. – 10:30 a.m.

**Purpose:** The Human Resource (HR) Committee is an ad hoc 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:** **Trina Puddefoot**, Executive Director, Early Steps – Health Planning Council; **Jill Turner**, CEO, Children’s Advocacy Center (via phone); and **Lara Sladick**, Human Resources Director, Goodwill Industries

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

**Committee Members Absent:** **Patricia Dobbins**, Director, Hendry County Health Department; **Ivette Galarza**, Director of Program Quality, Redlands Christian Migrant Association

(\*) *Materials included in Executive Committee Packet.*

Agenda Items	Discussion	Action/Assignments
<b>Welcome</b>	<ul style="list-style-type: none"> <li>Ms. Puddefoot welcomed the committee members. No quorum was present.</li> </ul>	
<b>Vote to Approve February 6, 2014 minutes</b>		Motion to accept minutes from August 9, 2013 and October 9, 2013 made by Ms. Turner (Ms. Galarza, second) approved.
<b>Review of one-time salary incentive</b>	<ul style="list-style-type: none"> <li>Members agreed that the incentive was acceptable. In the future, it was recommended that the distribution consider performance differences rather than a flat distribution.</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Block will work on a plan for any future incentive.</li> </ul>
<b>Update of Employee Reference Guide</b>	<ul style="list-style-type: none"> <li>Members reviewed the proposed changes. All agreed that the updated language</li> </ul>	<ul style="list-style-type: none"> <li>The policies will be reviewed by Nominations, Policies and By-</li> </ul>

	<p>describing compensation and benefits was satisfactory.</p> <ul style="list-style-type: none"> <li>• Language encouraging staff to save PLT was discussed. While the additional encouragement is fine as is, it may be subject to some interpretation by individual staff and challenging to enforce.</li> <li>• An increase of funding for the Educational Reimbursement program was supported.</li> </ul>	<p>Laws; Executive Committee and the Board for final approval.</p>
	<ul style="list-style-type: none"> <li>• The work of the HR Committee, as tasked, has now been completed.</li> </ul>	<ul style="list-style-type: none"> <li>• The Committee will be asked to approve minutes from 2/6/14 and officially will disband.</li> </ul>