



ELC of SWFL  
Human Resources/Personnel Committee

**Agenda**  
**April 13, 2021**  
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:** *Jason Himschoot, Esq., Committee Chair, Attorney, Maughan, Himschoot and Adams Law Group; PLLC, Dr. Trina Puddefoot, Executive Director, Early Steps – Health Planning Council; Marshall Bower President/CEO, The Foundation for Lee County Public Schools; Joe Paterno, Executive Director, Southwest Florida Workforce Development Board and Dr. Beth McBride, Director, Early Learning Collier County Public Schools.*

**ELC Staff:** *Susan Block, CEO; Wynetta Upshaw, HR Director*

<u>Agenda Item</u>	<u>Facilitator/Presenter</u>
Welcome and Introductions	<i>Jason Himschoot</i>
Vote to Approve February 23, 2021 Minutes	<i>Jason Himschoot</i>
ELC Update <ul style="list-style-type: none"> <li>• HR Response, Reset, Rebuild: Plan Update</li> <li>• HR Climate Survey: 4/2021 Results</li> </ul>	Susan Block
Krizner Audit Report - 2020	Susan Block
Proposed Policy Updates <ul style="list-style-type: none"> <li>• Consolidate <del>204 Non-Discrimination</del> with 207 Workplace Harassment and Discrimination</li> <li>• Consolidate and update <del>205 Non-Retaliation Policy</del> with 207 Workplace Harassment and Discrimination</li> <li>• <del>206</del> 204 American with Disabilities Act (ADA)</li> <li>• 207 205 Health Insurance Portability and Accountability Act (HIPAA)</li> <li>• <del>208</del> 206 Fair Labor Standards Act (FLSA)</li> <li>• <del>209 Harassment Policy</del> 207 Workplace Harassment and Discrimination</li> <li>• <del>210</del> 208 Whistleblower Policy (Sarbanes Oxley Act)</li> </ul>	Jason Himschoot

<ul style="list-style-type: none"> <li>• 209 Open Door Policy</li> <li>• Recommended by Krizner: 309.1 Workplace Posting/Apparel</li> <li>• Recommended by Krizner: 606.1 Online-Trainings/Meetings</li> <li>• 1105 Bullying</li> <li>• <del>4405</del> 1106 Grievance Procedure</li> <li>• Recommended by Krizner: 1312.8 Illness While Travelling</li> <li>• Recommended by Krizner: 1312.9 Workplace Cleanliness</li> <li>• Recommended by Krizner: 1313 Vaccination Policy</li> <li>• <del>1313</del> 1314 Employee Assistance Program (EAP)</li> <li>• <del>1314</del> 1315 Emergency/Disaster Events</li> </ul>	
New Business Items	All
Next Meeting Scheduled: May 25, 2021	All

Meetings are held via Zoom.

Join Zoom Meeting: April 13, 2021 2:00 pm

<https://us02web.zoom.us/j/85646016858?pwd=dnk3Tm1velJnQ242OW9hUFpFQTNFZz09>

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