



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Human Resource/Personnel Committee Minutes

October 28, 2016 8:30 am

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.

Committee Members Present: **Marshall Bower *President/CEO, The Foundation for Lee County Public Schools*** & **Damaris Boone, *Redlands Christian Migrant Association***; **Dr. Maureen Ungarean, *Director Early Learning Programs, Collier County School District (via phone)***

Committee Members Absent: **Trina Puddefoot, *Executive Director, Early Steps – Health Planning Council***; & **Lara Sladick, *Human Resources Director, Goodwill Industries***

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

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> • Ms. Block opened the meeting at 8:37 am. 	
Approval of August 26, 2016 minutes		Motion to approve by Marshall Bower; Damaris Boone (second). Motion approved.



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<p>ELC Update</p>	<ul style="list-style-type: none"> • Ms. Block announced that the ELC has launched a new website. • Incentives to ELC staff were greatly appreciated. • Recently, appropriate dress code was clarified for all staff. • Krizner & Associates completed the voluntary HR Audit. Not major issues were found. Recommended changes to the Employee Resource Guide will follow for the committee to consider • Ms. Sladick is no longer with Goodwill Industries and has resigned from the committee. Ms. Block would like to replace her with someone from the HR field, if possible. 	
<p>Review of Employee Reference Guide</p> <p>Paid Leave Benefits</p>	<ul style="list-style-type: none"> • The Board ask for comprehensive compensation data to evaluate the ELC pay and benefits. Ms. Block asked for suggestions on where to gather data. Mr. Bower offered to provide information from Salus Care and Pace Center for Girls. Ms. Boone will provide information from RCMA. Ms. Block will let them know what information she would like to collect. 	<p>Compensation data to be evaluated at the 12/2/16 HR Committee meeting.</p>



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	<ul style="list-style-type: none"> Ms. Block noted the possibility of increased health insurance premiums and concerns about the impact on ELC staff. At the time that the budget is developed, she may request an increase. This may depend on the outcome of the compensation study. 	
Review of Employee Reference Guide ERG 303	<ul style="list-style-type: none"> The committee discussed the existing Incentive Pay Policy. There was agreement that the policy did not need major revisions. Ms. Block will add the statement “Upon award of incentive pay, the CEO will notify the Executive Committee”. 	<p>A motion to present the revised ERG #303 by Marshal Bower. Maureen Ungarean seconded. Motion Approved.</p> <p>The amended motion will be presented at the 11/2/16 Executive Committee meeting.</p>
Review of Employee Reference Guide ERG 506	<ul style="list-style-type: none"> Ms. Block requested a change in the cell phone policy to reflect equal reimbursement amounts for any ELC staff member who uses their own phone on ELC business. 	<p>A motion to present the revised ERG #506 by Marshal Bower. Damaris Boone seconded. Motion Approved.</p> <p>The amended motion will be presented at the 11/2/16 Executive Committee meeting.</p>
Impact of FLSA Rule Change	<ul style="list-style-type: none"> Ms. Block presented overtime data for the twenty week period since the new FLSA guidelines were implemented. Mr. Bower asked 	<p>This report will be shared with the Executive Committee and the Board.</p>



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	<p>about the amount spent on overtime. The costs will be added to future reports.</p>	
Succession Planning	<ul style="list-style-type: none"> The draft for succession planning was reviewed by the committee. 	<p>Ms. Block will draft a narrative using the key points in the proposed document.</p> <p>The narrative will be presented at the Executive Committee at the November 2nd meeting.</p>
New Business Items	<ul style="list-style-type: none"> It is time for the annual performance assessment for the Executive Director. The committee members agreed that last year's format should be used again. 	
Next Meeting Schedule	<p>Meeting was adjourned at 9:20 am. The next meeting is December 2, 2016.</p>	