



ELC of SWFL
Human Resources/Personnel Committee
August 26, 2016 Agenda
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.

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: **Trina Puddefoot, Committee Chair**, *Executive Director, Early Steps – Health Planning Council*; **Lara Sladick**, HR Director, Goodwill Industries and **Maureen Ungarean**, *Director of Early Learning, Collier County Public Schools*, **Marshall Bower President/CEO**, *The Foundation for Lee County Public Schools*; **Damaris Boone**, *Redlands Christian Migrant Association*

Staff: **Susan Block**, CEO

| <u>Agenda Item</u> | <u>Facilitator/Presenter</u> |
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| Welcome and Introductions | Trina Puddefoot |
| Vote to Approve June 3, 2016 Minutes | Trina Puddefoot |
| ELC Update | Susan Block |
| Review of Employee Reference Guide <ul style="list-style-type: none"> • Review of Paid Leave Time Benefit | Susan Block |
| Impact of FLSA Rule Change on Overtime <ul style="list-style-type: none"> • Review Overtime Data | Susan Block |
| Succession Planning <ul style="list-style-type: none"> • Review Draft | Susan Block |
| New Business Items | All |
| Next Meeting Scheduled : October 14, 2016 | All |

All meetings are held at the Early Learning Coalition 2675 Winkler Ave, Ft Myers, FL 33901 unless otherwise noted: