



**ELC of SWFL**  
**Human Resources/Personnel Committee**  
**June 1, 2023, 1:30 pm**  
**Meeting Minutes**

**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 to make future recommendations to the Board of Directors.
2. To review the Employee Reference Guide and make recommendations for updates.

**Committee Members:**

**Dr. Beth McBride**, *Director*, Early Learning Collier County Public Schools

**Dr. Trina Puddefoot**, *Executive Director*, *Early Steps – Health Planning Council*

**Barbara Short**, *Quality Assurance Program Manager*, Southwest Florida Workforce Development Board

**ELC Staff:**

**Dr. Melanie Stefanowicz**, *CEO*

**Wynetta Upshaw**, *Chief Administrative Officer*

**Monica Gaddy**, *Administrative Coordinator*

| <b>Agenda</b>  | <b>Discussion</b>  | <b>Action</b>   |
|--|--|---|
| Welcome and Public Comment   |  | Meeting called to order @ 1:30 p.m. by Wynetta Upshaw |
| Vote to Approve April 6, 2023, Minutes   |  | Quorum not established. Meeting minutes not approved  |
| Employee Reference Guide: Timeline and proposed Updates, per Kinzer’s HR Audit | Wynetta Upshaw Affirmative Action Plan has been distributed to CEO, Chief Directors for review   | Updates will be presented at the August 31, 2023      |
| CEO Evaluation Process and Timeline  | Wynetta Upshaw Currently in the 90-day window. Dr. Melanie is continuing to work on 30-day Pre-Entry Strategies. Focus group establish to discuss Incentive Plans. |   |

| <b>Agenda</b>                 | <b>Discussion</b>           | <b>Action</b>  |
|-------------------------------|-----------------------------|--|
| Incentive Plan                | CEO Dr. Melanie Stefanowicz | CEO Discussed Focus groups and thoughts from staff.                                  |
| HR Meeting Calendar 2023-2024 | Wynette Upshaw              | Dates are 8/31/2023; 10/26/2023; 01/04/2024; 02/22/2024; 04/04/2024; and 05/30/2024. |
| New Business Items            |                             |  |
| Next Meeting Scheduled:       |                             | Scheduled for August 31, 2023 @ 1:30 p.m.-3:00 p.m.                                  |