



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Human Resource (HR) Committee Minutes

January 26, 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: **Trina Puddefoot, Committee Chair**, *Executive Director, Early Steps – Health Planning Council (via phone)*; **Dr. Maureen Ungarean**, *Director Early Learning Programs, Collier County School District (via phone)*

Committee Members Absent: **Lara Sladick**, *Human Resources Director, Goodwill Industries*; **Marshall Bower President/CEO**, *The Foundation for Lee County Public Schools*

Staff Present: **Susan Block, CEO**

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Ms. Puddefoot opened the meeting at 8:31 am. 	
Approval of November 13, 2015 minutes	No quorum to approve the minutes.	<ul style="list-style-type: none"> November 13, 2015 will be on the March 4, 2016 agenda
ELC Update	<ul style="list-style-type: none"> Legislative session is underway and we await an early learning bill that will address changes to the federal Child Care Development Fund. Ms. Young is no longer with the HR Committee or the ELC Board. Ms. Block will see if her replacement is interested in joining the HR committee. 	<ul style="list-style-type: none"> Ms. Block will invite Ms. Damaris Boone to join the HR Committee

Benefits Update	<ul style="list-style-type: none"> Ms. Block reported that a new broker, Joe LaRocca and Associates, was hired to administer our benefits. She reported a relatively smooth transition. 	
Proposed Changes to Employee Reference Guide, Section 306	<ul style="list-style-type: none"> Ms. Block presented draft language that recommended that the paid holidays for ELC employees be changed. Rather than 12 paid holidays, the suggestion was to remove the paid birthday and 2 floating holidays (3 days), in exchange for 4 days off between Christmas and New Year's Day to form a Winter Break. Business is quite limited during this period and, with most staff taking time off during the break, it can be difficult for the remaining staff to be productive. A Winter Break would allow all staff to spend time off during the holiday period. This change would increase the total paid holidays from 12 to 13 annually. The Winter Break would include 6 business days where the Coalition is closed, regardless of the actual starting date. The closure dates would be announced in January. In order to meet with our responsibilities to place children referred to the Coalition, an "on-call" system would be implemented. Both Ms. Puddefoot and Ms. Ungarean were supportive of the motion. 	<ul style="list-style-type: none"> Ms. Puddefoot will present this as a motion for the Executive Committee to consider at the upcoming meeting.
Budget for Personnel, FY, 2017	<ul style="list-style-type: none"> Ms. Block is beginning to prepare the budget for fiscal year 2017. She will be proposing funds to allow for staff raises. <ul style="list-style-type: none"> Ms. Block notified the Committee that she had authorized a small stipend of \$75 each acknowledge the continued completion of work throughout a year when staff vacancies placed an additional burden on employees. 	
New Business Items	<ul style="list-style-type: none"> None 	
Next Meeting Schedule	March 4, 2016	8:30-9:30 am