



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## Human Resource (HR) Committee Minutes

### November 13, 2015 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)*; **Lara Sladick**, *Human Resources Director, Goodwill Industries*; **Dr. Maureen Ungarean**, *Director Early Learning Programs, Collier County School District (via phone)*,

**Committee Members Absent:** **Jill Turner**, *CEO, Children’s Advocacy Center*; **Patti Young** *Chief Operating Officer, Redlands Christian Migrant Association*

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

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b>	<ul style="list-style-type: none"> <li>Ms. Puddefoot welcomed the committee</li> </ul>	
<b>Approval of August 25, 2015 minutes</b>	<ul style="list-style-type: none"> <li>The August 25, 2015 minutes were approved.</li> </ul>	Ms. Sladick moved (Ms. Puddefoot seconded) approval for August 25, 2015 minutes. Motion approved.
<b>ELC Update</b>	<ul style="list-style-type: none"> <li>Legislative session begins in January. It is expected that an early learning bill will be passed this year to allow Florida to</li> </ul>	

	submit an updated Child Care Development Plan to the federal government by March 1, 2016.	
<b>Benefits Discussion</b>	<ul style="list-style-type: none"> <li>We have not yet received final quotes for health insurance</li> </ul>	
<b>HR Audit Report</b>	<ul style="list-style-type: none"> <li>The HR Consulting Group that was hired this year, Krizner and Associates, conducted an audit of our HR work. A summary was reviewed by the committee.</li> </ul>	
<b>Proposed Changes to Employee Reference Guide</b>	<ul style="list-style-type: none"> <li>Changes were proposed to address the recommended changes to the Employee Reference Guide by Krizner</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Ungarean made a motion to move the proposed changes to the Executive Committee. Ms. Sladdick seconded. Motion approved</li> </ul>
<b>New Business Items</b>	<ul style="list-style-type: none"> <li>None</li> </ul>	
<b>Next Meeting Schedule</b>	January 26, 2016	8:30-9:30 am