



ELC of SWFL  
Human Resources (HR) Committee  
**June 3, 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>
Welcome and Introductions	Trina Puddefoot
Vote to Approve April 29, 2016 Minutes	Trina Puddefoot
ELC Update	Susan Block
Review of Employee Reference Guide <ol style="list-style-type: none"> <li>1. Bereavement Policy (#312)               <ul style="list-style-type: none"> <li>-Eligibility Criteria</li> </ul> </li> <li>2. Review of Paid Leave Time Benefit</li> </ol>	Susan Block
Impact of FLSA Rule Change	Susan Block
Succession Planning	Susan Block
Proposed 2016-2017 HR Committee Schedule	Trina Puddefoot
New Business Items	All
Next Meeting Scheduled August 28, 2016, 8:30 am (tentative)	All

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