



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Human Resource (HR) Committee Minutes

April 29, 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**, Executive Director, Early Steps/Health Planning Council; **Damaris Boone**, *Redlands Christian Migrant Association*; **Marshall Bower** *President/CEO*, *The Foundation for Lee County Public Schools*; **Lara Sladick**, *Human Resources Director, Goodwill Industries*; **Dr. Maureen Ungarean**, *Director Early Learning Programs, Collier County School District*

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 8:36 am. 	
Approval of November 13, 2015 & January 29, 2016 & March 4, 2016 minutes		<ul style="list-style-type: none"> Motion to approve all; Lara Sladick; Maureen Ungarean (second). Motion approved.
ELC Update	<ul style="list-style-type: none"> Tom Bamrick has resigned as Chief Operating Officer effective June 28, 2016. The new staff performance evaluation format is a narrative evaluation, as recommended by Krizner. A simple 3 point overall rating was added to 	

	<p>provide a measure to use should an average raise be approved in the Fiscal 2017 budget.</p> <ul style="list-style-type: none"> • VPK enrollment has been changed to allow enrollment for young 5 yr olds. 	
<p>Proposed Changes to Employee Reference Guide, -Section 306 -Section 309 -Section 312</p>	<ul style="list-style-type: none"> • Section 306: The intent is to close the week of Christmas through New Year's with coverage for essential services only. The committee recommended replacing "floating" and instead, using "winter holidays." • Section 309: The changes respond to an OEL audit finding. These updates are needed as part of a corrective action plan. Once approved, staff will be trained. • Section 312: A question was raised about the intent of the policy. With modern families, should step grandparents be included and what about adopted or foster children? A lively conversation ensued without resolution. • The Coalition employees are eligibility to receive bereavement leave for the loss of family members as follows: parent (step), spouse, children (step), grandchildren (step) and or family members living in the home - 5 days 	<ul style="list-style-type: none"> • Marshall Bower made the motion to accept the revised policy language for #306. Lara Sladick (second). Motion approved. • Lara Sladick made the motion to accept proposed languages to Section#309 – Marshall Bower (second). Motion approved. Ms. Puddefoot will present both motions at the 5/11/16 Executive Committee meeting. • Section #312 - tabled for discussion at the 6/3/16 HR Committee meeting • Committee members will share bereavement leave policies where available. • Ms. Block will ask other Coalitions for their policies as well as from Krizner & Associates.
<p>Review of Job Description: Chief Executive Officer</p>	<ul style="list-style-type: none"> • Revisions include recommendations from Krizner & Co. 	<ul style="list-style-type: none"> • Lara Sladick made the motion to approve the changes. Marshall Bower (Second). Motion approved.
<p>Succession Planning</p>	<ul style="list-style-type: none"> • Ms. Block has initiated discussions about succession for all key positions with the Coalition's Leadership Team (supervisors). This is a best practice that will support uninterrupted transitions at key positions. Ms. Sladick said it will increase 	<ul style="list-style-type: none"> • Tabled for the 6/2/16 meeting. • Ms. Sladick will share a gap analysis and other tools used by Goodwill for succession planning which will be

	<p>job satisfaction of employees.</p> <ul style="list-style-type: none"> • Gap analysis - Lara will share • SB will draft plan for review 	<p>shared with the committee.</p> <ul style="list-style-type: none"> • Ms. Block will draft a plan for review
Budget for Personnel	<ul style="list-style-type: none"> • The budget was review by a subcommittee and is moving to Finance with proposed 3% average increase for staff. 	
New Business Items	<ul style="list-style-type: none"> • Ms. Block asked the committee for input about the 2016-2017 Calendar. The meeting day and time ok, as is. 	<ul style="list-style-type: none"> • Ms. Ungarean will provide dates that conflict with the HR Committee meeting for Ms. Block's reference
Next Meeting Schedule	<p>Meeting was adjourned at 9:35 am. The next meeting is June 3, 2016</p>	