



# EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

## Human Resource/Personnel Committee Minutes

### January 10, 2017 1:00 pm

**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:** **Marshall Bower**, *President/CEO, The Foundation for Lee County Public Schools*

**Committee Members Present – Via Phone :** **Trina Puddefoot**, *Chair, Executive Director, Early Steps – Health Planning Council*; **Damaris Boone**, *Redlands Christian Migrant Association*; **Dr. Maureen Ungarean**, *Director Early Learning Programs, Collier County School District*; **Pam Hebert**, *Human Resources Director, Goodwill Industries*

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

Agenda Items	Discussion	Action/Assignments
<b>Welcome and Introductions</b>	Ms. Puddefoot opened the meeting at 1:05 pm. Members introduced themselves to Pam Hebert, a new member of the committee.	
<b>Approval of October 28, 2016 minutes</b>		Motion to approve by Marshall Bower; Maureen Ungarean (second). Motion approved.



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<p><b>ELC Update</b></p>	<ul style="list-style-type: none"> <li>• The Coalition is unaffected by court decision in Texas as the proposed FLSA rules were in effect as of April 2016</li> <li>• Winter Break was terrific - staff truly appreciated time off during the holidays - a few staff stayed behind to cover - 1 Naples, 1 in FM. A few minor issues, &amp; 1 that could have been major, were communicated to me and handled seamlessly.</li> </ul>	
<p><b>Review of Employee Reference Guide</b></p> <p><b>Discussion: Compensation Data</b></p>	<ul style="list-style-type: none"> <li>• The committee discussed the challenges of providing an “apples and apples” comparison. Coalition work is different from business and even positions at different coalitions can vary.</li> <li>• Susan Block reported that with VPK administrative costs running high, hiring a consultant to run a true study would be costly.</li> </ul>	<ul style="list-style-type: none"> <li>• Susan Block will collect local data and data from other coalitions for presentation to the full board.</li> </ul>
<p>Review of Employee Reference Guide</p> <ul style="list-style-type: none"> <li>• Recommendations from HR Audit</li> <li>• Cell phone policy</li> </ul>	<ul style="list-style-type: none"> <li>• The committee reviewed the recommended changes to the Employee Reference Guide (ERG) following our annual HR audit.</li> <li>• When the Cell Phone Policy was presented to the Executive Committee, questions were asked resulting in a consultation with our HR attorney. She shared a new draft for our review. The committee reviewed the</li> </ul>	<ul style="list-style-type: none"> <li>• Marshall Bower moved (Maureen Ungarean seconded) a motion to present the recommended changes to the ERG to the Executive Committee. Motion approved.</li> <li>• Marshall Bower moved (Maureen</li> </ul>



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	<p>recommended changes to the Employee Reference Guide (ERG) following our annual HR audit. All agreed that the policy is difficult to uphold and yet, important to consider risk to the Coalition.</p>	<p>Ungarean seconded) a motion to present to the revised version of the Cell Phone Policy to Executive Committee. Motion approved.</p>
<p>Executive Director: Annual Performance Assessment</p>	<ul style="list-style-type: none"> <li>• Fourteen of the eighteen board members participated in the survey for the executive directors' annual performance assessment. Susan Block met with Trina Puddefoot who will recommend a salary increase. However, Susan Block asked that any consideration of an increase be revisited in July or before, if the VPK admin costs can be brought into line</li> <li>• Ms. Puddefoot's report was summarized and shared, through Susan Block with Gerry Poppe who shared the recommendation with the Executive Committee. The Committee supported this plan when it met, earlier on January 10<sup>th</sup>.</li> </ul>	
<p>Impact of FLSA Rule Change on Overtime</p> <ul style="list-style-type: none"> <li>• Review Overtime Data: Updated January 2017</li> </ul>	<ul style="list-style-type: none"> <li>• Susan Block shared an updated report of Overtime Costs. She has requested the area accruing the most overtime to consider how to reduce their costs. Overall, the costs remain at a relatively low level.</li> </ul>	<ul style="list-style-type: none"> <li>• The most recent data will be shared with the Executive Committee in March.</li> </ul>



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<p>Procedure for Emergency Replacement, Executive Director</p>	<ul style="list-style-type: none"> <li>• Susan Block presented the revised version of a succession plan which now includes a procedure in the event that an emergency replacement is needed</li> </ul>	<ul style="list-style-type: none"> <li>• Marshall Bower moved; Pam Hebert seconded. Motion to present the revision succession plan to the Executive Committee was approved.</li> </ul>
<p>Open Enrollment Update</p> <ul style="list-style-type: none"> <li>• Benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Susan Block reported that health insurance premiums increased by 15%. The impact on staff, even with the entry level plan, was \$26.05 each pay period more; a total of \$689.10 per year.</li> </ul>	<ul style="list-style-type: none"> <li>• This will be considered along with the rest of the compensation by the HR Committee for consideration.</li> </ul>
<p>New Business Items</p>	<ul style="list-style-type: none"> <li>• No new business</li> </ul>	
<p>Next Meeting Scheduled: February 3, 2017</p>	<ul style="list-style-type: none"> <li>• The committee agreed to change the meeting to accommodate Susan Block's conflict.</li> <li>• Meeting adjourned at 1:45 pm.</li> </ul>	<ul style="list-style-type: none"> <li>• The next meeting will be held February 3<sup>rd</sup>, 1:00 pm.</li> </ul>