



ELC of SWFL
Human Resources/Personnel Committee
Minutes: May 19, 2020
2:00 pm via Zoom

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, Present: *Jason Himschoot, Esq., Committee Chair*, Goede, Adamczyk, DeBoest & Cross **Selina Lucas**, Designee for Health Department *Administrator-Collier County*; **Trina Puddefoot**, *Executive Director, Early Steps – Health Planning Council* (via Zoom)

Committee Members, Absent: **Marshall Bower** *President/CEO, The Foundation for Lee County Public Schools* (via Zoom); **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board* (via Zoom);

Staff, Present: Susan Block, CEO.

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome	<ul style="list-style-type: none"> • Technical difficulties delayed the start of the meeting until 2:25 pm. 	
Vote to Approve Meeting Minutes: October 29, 2019 ,January 7, 2020, April 21, 2020 minutes	<ul style="list-style-type: none"> • Quorum was established. 	<ul style="list-style-type: none"> • Motion to approve October 29, 2019, January 7, 2020 and April 21, 2020 minutes by Trina Puddefoot. Second by Selena Lucas. Motion approved.
ELC Update <ul style="list-style-type: none"> • Telework Update 	<ul style="list-style-type: none"> • ELC staff continue to work from home while few staff are in the office working. A plan to return to the office is underdevelopment. The plan is consideration of health conditions presented by COVID-19. We are using Center for Disease Control (CDC), World Health Organization (WHO) and Florida Department of Health (DOH) information to guide our health and safety efforts along with our Nurse Consultant Danna Breeden, RN. 	

	<ul style="list-style-type: none"> Lobby renovations in the Fort Myers office are scheduled for early June. 	
ELC: Fiscal Year 2021 Budget	<ul style="list-style-type: none"> The budget for FY 2021 is under development. There is no recommended increase to staff pay or benefits. 	
Proposed Policy Updates ERG Sections 705, 910, 918 & 919	<ul style="list-style-type: none"> Krizner & Associates, the HR firm consulting with the ELC, completes an annual voluntary HR audit. The proposed changes to current Employee Reference Guide (ERG) and new policies are a result of recommendations following the audit. 	<ul style="list-style-type: none"> Motion to approved ERG Sections 705, 910, 918 & 919 by Trina Puddefoot. Second by Selena Lucas. Motion approved.
New Business Items	<ul style="list-style-type: none"> None 	
HR Committee Meeting, FY 2021	<ul style="list-style-type: none"> Those on the call confirmed Tuesdays at 2:00 pm will continue to be committee's meeting day/time 	<ul style="list-style-type: none"> Ms. Block will schedule the upcoming meetings accordingly on Zoom.
Next Meeting Scheduled:	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Calendar appointments for the committee meetings to be sent electronically.