



ELC of SWFL
Human Resources/Personnel Committee
Minutes: April 20, 2021
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, Attorney, Maughan, Himschoot and Adams Law Group; PLLC Dr. Trina Puddefoot, Executive Director, Early Steps – Health Planning Council; Joe Paterno, Executive Director, Southwest Florida Workforce Development Board; and Dr. Beth McBride, Director, Early Learning Collier County Public Schools.*

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

Staff Present: Susan Block, CEO, & Wynetta Upshaw, ELC HR Director

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome	<ul style="list-style-type: none"> • Meeting opened at 2:02 pm Wynetta Upshaw, ELC HR Director was introduced to the group. • This meeting was originally scheduled for 4/13/21 	Quorum established
Vote to Approve February 23, 2021 Minutes		<ul style="list-style-type: none"> • Motion to approve the minutes of February 23, 2021 meeting by Beth McBride. Seconded by Trina Puddefoot. Motion approved
ELC Update <ul style="list-style-type: none"> • HR Response, Reset, Rebuild: Plan Update • HR Climate Survey: 4/2021 results 	<ul style="list-style-type: none"> • Susan Block presented the 3 Rs plan and talked about strategies to engage staff and increase staff communication more fully. • Susan Block presented the HR Climate Survey results. A staff work group, led by Kim Usa, Chief Program Officer, is focused on strategies 	<ul style="list-style-type: none"> •

	<p>to improve the culture of the ELC. The survey will be repeated in October 2021.</p> <ul style="list-style-type: none"> • Benefits for paid sick leave through the American Recovery Plan (ARP) related to COVID-19 were extended through September 30, 2021. • Procurement for a Wellness Consultant, HR Legal Consultant, ELC Benefits Broker and Vendor for Compensation and Classification Study are underway. 	
Krizner Audit Report: 202`	<ul style="list-style-type: none"> • The audit results were included in the meeting materials for members. • The committee requested that the full report be sent to the Executive Committee. 	<ul style="list-style-type: none"> • Report to be included in the Executive Committee 4/21/21.
<p>Proposed Policy Updates</p> <ul style="list-style-type: none"> • Consolidate 204 Non-Discrimination with 207 Workplace Harassment and Discrimination • Consolidate and update 205 Non-Retaliation Policy with 207 Workplace Harassment and Discrimination • 206 204 American with Disabilities Act (ADA) • 207 205 Health Insurance Portability and Accountability Act (HIPAA) • 208 206 Fair Labor Standards Act (FLSA) • 209 Harassment Policy 207 Workplace Harassment and Discrimination • 210 208 Whistleblower Policy (Sarbanes Oxley Act) • 209 Open Door Policy • Recommended by Krizner: 309.1 Workplace Posting/Apparel • Recommended by Krizner: 606.1 Online-Trainings/Meetings • 1105 Bullying • 1105 1106 Grievance Procedure • Recommended by Krizner: 1312.8 Illness While Travelling • Recommended by Krizner: 1312.9 Workplace Cleanliness 	<ul style="list-style-type: none"> • Wynetta Upshaw presented the proposed changes to the Employee Reference Guide (ERG) policies. This is the ELC staff handbook. There were three types of changes: <ul style="list-style-type: none"> • 1. Renumbering and reformatting • 2. Responding to the Sproat report recommendations. • 3. Responding to the Krizner Audit Report, recommendations. • The Committee didn't have any recommended 	<p>Motion to move to Executive Committee for review 4/21/21 by Beth McBride seconded by Trina Puddefoot. Motion approved.</p>

<ul style="list-style-type: none"> • Recommended by Krizner: 1313 Vaccination Policy • 1313 1314 Employee Assistance Program (EAP) • 1314 1315 Emergency/Disaster Events 		
New Business Items	<ul style="list-style-type: none"> • OEL is writing new time and reporting guidelines expected to appear in the FY 2022 ELC grant. Board approval to changing HR policies may be necessary. • Jason Himschoot requested a different date for the next meeting due to a scheduling conflict. 	
Next meeting scheduled	<ul style="list-style-type: none"> • Meeting ended at 2:25 pm 	<ul style="list-style-type: none"> • Next scheduled committee meeting is changed from the original date, June 14, 2021 11:00