



ELC of SWFL
Human Resources/Personnel Committee
Minutes: January 4, 2022
1:30 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; **Joe Paterno**, Executive Director, Southwest Florida Workforce Development Board; and **Dr. Beth McBride**, Director, Early Learning Collier County Public Schools. **Marshall Bower President/CEO**, The Foundation for Lee County Public Schools:

Committee Members, Absent: **Dr. Trina Puddefoot**, Executive Director, Early Steps – Health Planning Council.

Staff Present: **Susan Block**, CEO, **Wynetta Upshaw**, HR Director

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome and Public Comment	Jason Himschoot opened the meeting at 1:32 pm	<ul style="list-style-type: none"> •
Vote to Approve November 2, 2021, Minutes		<ul style="list-style-type: none"> • Motion to approve the minutes by Joe Paterno. Second by Marshal Bower. Motion approved.
<p>ELC Update</p> <ul style="list-style-type: none"> • Compensation & Classification Study: Planning for FY 23 • Recommendation: CEO Evaluation 	<ul style="list-style-type: none"> • Susan Block reported that the new pay framework was implemented in December, effective July 7, 2021. A few staff received adjustment to the minimum of the pay range and considerations based on time in their current position. All staff (except the CEO) received a 3.5% increase. Wynetta Upshaw met with staff who had questions about how the new structure impacted their pay. She expressed a confidence in having this framework in place. Marshal Bower congratulated Wynetta Upshaw for her work on salaries. Susan Block shared that staff are interested in how they might increase their pay. Joe Paterno described how CareerSource handles merit increases and offered to share this information. The ELC will investigate the applications of differentials for such things as education, language, travel and merit based on staff interest. • Jason Himschoot reported on his meeting with Susan Block to review her performance evaluation. Overall, he reported fair results; the board rated the CEO as doing a good job. There were some comments about concerns from the previous year included in the survey responses which were discussed at the performance review meeting. • Jason Himschoot suggested that the ELC create a merit based, one-time increase to recognize hard working ELC employees. There was discussion about 	<ul style="list-style-type: none"> • The staff will bring concrete recommendations regarding the next steps of the salary plan for consideration by the committee on February 15th. • Marshal Bower move to approve a 3.5% increase for Susan Block, in line with the staff increase. Joe Paterno seconded the motion. Motion approved. • Motion to explore a merit based, one-time increase by Joe Paterno. Seconded by Beth McBride. Motion approved.
New Business Items	<ul style="list-style-type: none"> • Susan Block highlighted the email about COVID protocols for staff effective 1/4/22 that was shared with board members 	<ul style="list-style-type: none"> • Susan Block will prepare and present a graphic organizer to the Executive Committee and

	<ul style="list-style-type: none"> • Susan Block talked about numerous additional grants that may impact the size of the staff. Additional full-time staff may be needed to implement these large, temporary grants. 	Board to detail the increased workload of the ELC.
Next meeting scheduled February 15, 2022, 1:30 pm	<ul style="list-style-type: none"> • Meeting adjourned at 1:56 pm 	