



ELC of SWFL
Human Resources/Personnel Committee
May 24, 2022, 1:30 pm, via Zoom
Agenda

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 to make future recommendations to the Board of Directors.
2. To review the Employee Reference Guide and make recommendations for updates.

Committee Members: *Jason Himschoot, Esq., Committee Chair, Attorney, Maughan, Himschoot and Adams Law Group; PLLC, Dr. Trina Puddefoot, Executive Director, Early Steps – Health Planning Council; Marshall Bower President/CEO, The Foundation for Lee County Public Schools; Joe Paterno, Executive Director, Southwest Florida Workforce Development Board and Dr. Beth McBride, Director, Early Learning Collier County Public Schools.*

ELC Staff: **Susan Block**, CEO; **Wynetta Upshaw**, HR Director

| <u>Agenda Item</u> | <u>Facilitator/Presenter</u> |
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| Welcome and Public Comment | <i>Jason Himschoot</i> |
| Vote to Approve April 12, 2022, Minutes | <i>Jason Himschoot</i> |
| ELC Update | Susan Block |
| Discussion: Krizner Audit Report 2022 | Wynetta Upshaw |
| Employee Reference Guide: Review of Proposed Policy Updates 1. #313 Telework 2. 408 Internal Promotion Policy 3. #501 Work Schedule 4. #608 Workers' Compensation Insurance (#608.1 Responsibilities While on Workers' Compensation Leave 5. #905 Other Employment 6. #920 Workplace Surveillance 7. #921 No Unauthorized Recording in the Workplace 8. #1202 Violence in the Workplace Policy | Wynetta Upshaw |

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| 9. #1102 Merit Based Performance | |
| Informational: One-Time Incentive for ELC Staff | Susan Block |
| Approval: FY 2023 HR Committee Calendar | |
| New Business Items | All |
| Next Meeting Scheduled: September 8, 2022 | All |