ELC of SWFL

Human Resources/Personnel Committee

**Minutes: May 24, 2022, via Zoom**

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;* ***Joe Paterno****, Executive Director, Southwest Florida Workforce Development Board*; *and* **Marshall Bower *President/CEO,*** *The Foundation for Lee County Public Schools* PLLC; ***Dr.******Beth McBride****,* Director, Early Learning Collier 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

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| Agenda Item | Discussion | Actions |
| Welcome and Public Comment | Meeting started at 1:33 pm  Quorum was established. |  |
| Vote to Approve April 12, 2022, Minutes |  | * Motion to approve minutes by Joe Paterno. Second by Marshall Bower. Motion approved. |
| ELC Update | * Susan Block reported 14 unfilled positions at the ELC. Vacancies have been a challenge throughout this fiscal year. |  |
| Discussion: Krizner Audit Report 2022 | * Susan Block presented the HR Audit Report by Krizner and Associates. Each year, a portion of our HR policies and procedures are reviewed and recommendations are presented to improve our HR practices. Krizner also conducts required annual HR Supervisory Training on Harassment. * Susan Block requested approval of the FY 2023 Krizner Contract at $12,900 for services previously delivered plus an Affirmative Action Plan. | * Motion to approve the FY 2023 Krizner Contract at $12,900, by Joe Paterno. Second by Beth McBride. Motion approved. |
| Employee Reference Guide (ERG): Review of Proposed Policy Updates   * #313 Telework * 408 Internal Promotion Policy * #501 Work Schedule * #608 Workers’ Compensation Insurance (#608.1 Responsibilities While on Workers’ Compensation Leave * #905 Other Employment * #920 Workplace Surveillance * #921 No Unauthorized Recording in the Workplace * #1102 Merit Based Performance * #1202 Violence in the Workplace Policy * # 1301 Pregnancy and Breastfeeding Accommodations | * The committee review each of the proposed ERG policy changes for consideration and offered clarifying language where needed. | * Motion to approve proposed ERG changes, with suggested changes, by Joe Paterno. Second by Beth McBride. Motion approved. |
| Informational: One-Time Incentive for ELC Staff | * Susan Block has awarded a one-time performance to the ELC staff based on the continued timely delivery of all contractual obligations despite the staff vacancy rate. * Marshall Bower approved the one-time payment for the CEO. * Per the ERG, Susan Block will report this to the Executive Committee. |  |
| Approval: FY 2023 HR Committee Calendar | * Susan Block presented a meeting schedule for the HR Committee, FY 2023 noting that that committee will meet on Thursdays next year. | * Motion to approve by Joe Paterno. Second by Beth McBride. Motion approved. |
| New Business Items | * None. |  |
| Next Scheduled Meeting: | * Thursday, September 8, 1:30 pm | Susan Block will send calendar appointments. |