



ELC of SWFL  
Human Resources/Personnel Committee  
**Minutes: November 1, 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:** *Barbara Short, Quality Assurance Program Manager, Southwest Florida Workforce Development Board; and Dr. Beth McBride, Director, Early Learning Collier County Public Schools and Dr. Trina Puddefoot, Executive Director, Early Steps – Health Planning Council.*

**Committee Members, Absent:** *Jason Himschoot, Esq., Committee Chair, Attorney, Maughan, Himschoot and Adams Law Group; Marshall Bower President/CEO, The Foundation for Lee County Public Schools PLLC.*

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

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome and Public Comment	Meeting started at 1:31 pm Quorum was established.	•
Vote to Approve September 8, 2022, Minutes		• Motion to approve minutes by Trina Puddefoot. Second by Barb Short. Motion approved.
ELC Update <ul style="list-style-type: none"> <li>• Carry Over: 9/28/22 Board Meeting</li> <li>• Post Hurricane: Staff Needs</li> </ul>	<ul style="list-style-type: none"> <li>• Susan Block stated that the HR agenda items that were scheduled for approval at the cancelled 9/28/22 will be on the agenda for the 11/16/22 board meeting.</li> <li>• Staff needs, post Hurricane Ian, are varied from no impact to being displaced from homes. In spite of the challenges presenting, the ELC team is working to support providers as they recover from the storm.</li> </ul>	

<p>Employee Reference Guide: Review of Proposed Policy Updates 1. #706 Paid Leave Time</p>	<ul style="list-style-type: none"> <li>• Wynetta Upshaw presented the proposed changes.</li> </ul>	<ul style="list-style-type: none"> <li>• Motion by Barb Short to approve updated ERG policies, as presented. Second by Trina Puddefoot. Motion approved.</li> </ul>
<p>ELC Staff Engagement Survey: Review of Updated Questionnaire</p>	<ul style="list-style-type: none"> <li>• Susan Block presented the results of the engagement survey. There was discussion about the generally positive trends over time.</li> <li>• Internally, the results have been shared with all staff. The staff Fun-gagement work group will review the comments and create a draft response plan. ELC Leadership will finalize the response plan and implement.</li> <li>• The next survey will be administered in early April 2023</li> </ul>	
<p>New Business Items</p>	<ul style="list-style-type: none"> <li>• We are awaiting quotes for the renewal of health insurance and other benefits for the 2023 plan year.</li> </ul>	
<p>Next Scheduled Meeting:</p>	<ul style="list-style-type: none"> <li>• January 12, 2022</li> <li>• Meeting adjourned at 1:57 pm</li> </ul>	