



ELC of SWFL
Human Resources/Personnel Committee
Minutes: January 9, 2023, via Zoom
2:00 pm

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, Present: *Barbara Short, Quality Assurance Program Manager, Southwest Florida Workforce Development Board; and Dr. Beth McBride, Director, Early Learning Collier County Public Schools and*

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	Meeting started at 2:00 pm Quorum was established.	•
Vote to Approve November 1, 2022, Minutes		• Motion to approve minutes by Barb Short. Second by Dr. Beth McBride. Motion approved.
ELC Update <ul style="list-style-type: none"> • CEO Search: Status Update • HRCC – Refreshing the Market Rate 	<ul style="list-style-type: none"> • Susan Block reported that the executive search firm has begun interviewing potential CEO candidates. The Search Committee (Executive Committee) will review and select the list of vetted candidates at the scheduled 1/18/23 meeting. Final candidates will be interviewed by the full board at the 2/1/23 Board meeting and vote on the preferred candidate with input from senior ELC leadership (Chief operating officers) 	<ul style="list-style-type: none"> • Susan Block will change the February meeting date from 2/23/23 to 2/28/23.

	<ul style="list-style-type: none"> Wynetta Upshaw announced that HRCC has started work on the updated market rate. The committee agreed to move the February 2023 meeting back to 2/28/23. Recommendations from HRCC are expected by that time for review by the committee. 	
ELC Hiring Challenges	<ul style="list-style-type: none"> Susan Block expressed concerns over the continuing struggles of the ELC to fill staff vacancies and stated that this is likely the largest risk facing the ELC at this time. Barbara Short shared how the workforce hired for hurricane relief jobs are being paid at inflated rates, well above the SWFL market. Collier County Public Schools and CareerSource are experiencing similar challenges. The ELC will be participating in the Career Source hurricane relief grant and is hoping that some of the participants will be suitable for hire as regular staff. Suggestions regarding reduction of benefits costs included identification of a larger employee pool, like other ELCs, to partner with for health insurance. Paid internships could potentially offer a solution to hiring challenges. 	<ul style="list-style-type: none"> Wynetta Upshaw will be exploring alternate health insurance options this spring (2023).
New Business Items	<ul style="list-style-type: none"> None 	
Next Scheduled Meeting:	<ul style="list-style-type: none"> February 28, 2023, 1:30 pm Meeting adjourned at 2:18 pm 	