ELC of SWFL
Human Resources/Personnel Committee
September 7, 2023, 1:30 pm
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:

Dr. Beth McBride, Director, Early Learning Collier County Public Schools
Dr. Trina Puddefoot, Executive Director, Early Steps – Health Planning Council
Barbara Short, Quality Assurance Program Manager**,** Southwest Florida Workforce Development Board

ELC Staff:
Dr. Melanie Stefanowicz, CEO
Wynetta Upshaw, Chief Administrative Officer
Monica Gaddy, Administrative Coordinator

Agenda Item	Facilitator	Discussion and Action
01. Welcome and Public Comment	Dr. Beth McBride	
02. Approve: Meeting Minutes • April 6, 2023, Minutes • June 1, 2023 Minutes • CEO Evaluation • CEO Job Description • CEO Merit Pay	Dr. Beth McBride	
03. Approve: Employee Reference Guide: Review of Proposed Policy Updates: • 103 Purpose of Employee Reference Guide • 209 Workplace Harassment and Discrimination • 310 Anniversary Date • 311 Introductory Period • 313 Emergency Contact Information (New) • 314 Telework (renumbered/Old 313) • Employee Benefits, pg. 23 (Section Updated) • 408 Internal Promotion Policy	Dr. Beth McBride	

• 903 Nepotism & Anti Fraternization • 1002 Personal Use • 1003 Information Security/Passwords • 1006 Electronic Records Retention Practices • 1007 Internet • 1008 Email Policy • 1010 Use of "external" software products • 1106 Employee Grievance Procedure • 1202 Violence in the Workplace • 1313 Animals in the Workplace (New) • 1314 EAP (Renumbered/Old 1313) • 1315 Emergency/Disaster Events		
04. New Business Items	Dr. Beth McBride	
05. Next Meeting Scheduled: October 26, 2023 1:30 p.m. – 3:00 p.m.	Dr. Beth McBride	

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