



**ELC of SWFL**  
**Human Resources/Personnel Committee**  
**February 22, 2024, 1:30 pm**

**Meeting Agenda**

Microsoft Teams meeting

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Meeting ID: 229 008 289 355

Passcode: tSqzvp

**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
<b>01. <u>Welcome and Public Comment</u></b>	Dr. Beth McBride	
<b>02. <u>Approval:</u></b> a. Meeting Minutes from January 4, 2024.	Dr. Beth McBride	
<b>03. <u>Discussion and Approval:</u></b> a. CEO 6-month evaluation and merit pay eligibility <i>(Reference Employee Resource Guide Policy 409: Merit Pay)</i>	Dr. Beth McBride	
<b>04. <u>Informational:</u></b> a. CFO Search Update b. Employee Engagement Survey	Dr. Beth McBride	

<b>05. <u>New Business Items:</u></b>	Dr. Beth McBride	
<b>06. <u>Next Meeting Scheduled:</u></b>  April 4, 2024 1:30 p.m. – 2:30 p.m.	Dr. Beth McBride	
<b>07. <u>Adjournment:</u></b>	Dr. Beth McBride	

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