



ELC of SWFL
Human Resources/Personnel Committee
May 30, 2024, 1:30 pm
Meeting Agenda

Microsoft Teams meeting
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 Meeting ID: 225 699 358 042
 Passcode: dHeyR8

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. <u>Welcome and Public Comment</u>	Dr. Beth McBride	
02. <u>Approval:</u> April 4, 2024, meeting minutes.	Dr. Beth McBride	
03. <u>Discussion and Approval of Policy Updates:</u> a. Paid Leave Time (PLT) b. Education Benefits	Wynetta Upshaw	
04. <u>Discussion:</u> a. CEO annual review	Dr. Beth McBride	

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