



ELC of SWFL
Human Resources/Personnel Committee May 30, 2024,
1:30 pm
Meeting Minutes
 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	Welcome by Dr. Beth McBride. Meeting called to order at 1:38 pm. No one from the public attended this meeting. Attendance: Dr. Beth McBride, Dr. Trina Puddefoot, Barbara Short, ELC Staff Dr. Melanie Stefanowicz CEO, Wynetta Upshaw CAO, and Monica Gaddy Administrative Coordinator.
02. <u>Approval:</u> April 4, 2024, meeting minutes.	Dr. Beth McBride	Motion to approve April 4, 2024 meeting minutes made by Trina Puddefoot, and seconded by Barbara Short. All in favor with no one opposed, motion carried.
03. <u>Discussion and Approval:</u> <ol style="list-style-type: none"> a. Policy Updates Paid Leave Time (PLT) b. Education Benefits c. CEO Annual Review d. CEO Merit Pay 	Wynetta Upshaw	CAO went over changes in policies 605 & 706 and notes changes and updates. Changes were made to educational benefits approval dates, PLT increases, and Health and Wellness hours provided that can only be used for this purpose and cannot be carried over or paid out. Updates will go into effect on July 1, 2024. Motion to approve and made by Barbara Short and second by Trina Puddefoot. All in favor with no one opposed motion carries.

<p>04. <u>Discussion and Approval</u> CEO annual review CEO Merit Pay CEO COLA</p>	<p>Dr. Beth McBride</p>	<p>Dr. McBride provided deadline for CEO annual review. The deadline is August 30. HR conducted the 6-month review and stated that there was a very low response. HR encouraged full board participation. Sevey will be forthcoming, and an email will be sent with link to survey. CEO entitled to Merit Pay and COLA increase as is all staff.</p>
<p>05. <u>New Business Items:</u></p>	<p>Dr. Beth McBride</p>	<p>None.</p>
<p>06. <u>Next Meeting Scheduled:</u> September 4, 2024 1:30 p.m. – 2:30 p.m.</p>	<p>Dr. Beth McBride</p>	<p>Dr. McBride confirmed next meeting scheduled for September 4, 2024, at 1:30pm-2:30pm.</p>
<p>07. <u>Adjournment:</u></p>	<p>Dr. Beth McBride</p>	<p>Meeting adjourned.</p>