



**ELC of SWFL**  
**Human Resources/Personnel Committee**  
**April 4, 2024, 1:30 pm**  
**Meeting Minutes**

Microsoft Teams meeting  
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 Meeting ID: [270 396 603 840](#)  
 Passcode: ca5FEB

**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	Welcome by Dr. Beth McBride. Meeting started at 1:32 p.m. No public attendance and no public comment.
<b>02. <u>Approval:</u></b> a. Meeting Minutes from February 22, 2024	Dr. Beth McBride	Motion to approve February 22, 2024, meeting minutes made by Trina Puddefoot. Seconded by Barbara Short. None opposed motion carries.
<b>03. <u>Discussion and Approval:</u></b> a. Human Resources Audit	Dr. Beth McBride	Motion to approve Human Resource audit made by Trina Puddefoot. Seconded by Barbara Short. None opposed motion carries.
<b>04. <u>Informational:</u></b> a. Employee Engagement Survey	Dr. Beth McBride	Dr. Melanie shared results from the Employee engagement survey. Results are favorable with room for improvements. Overall staff satisfaction with transparent communication.
<b>05. <u>New Business Items:</u></b>	Dr. Beth McBride	None
<b>06. <u>Next Meeting Scheduled:</u></b> April 4, 2024 1:30 p.m. – 2:30 p.m.	Dr. Beth McBride	Dr. McBride confirmed next scheduled meeting will be May 30 <sup>th</sup> , 2024 @ 1:30 p.m.
<b>07. <u>Adjournment:</u></b>	Dr. Beth McBride	Meeting adjourned at 2:04 pm.

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