

## **Minutes of a Meeting of the Human Resources Committee of Early Learning Coalition of Southwest Florida.**

September 4th, 2024

### **Time and Place of Meeting**

A meeting of the Human Resources Committee of Early Learning Coalition of Southwest Florida was held on September 4th, 2024, commencing at approximately 1:30pm. Meeting was hosted via Microsoft Teams.

### **Call to Order; Roll Call**

The following committee members, constituting a quorum, were present in person or by teleconference:

- Elizabeth McBride
- Barbra Short
- Trina Puddefoot
- Jamie Merchant

**Presiding Officer;** Elizabeth McBride presided as Chairman of the meeting; Monica Gaddy kept the minutes. A quorum of the Human Resources Committee present. The meeting was called to order at approximately 1:30pm

## **Approval of May 30, 2024, HR Committee Meeting Minutes**

Elizabeth McBride initiated a discussion regarding approval of May 30, 2024, Human Resources committee meeting minutes. A full discussion followed. Upon motion made by Trina Puddefoot duly made and seconded by Barbara Short, the HR Committee approved the meeting minutes.

## **Approval of 2024 Pay Plan Update**

Elizabeth McBride initiated a discussion regarding approval of 2024 pay plan update. The proposed pay plan aims to align our compensation structure with industry standards and ensure competitive salaries for our employees. Motion to approved made by Barbara Short and seconded by Trina Puddefoot.

## **Approval of 2024 CEO Evaluation and Recommendation of Merit Pay**

Elizabeth McBride initiated a discussion regarding approval of 2024 CEO annual evaluation and recommendation of merit pay. A full discussion followed. Upon motion duly made by Trina Puddefoot and seconded by Barbara Short, the Human Resources Committee approved merit pay increase.

## **Approval of HR Policy Updates**

Elizabeth McBride initiated a discussion regarding approval of Human Resources policy updates. A full discussion followed. Upon motion duly made Barbara Short and seconded by Trina Puddefoot, the Human Resources Committee approved HR Policy Updates.

## **Agenda**

**Welcome & Public Comment**

**Meeting Agenda Review | Adoption**

**Approval of Meeting Minutes**

**2024 Pay Plan Update**

**Approval of CEO Evaluation and Recommendation for Merit Pay**

**Approval of Policy Updates for Employee Resource Guide**

**Next Meeting; Adjournment**

There being no further business, the meeting was adjourned at approximately 1:59 p.m. The next meeting was scheduled for November 6, 2024, at 1:30 p.m. via Microsoft Teams

Respectfully submitted,