



ELC of SWFL
Human Resources/Personnel Committee
Minutes: January 7, 2020
2:00 pm

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 in order to make future recommendations to the Board of Directors
2. To review the Employee Reference Guide and make recommendations for updates

Committee Members, Present: **Jason Himschoot, Esq., Committee Chair**, *Goede, Adamczyk, DeBoest & Cross*; **Marshall Bower** *President/CEO, The Foundation for Lee County Public Schools (via Zoom)*; **Selina Lucas**, *Designee for Health Department Administrator-Collier County*; **Joe Paterno**, *Executive Director, Southwest Florida Workforce Development Board (via Zoom)*;

Committee Members, Absent: **Trina Puddefoot**, *Executive Director, Early Steps – Health Planning Council (via Zoom)*;

Staff, Present: Susan Block, *CEO*.

<u>Agenda Item</u>	<u>Discussion</u>	<u>Actions</u>
Welcome and Introductions	<ul style="list-style-type: none"> • The meeting opened at 2:07 pm, • Selina Lucas was welcomed as the newest member of the committee 	
Vote to Approve Meeting Minutes: October 29, 2019	<ul style="list-style-type: none"> • Motion to approve meeting minutes made. 	<ul style="list-style-type: none"> • Mr. Paterno moved to approve the two sets of minutes; Mr. Bower seconded. Motion carried.
ELC Update	<ul style="list-style-type: none"> • Leona Adkins, new Chief Quality Officer; Gayla Thompson has taken a new role as Director of Professional Development. ELC jobs are becoming more complex. It is anticipated that once the Portal (EFS Mod) is more proficient, potentially fewer staff could be employed in more sophisticate positions which require a multitude of skills. • Ms. Block entertained some questions about the current status of the Portal. 	

	<ul style="list-style-type: none"> Ms. Block announced that HB 1013 could have a major impact on the ELC. 	
Annual Executive Director Performance Assessment	<ul style="list-style-type: none"> Mr. Himschoot met with Ms. Block to review the evaluation which was largely favorable. Mr. Himschoot will remind the board members of the importance completing the survey. This year, nine of eighteen board members participated. 	
New Business Items ERG Section 706	<ul style="list-style-type: none"> Ms. Block requested a change to the Paid Leave Time policy to allow for time to be requested in .25 hour increments. Currently, requests must be in .5 hour increments 	<ul style="list-style-type: none"> Motion to allow PLT to be taken in .25 hours increments by Joe Paterno; seconded by Marshall Bower. Motion approved.
Next Meeting Scheduled:	<ul style="list-style-type: none"> March 10, 2020, 2 pm 	<ul style="list-style-type: none"> Meeting adjourned at 2:25 pm

Meetings are held via Zoom. <https://zoom.us/j/2875559962>