



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Human Resource/Personnel Committee Minutes

August 22, 2017

Purpose: The Human Resource (HR) Committee is an ad hoc 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.

Committee Members Present: **Trina Puddefoot, Chair**, Executive Director, Early Steps– Health Planning Council (via phone): **& Pam Hebert**, Human Resources Director, Goodwill Industries (via phone) (via phone) Stephanie Vick

Committee Members Absent – Marshall Bower *President/CEO, The Foundation for Lee County Public Schools*
Damaris Boone, *Redlands Christian Migrant Association;*

Staff Present: Susan Block, CEO

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> Dr. Puddefoot welcomed Stephanie Vick the committee at 1:31pm. 	
Vote to approve the May 19, 2017 Minutes	<ul style="list-style-type: none"> The 5/19/17 minutes were approved. 	Motion to approve the minutes by Damaris Boone; Second by Pam Hebert. Motion approved.
ELC Update	<ul style="list-style-type: none"> Susan Block and Wynetta Upshaw will attend the Florida HR Conference in August. The Coalition received additional funding for FY 18 which Ms. Block plans to use for personnel once the compensation study is complete. 	



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Update: Compensation Data	<ul style="list-style-type: none"> • The Coalition had a summer intern who assisted with the compensation review of the Coalition team. • One of the products of the review will be a salary scale. 	
Meeting Calendar FY '18	<ul style="list-style-type: none"> • The best time for this group is Tuesday afternoons at 1:30 pm. • Ms. Block created a calendar and sent appointments to committee members. 	
New Business Items	<ul style="list-style-type: none"> • The Employee Reference Guide is still under review with a goal to present at the October meeting. 	
Next Meeting Scheduled:	<ul style="list-style-type: none"> • Meeting adjourned at 1:41 pm. 	Next meeting is October 24, 2017, 1:30 pm.