



EARLY LEARNING COALITION OF SOUTHWEST FLORIDA

Human Resource/Personnel Committee Minutes

May 1, 2018

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.

Committee Members Present: **Jason Himschoot, Esq., Chair**, Goede, Adamczyk, DeBoest & Cross, PLLC; **Danna Breeden**, *Designee, Collier County Department of Health* (via phone); & **Pam Hebert**, Human Resources Director, Goodwill Industries (via phone).

Committee Members Absent – Marshall Bower *President/CEO, The Foundation for Lee County Public Schools,*; Trina Puddefoot, Executive Director, Early Steps– Health Planning Council, **Joe Paterno**, Workforce Development Board

Staff Present: Susan Block, CEO

Agenda Items	Discussion	Action/Assignments
Welcome and Introductions	<ul style="list-style-type: none"> • Jason Himschoot, Chair, formally opened the committee at 1:31 pm. • Susan Block introduced Danna Breeden. She is taking Stephanie Vick's place on the Board as the designee from the Collier County Health Department. • Joe Paterno will also be joining this committee. 	
Vote to approve the December 12, 2017 Minutes	<ul style="list-style-type: none"> • Jason noted no changes to the minutes however, there was no quorum present. 	Motion tabled until the next committee meeting.



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ELC Update	<ul style="list-style-type: none"> • HB 1091 and HB 7055 were passed during the 2018 Legislative Session. Susan Block talked about the possible impact of these two early learning laws. 	Ms. Block will bring recommendations to the next meeting.
Update: Compensation Data – “Guide for Evaluating ELC Jobs and Salary Pay”	<ul style="list-style-type: none"> • The Guide is almost complete however, not quite ready for the committee. 	Ms. Block will share final “Guide for Evaluating ELC Jobs and Salary Pay” with the committee.
ERG Changes	<ul style="list-style-type: none"> • From the HR Audit, draft policy changes will be presented for the committee to review. 	This item will be on the next meeting agenda
2018-2019 Budget Recommendations	<ul style="list-style-type: none"> • Jason Himschoot will bring the committee recommendation for a 3% Cost of Living Adjustment to the Executive Committee for all staff beginning July 1, 2018. 	
New Business Items	<ul style="list-style-type: none"> • The participating members discussed the meeting calendar for 2018-2019 and agreed that the time and day of week will remain the same in the coming year. 	Susan Block will present a draft calendar at the upcoming meeting.
Next Meeting Scheduled:	<ul style="list-style-type: none"> • Meeting adjourned at 1:52 pm 	Next meeting is to be announced