



BYLAWS/PERSONNEL COMMITTEE MEETING MINUTES

November 29, 2017
(Via teleconference)

ELC Main Office
10 SE Central Parkway, Suite 200, Stuart

Present:	Julie Zobec Sandy Akre (via teleconference)	Tom Peer (via teleconference) Richard Reilly
Excused:	Natalie Sanders	Joy Yates
Staff:	Migdalia Rosado (via teleconference)	Loretta Toth

I. CALL TO ORDER

The meeting was called to order by Chair, Julie Zobec (*formerly Bixler*) at 8:10 a.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS /DELETIONS TO AGENDA – None

III. ADOPTION OF AGENDA

Motion was made by Tom Peer and seconded by Sandy Akre to adopt the agenda. *Motion* carried unanimously.

IV. CONSENT AGENDA – August 30, 2017 Minutes

Motion was made by Richard Reilly and seconded by Sandy Akre to approve the consent agenda as presented. *Motion* carried unanimously.

V. OLD BUSINESS

A. Employee Handbook Review – Attorney recommendations were reviewed for each of the sections presented and following is the recommendation of the Committee.

1. Section 218 – Probationary Period – The Committee suggested keeping the word “probationary”.
2. Section 223 – Employee Background Screening – The Committee suggested modifying the section to include the attorney’s recommendation. *Note: No changes to be made, as the current language is in compliance with OEL grant agreement.*
3. Section 303 – Medical Leave - There are no changes to this Section. The Coalition does not fall under the laws of FMLA and therefore, 8 weeks of medical leave is allowable.
4. Section 307 – Military Leave – The Committee suggested modifying the section to include the attorney’s recommendation.
5. Section 501 – Grievance Procedure – The Committee suggested modifying the section to include the attorney’s recommendation.

6. Section 512 – Workplace Violence Prevention - The Committee suggested modifying the section to include the attorney’s recommendation.
7. Section 516 – Sexual and Other Unlawful Harassment – The Committee suggested modifying the section to include the attorney’s recommendation.

Motion to accept the changes as presented was made by Sandy Akre. Motion was seconded by Tom Peer and approved unanimously.

VI. NEW BUSINESS

A. Performance Evaluation Goals & Objectives – Information sent by Steve Newman was shared with the Committee. The information was very thorough. Migdalia informed the committee that there is an evaluation process in place which is geared toward the employee’s job description. The committee felt the evaluation process is a function that should be determined by the CEO. No motion is required.

VII. BOARD MEMBER COMMENTS – Tom Peer commented that he will be retiring at the end of December and this will be his last meeting. He thanked everyone and said it was pleasure working with everyone. Tom was thanked for his years of service. Ms. Zobec (formerly Bixler) announced her name change due to her recent marriage.

VIII. PUBLIC COMMENTS - None

IX. ADJOURNMENT

There being no further business, the meeting adjourned at 8:37 a.m. on a *Motion by Richard Reilly, seconded by Tom Peer and agreed upon.*

Respectfully submitted,

Approved 3/28/18

Julie Zobec, Chair
JZ/lt