



BYLAWS/PERSONNEL COMMITTEE

MEETING AGENDA

May 29, 2019
8:00 a.m.

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

Mission: Partnering with parents, providers and communities to ensure quality early learning experiences through programmatic and financial support.

Vision: Building Blocks for Educational Success

*** Items require action**

I. Call to Order, Roll Call, Determination of Quorum	PAGES	Julie Zobec
II. Announcements and Additions/Deletions to Agenda		Julie Zobec
III. Adoption of Agenda *		Julie Zobec
IV. Consent Agenda *		Julie Zobec
A. Minutes – Joint Finance & Bylaws/Personnel Committee – February 4, 2019	1 – 2	
B. Minutes - February 27, 2019	3 - 4	
V. Old Business		Julie Zobec
VI. New Business *		Julie Zobec Marsha Powers
A. Employee Personnel Handbook Revisions		
1. Section 301 – Annual Leave/PTO Benefits *	5 – 6	
2. Section 310 – Health/Dental Insurance *	7	
3. Section 400 – Timekeeping *	8	
VII. Board Member Comments		Julie Zobec
VIII. Public Comments		Julie Zobec
IX. Adjournment		Julie Zobec

Public comments may be offered at every Early Learning Coalition of Indian River, Martin & Okeechobee Counties Board of Director's or committee meeting. We welcome the opportunity as part of our continuing effort to improve our responsiveness to the needs of the children, families, and community we serve. To present comment, interested parties are asked to complete a Public Comment Card available at the sign-in table, deliver such to the Chair in advance to the Call to Order, and be present during the public comment period. All interested parties are asked to indicate whether the comment is related to the business associated with the specific agenda before the Board/Committee or if the comment is intended for consideration by the Board/Committee at a future meeting. All comments are limited to 3 minutes unless otherwise waived by a majority action of the members present.



JOINT FINANCE COMMITTEE & BYLAWS/PERSONNEL COMMITTEE MEETING MINUTES

February 4, 2019

Children's Services Council of Martin County
101 SE Central Parkway, Stuart, FL

Present:	Ann Rodriguez <i>(phone)</i> Michelle Akins <i>(phone)</i> Steve Newman	Carolann Wegener-Vitani Sandy Akre Richard Reilly
Excused:	Miranda Hawker Julie Zobec Linda Halpin	Natalie Sanders Joy Yates
Staff:	Marsha Powers Zack Hackley	Loretta Toth
Others:	Klif Gehring, Gehring Insurance	Samantha Ricchini, Gehring Insurance

I. CALL TO ORDER

The joint meeting of the Finance Committee and Bylaws/Personnel Committee was called to order by Finance Chair, Ann Rodriguez at 8:31 a.m. Roll call was taken and a quorum present.

II. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Sandy Akre, seconded by Michelle Akins and passed.

III. NEW BUSINESS

A. Review of Health Plans – Data Review and Discussion – At the recommendation of a board member, a joint meeting of the two committees was scheduled to review health plans, employee contributions and cost reductions. Ms. Powers turned the meeting over to Gehring Insurance.

Mr. Gehring, Gehring Insurance, commented that they review every available carrier and submit the best rates to the coalition each year. Since the ELC is considered a small group health plan, he explained small group health plan ratings, rate factors, and rate protections and reforms. As of today, renewal rates are not available and will not be available until the middle of May.

Ms. Ricchini reviewed the confidential survey which was sent to all ELC staff regarding their current health plan. The results were mostly positive. There are no dependents enrolled in the health plan due to cost. The results of the dental and vision plans were also mostly positive. Mr. Newman suggested that future surveys include questions regarding dependents.

Gehring Insurance conducted a survey of other ELC's regarding employer contribution amounts. Of those surveyed, all contribute 80% or more of employee coverage.

Quotes included in the packet are part of the newest "association plan", called AHP, which is in conjunction with the Stuart/Martin County Chamber of Commerce. All quotes were from United Healthcare, who bought out NHP. Mr. Gehring reviewed the various plans comparing the deductibles, out-of-pocket costs and premiums to the ELC's current plan deductible, out-of-pocket cost and premium, noting the current ELC plan offers a greater benefit at a lower premium.

The group discussed possible options which include a high-deductible health plan with an HSA (health savings account). This would require some education to employees on how to use the plan. Mr. Newman suggested that employees contribute 20% toward coverage and the savings be contributed to short-term and long-term disability insurance.

Ms. Powers requested direction from the committee. Her recommendation is to continue 100% contribution toward employee-only health coverage, stating it is a great benefit for employees and great for attracting new employees. In addition, she recommended exploring the high-deductible plan, but continue offering 100% contribution for employee-only coverage. Most of the group agreed with Ms. Powers' recommendation.

In summary, Gehring Insurance will be asked to assist with the education of employees. During the review process and from a financial standpoint, the coalition staff will work with Gehring Insurance to review cost-saving plan changes that have the least impact on employees, while covering 100% of the contribution. An overview will be presented to the Board at the April meeting, followed by additional review of the committee, and a final board vote at the May meeting.

IV. BOARD MEMBER COMMENTS

Mr. Newman asked for a financial update. Mr. Hackley reported that the VPK portal is up and running with reconciliation expected soon. There are no updates as to when the SR portal will be operational. The coalition is enrolling in all three counties.

V. PUBLIC COMMENTS – None

VI. ADJOURNMENT

The meeting was adjourned at 9:47 a.m.

Respectfully submitted,

Ann Rodriguez, Finance Chair
AR:lt



Early Learning Coalition
Of Indian River, Martin and Okeechobee Counties, Inc.

BYLAWS-PERSONNEL COMMITTEE MEETING MINUTES

February 27, 2019

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

Present:	Julie Zobec Sandy Akre Linda Halpin	Richard Reilly Natalie Sanders Joy Yates
Others:	Leigh Giunta	
Staff:	Marsha Powers	Loretta Toth

I. CALL TO ORDER

The meeting was called to order by Chair, Julie Zobec at 8:05 a.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS/DELETIONS TO AGENDA – None.

III. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Sandy Akre, seconded by Joy Yates and passed unanimously.

IV. CONSENT AGENDA

- A. Minutes – October 31, 2018
- B. Minutes – November 28, 2018

Motion was made by Joy Yates to approve the consent agenda. Motion was seconded by Sandy Akre and passed unanimously.

V. OLD BUSINESS

- A. **CEO Evaluation Tool – Final Review** – There were no additional changes to the tool.

Motion was made by Richard Reilly to approve the CEO Evaluation Tool. Motion was seconded by Sandy Akre and passed unanimously. The CEO Evaluation Tool will be presented to the March Board for final approval.

VI. NEW BUSINESS

- A. **CEO Evaluation Timeline** – The Committee agreed on the following timeline:
 1. June 1st – CEO Evaluation Tool will be distributed to all board members for completion.
 - a. Two-week window for completion with notice of urgency
 - b. One-week reminder to be sent
 2. Mid-June – All evaluations to be returned to Ms. Toth.
 3. July Executive Committee – Evaluation results to be presented
 4. September Board Meeting – Final approval

Natalie Sanders joined the call at 8:15 a.m.

Motion was made Sandy Akre to approve the CEO Evaluation Timeline. Motion was seconded by Joy Yates and passed unanimously. Ms. Giunta suggested the tool be created as a "fillable" document.

B. Employee Personnel Handbook

1. **Section 301 – Annual Leave/Paid Time Off** – Ms. Powers provided background information. Changes to the handbook were made for clarification purposes and to agree with the new timekeeping system. Noting that situations arise which may require time off of less than 1-hour increments, it was suggested that language be added to include that all requests for less than 1-hour increments must receive CEO approval. Staff are permitted to flex their schedules to make up time as needed. Exempt staff are required to take PTO when a full-day absence is used, which is counted as 8 hours. Staff have been informed that the policies in the handbook will be followed. The recommended changes will be presented for approval at the March Board meeting. Upon approval, staff will be reminded of the policies and required to sign as acknowledgement of receipt.

Motion was made by Sandy Akre to approve the recommended changes to Section 301 of the Employee Handbook, along with language added that the CEO must approve any requests for less than 1-hour increments. Motion was seconded by Richard Reilly and passed unanimously.

- VII. BOARD MEMBER COMMENTS** – Ms. Zobec thanked Mr. Reilly for filling in for her while on maternity leave. Members were reminded that the March Board meeting will be held at the Economic Opportunities Council in Vero Beach.

- VIII. PUBLIC COMMENTS** – None.

IX. ADJOURNMENT

The meeting was adjourned at 8:43 a.m. on a motion by Natalie Sanders.

Respectfully submitted,

Julie Zobec, Chair
JZ:lt

301 Annual Leave/Paid-Time-Off (PTO) Benefits

PTO for non-exempt (hourly) and exempt (salary) personnel will be earned on a bi-weekly basis based on length of service and classification.

Full-time employees will earn PTO as follows:

0 months to the completion of 24 months = 3.08 hours per pay period
 25 months to the completion of 36 months = 4.62 hours per pay period
 37 months to the completion of 108 months = 6.15 hours per pay period
 109 months and forward = 7.00 hours per pay period

Employees who work a minimum of 30 hours per week will earn PTO on a pro-rated basis, based on the number of hours worked, following the full-time employee length of service classification.

Directors will earn PTO as follows:

0 months to the completion of 12 months = 5.18 hours per pay period
 13 months to the completion of 36 months = 7.69 hours per pay period
 37 months to the completion of 108 months = 9.23 hours per pay period
 109 months and forward = 10.77 hours per pay period

Each employee shall be expected to take at least one week of continuous leave during each fiscal year. With the exception of newly hired employees within the first 2 years of employment.

PTO for non-exempt employees must be used in one (1) hour increments and will be not approved for less than one (1) hour. Any PTO taken that is less than one hour will be charged for a full hour. The CEO has the discretion to approve PTO in less than one-hour increments. Exempt employees only use PTO in full-day increments. Full-day increments for exempt employees are considered 8-hour days.

PTO may be earned and carried over from one fiscal year (July 1 – June 30th) to the next, not to exceed 120 hours. Any unused PTO in excess of 120 hours will be forfeited.

Funding permitting and pending Board approval, an eligible employee may cash out at 100 percent of value up to 40 PTO hours. An eligible employee is one who begins the fiscal year with 120 PTO hours and ends the fiscal year with an excess of 120 hours. The 120 hours may be accumulated over a number of years. Payment shall be based on the number of hours that exceed 120 up to 40 hours; and paid the first pay period the following fiscal year.

Employees must receive authorization from their immediate supervisor via submission of a “Time Off Request” through the PrimePay Time Clock website prior to the day on which PTO begins, except in emergency situations. A minimum of one (1) week’s advance notice is recommended, except for emergencies. Unpaid time will not be approved, except for emergencies, which will be at the discretion of the CEO. Should an employee not report to work when all PTO has been exhausted, with the exception of emergencies, the Coalition will consider the employee has abandoned his/her position and thus voluntarily resigned.

All employees will be required to complete a “Time Off Request” through the PrimePay Time Clock website prior to use of annual leave. Approval of all PTO by the employee’s supervisor is considered

Approved by the Coalition Board: 6/28/07

Board Approved Revisions: 2/28/08; 5/22/08; 6/26/08, 12/4/08, 3/26/09, 10/22/09, 1/28/10, 12/2/10, 11/16/11, 1/26/12, 9/25/14, 11/19/15, 4/28/16, 5/26/16, 9/15/16, 9/28/17, 3/22/18, 9/27/18, 3/28/19 (working copy 5/29/19)

“conditional” at the time the approval is made, based on the amount of PTO available. A previously-approved PTO request may be rejected if accrued PTO is no longer available.

New employees will accrue PTO leave from the first day of employment, but they cannot take PTO leave and be compensated for it until after their probationary period has been completed.

Upon resignation, death, or retirement, employees may be paid in one lump sum for accrued PTO leave as of the last day of employment, not to exceed 120 hours.

The remainder of this section remains as is.

310 Health/Dental Insurance

The Coalition's health and dental insurance plans provides employees and their dependents access to medical and dental insurance benefits. Any employee working 30 hours or more per week is entitled to benefits. Eligible ~~full-time~~ employees may participate in the health and dental insurance plans subject to all terms and conditions of the agreement between the Coalition and the insurance carrier. Eligible ~~full-time~~ employees become covered upon the 90th day of employment. Family members of employees can take advantage of the insurance; however, the premiums will be deducted from the employee's earnings. The Coalition will pay the premium cost for employees normally scheduled to work 40 hours per week, as determined by the Board of Directors and recommended in the annual budget. The premium cost for employees working less than 40 hours will be paid by the coalition, prorated based on the number of hours the employee is normally scheduled to work, with the difference paid by the employee. Part-time employees working less than 30 hrs. are not eligible for participation. Cost for eligible dependents will be paid by employees. The Coalition will not incur any costs from the fact that an employee elects to have family members covered by health insurance plan provided to the Coalition.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

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401 Timekeeping

Accurately recording time worked is the responsibility of every nonexempt and exempt employee. Federal and state laws require the Coalition to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

~~Non-exempt~~ All employees should accurately track the number of hours worked each day. Overtime work must always be approved before it is performed. Employees are responsible for clocking in and out on the Prime Pay Timeclock webpage, recording the appropriate OCA and Location. Any changes to an employee's time record will be made by their supervisor or designee.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to ~~sign~~ approve their time records to certify the accuracy of all time recorded. The supervisor will review and ~~sign~~ approve the time record. After approval, the time sheets are submitted for payroll processing.

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