



BYLAWS/PERSONNEL COMMITTEE

MEETING AGENDA

August 29, 2018
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 * A. Minutes – May 30, 2018	1 - 2	Julie Zobec
V. Old Business		Julie Zobec
VI. New Business A. Review of PTO Policy B. Employee Background Screening	3 – 4 5	Julie Zobec
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.



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

BYLAWS-PERSONNEL COMMITTEE MEETING MINUTES

May 30, 2018

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

Present: Julie Zobec
Sandy Akre
Richard Reilly
Natalie Sanders

Excused: Joy Yates

Staff: Migdalia Rosado
Loretta Toth

I. CALL TO ORDER

The meeting was called to order by Chair, Julie Zobec 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 to adopt the agenda was made by Richard Reilly, seconded by Sandy Akre and passed.

IV. CONSENT AGENDA

A. Bylaws/Personnel Committee Minutes – April 25, 2018

Motion was made by Natalie Sanders to approve the consent agenda. Motion was seconded by Sandy Akre and passed.

V. OLD BUSINESS

A. CEO Search – Short List Applicants

Ms. Zobec reported that 185 resumes were received. Each committee member was tasked with reviewing all resumes and creating a short-list of applicants. Each of the members reviewed their short list and discussed their rationale for choosing the applicants. Twelve applicants were discussed in further detail: Tom Austin, Amy Blechman, Jennifer Fertig, Brooke Flood, Patrick Gunnin, Zack Hackley, Pat Houston, Juelie Perry, Marsha Powers, Gilbert Rincon, Milton Walters, Michael Withus. After deliberation, the committee narrowed the list to the top five candidates: Amy Blechman, Brooke Flood, Zack Hackley, Pat Houston, and Juelie Perry; as well as two alternates, should the Executive Committee wish to review additional candidates: Patrick Gunnin and Marsha Powers.

The short list, along with all resumes, cover letters, references and letters of recommendation will be presented to the Executive Committee to be discussed at their June 5th meeting.

Motion was made by Sandy Akre to submit the top five candidates and two alternates in alphabetical order to the Executive Committee. Motion was seconded by Natalie Sanders and passed.

VI. NEW BUSINESS – Ms. Zobec noted that future agenda items for the Committee include review of the PTO policy as listed in the Employee Personnel Handbook and adding an additional member to the Committee.

VII. CHAIRMAN'S COMMENTS – No further comments.

VIII. BOARD MEMBER COMMENTS – None.

IX. PUBLIC COMMENTS – None.

X. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:45 a.m. on a ***Motion*** Sandy Akre, *seconded by Natalie Sanders*.

Respectfully submitted,

Julie Zobec, Chair
JZ:lt

DRAFT

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

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 must be used in one (1) hour increments and will be not approved for less than one (1) hour.

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 prior to the day, on which PTO begins, except in emergency situations. A minimum of one (1) weeks advance notice is required except for emergencies.

All employees will be required to complete a Request for PTO form prior to use of annual leave.

Supervisors are required to maintain a record of employee requests for use of PTO. PTO requests may be denied if other employee(s) have received prior approval for leave.

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.

Unexpected Illness or Medical Situations:

In the event employees cannot report to work due to unexpected illness or medical situations, the employee is required to contact his/her immediate supervisor and speak directly with him/her. In

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

the event the supervisor is not available, the next management personnel in the chain of command must be contacted. It is considered unacceptable for any employee to leave a message with co-workers, voice-mail, etc. When at all possible, employees must contact their immediate supervisor personally.

If the employee remains away from the office on unscheduled PTO in excess of three (3) working days, it will be necessary for the employee to furnish a certificate of illness by the attending physician upon return to work stating that they were unable to work and that they are being released for full duty. A physician statement from a family member's doctor is also appropriate. An employee will not be allowed to return to work without a certificate of illness. If after five (5) days a certificate of illness is not received, the Coalition will consider the employee has abandoned his/her position and thus voluntarily resigned.

Medical Release Statement:

A Medical Release Statement is to be submitted to the Operations Director for review before the employee returns to work in the following situations:

- a. In all cases of work-related injury when the employee has been unable to work after the time of the injury;
- b. When returning from medical or maternity leave of absence.

Extended Illness or Injuries:

The Coalition recognizes that there are instances where, due to certain illnesses or injuries, an employee will be unable to return to work for an extended period of time. In such instances, it is the responsibility of the employee to notify the Operations Director. This notification shall include a statement written by the employee's medical doctor specifying the length of the absence, the anticipated return date and any restrictions which the employee may be under when returning.

As a joint protection to the employee and the Coalition, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments to the Operations Director. A serious injury or illness is defined as one that results in the employee being absent from work for more than two consecutive weeks, or one which may limit the employee's future performance of regular duties or assignments.

Job Related Illness or Injury:

If the cause of the employee's illness or injury was job-related, the employee's supervisor/manager will make a reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be presumed.

223 Employee Background Screening

It is the policy of the Coalition to conduct a level 2 background screening in a manner consistent with s. 435.04 and s.943.0542, F.S., prior to the start date on all newly hired or rehired employees and volunteers, regardless of position held within the organization.

All employees are required to complete an official employment application, prior to start date which includes –

- Highest level of education claimed, if the position requires.
- All applicable professional licenses claimed, if the position requires.
- Applicable employment history, if the position requires.

Employment with the Coalition is contingent on employees receiving a level 2 clearance. Costs for the employee background screening and re-screening will be paid by the Coalition. Employees will be re-screened every five years on or before the anniversary date of the prior background screening check and thereafter if the individual continues to perform under the OEL Grant Agreement or sooner if deemed necessary. A re-screening will be required for any 90-day lapse in employment and prior to working under the SR/VPK grant agreement.

All employees must, as a condition of employment, notify the Coalition within 10 calendar days of being arrested for any criminal offense. The Coalition will review the alleged offense within 48 hours of notification, and determine if the offense is one that would exclude the employee under a level 2 screening and, if so, will remove the employee from working under the SR/VPK grant agreement. If the 48-hour period falls on a Saturday, Sunday, or Federal holiday, the determination shall occur the next business day. The employee will not be allowed to return to work until cleared of all charges that would exclude the employee under a level 2 background screening.

Note: The revisions in red are made to coincide with the OEL grant agreement.

Approved by the Coalition Board: 6/28/07

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