



## BYLAWS/PERSONNEL COMMITTEE

### MEETING AGENDA

September 26, 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**

<b>I. Call to Order, Roll Call, Determination of Quorum</b>	PAGES	Julie Zobec
<b>II. Announcements and Additions/Deletions to Agenda</b>		Julie Zobec
<b>III. Adoption of Agenda *</b>		Julie Zobec
<b>IV. Consent Agenda *</b> A. Minutes – August 29, 2018	1 - 2	Julie Zobec
<b>V. Old Business</b>		Julie Zobec
<b>VI. New Business</b> A. Review Holiday Schedule B. Employee Benefits Update	3	Julie Zobec Marsha Powers
<b>VII. Board Member Comments</b>		Julie Zobec
<b>VIII. Public Comments</b>		Julie Zobec
<b>IX. Adjournment</b>		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.



## BYLAWS-PERSONNEL COMMITTEE MEETING MINUTES

August 29, 2018

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

<b>Present:</b>	Julie Zobec Sandy Akre	Richard Reilly Joy Yates
<b>Excused:</b>	Linda Halpin	Natalie Sanders
<b>Staff:</b>	Marsha Powers	Loretta Toth

### I. CALL TO ORDER

The meeting was called to order by Chair, Julie Zobec at 8:04 a.m. Until a quorum could be attained, the meeting continued for information purposes.

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

### III. ADOPTION OF AGENDA -

*After a quorum was attained, **Motion** to adopt the agenda was made by Sandy Akre, seconded by Richard Reilly and passed unanimously.*

### IV. CONSENT AGENDA

A. Bylaws/Personnel Committee Minutes – May 30, 2018

*After a quorum was attained, **Motion** was made by Sandy Akre to approve the consent agenda. Motion was seconded by Joy Yates and passed unanimously.*

### V. OLD BUSINESS - None

### VI. NEW BUSINESS

**A. Review of PTO Policy** – Ms. Zobec explained that the board requested review of the PTO policy due to the year-end PTO payout for the Interim CEO. Ms. Zobec commented it was an unusual circumstance which may never present itself again.

*Joy Yates joined via phone at 8:09 a.m. A quorum was established. Agenda Items II, III and IV were acted upon and the meeting continued with Item VI.A.*

Ms. Powers explained the current policy allows for a carry-over of 120 hours, which provides a cushion in the event of illness, that the Committee felt was reasonable. For budgeting purposes, it was suggested that any PTO payout be capped at 120 hours.

The following changes to Section 301 of the Employee Personnel Handbook were recommended:

- The last paragraph should read: 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.**

- Paragraph 9 should be moved to the beginning of paragraph 8, as follows: All employees will be required to complete a Request for PTO form prior to use of annual leave. Employees must receive authorization ...notice is required except for emergencies.

***Motion** was made by Sandy Akre to approve recommended changes to Section 301 of the Employee Personnel Handbook. Motion was seconded by Richard Reilly and passed unanimously.*

**B. Employee Background Screening**

Ms. Toth explained the changes shown in Section 223 of the Employee Personnel Handbook were made in compliance with the OEL grant agreement. The verbiage is taken directly from the agreement.

Ms. Powers addressed Mr. Riley's question regarding the use of VECHS for background screenings. She commented the matter is still being researched. The VECHS system would be a cost savings, however, it appears the Level 2 is required. It may be a possibility for volunteers.

***Motion** was made by Sandy Akre to approve recommended changes to Section 223 of the Employee Personnel Handbook. Motion was seconded by Joy Yates and passed unanimously.*

*The above items will be presented to the Board for approval at the September meeting.*

**VII. BOARD MEMBER COMMENTS** – Ms. Powers requested the Committee review the number of holidays as outlined in Section 300 of the Employee Personnel Handbook. This item will be added to the Bylaws/Personnel Committee September agenda. Ms. Powers informed the Committee that effective October 1, ELCIRMO's office hours will be changing and the office will be open 8 a.m. to 5 p.m., Monday through Friday. Staff will be permitted to have flexible schedules, but not everyone will be off on Fridays. The Receptionist position will be filled shortly and interviews are taking place this week for a Quality Specialist and a Literacy Coach, both in Indian River County.

**VIII. PUBLIC COMMENTS** – None.

**IX. ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:30 a.m.

Respectfully submitted,

Julie Zobec, Chair  
JZ:lt

## SECTION 3 – EMPLOYEE BENEFITS

### 300 Holidays

The Coalition will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Full-time and part-time employees are eligible for paid Holidays and must work the day before and the day after the holiday in order to be paid for the holiday, unless they have a scheduled PTO day before and/or after the holiday. An employee who does not have scheduled PTO and calls out due to illness will require a physician's note in order to be paid for the holiday.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence, such as vacation or sick leave, holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

The Coalition will grant holiday time off to all full-time and part-time employees on the holidays listed below, if the holiday falls on a day that they are normally scheduled to work.

- |  |                               |
|--|-------------------------------|
| * New Year's Day (January 1)                         | * Veteran's Day (November 11) |
| * Martin Luther King's Day (third Monday in January) | * Thanksgiving                |
| * Presidents Day (third Monday in February)          | * Thanksgiving Friday         |
| * Memorial Day (last Monday in May)                  | * Christmas Eve Day           |
| * Independence Day (July 4)                          | * Christmas (December 25)     |
| * Labor Day (first Monday in September)              | * New Year's Eve Day          |
| * Columbus Day (second Monday in October)            | * Floating Holiday            |

New employees are eligible to receive a floating holiday only if they have completed their probationary period. Only employees can designate floating holidays.