



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 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,

Approved 5/29/19

Julie Zobec, Chair
JZ:lt