



BYLAWS-PERSONNEL COMMITTEE MEETING MINUTES

August 29, 2018

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

Present: Julie Zobec
Sandy Akre
Richard Reilly
Joy Yates

Excused: Linda Halpin
Natalie Sanders

Staff: 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,

Approved 10/31/18

Julie Zobec, Chair
JZ:lt