



BYLAWS-PERSONNEL COMMITTEE MEETING MINUTES

September 26, 2018

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

Present: Julie Zobec
Richard Reilly
Joy Yates

Excused: Sandy Akre
Linda Halpin
Natalie Sanders

Staff: Marsha Powers
Loretta Toth

I. CALL TO ORDER

The meeting was called to order by Chair, Julie Zobec at 8:10 a.m. The meeting continued for information/discussion purposes as a quorum was not attained.

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

III. ADOPTION OF AGENDA - *There was no quorum. No action was taken.*

IV. CONSENT AGENDA - *There was no quorum. No action was taken.*

A. Bylaws/Personnel Committee Minutes – August 29, 2018

V. OLD BUSINESS - None

VI. NEW BUSINESS

A. Review Holiday Schedule – Ms. Zobec referred to Section 300 of the Employee Personnel Handbook outlining holidays, noting the committee was tasked with reviewing the number of paid holidays. The committee discussed paid holidays observed by other coalitions, providers and other agencies. It was recommended that Presidents Day and Columbus Day be removed from the list of paid holidays. Ms. Powers informed the committee that past practice has been to close all offices between Christmas Day and New Year's Day, as a paid benefit to all staff. She indicated she is not comfortable with this practice, as it is not outlined in the Employee Personnel Handbook. She asked the committee for their input and recommendation. The committee recommended deleting the past practice of unofficial time off. It was suggested the above recommendations become effective January 1, 2019.

Ms. Powers informed the committee that ELCIRMO's office hours will be 8:00 a.m. to 5:00 p.m. effective October 1, 2018. Staff may continue to work flexible schedules, ensuring there is adequate coverage in all offices and departments. To avoid any confusion regarding the number of hours an employee is paid for a holiday, Ms. Powers recommended adding language to the handbook that holidays are paid based on an 8-hour day. In addition, she suggested adding language that employees who work less than a 40-hour week would be paid for the holiday based on the number of hours they would have worked and if the holiday falls on a day the employee is not scheduled to work, they would not be entitled to holiday pay. The committee was agreeable with Ms. Powers' recommendations. It was suggested the above recommendations become effective immediately, upon board approval.

All recommended revisions to "Section 300 – Holidays" of the Employee Personnel Handbook will be presented to the Board at the September meeting.

B. Employee Benefits Update

Based on Mr. Newman's suggestion to review health benefits and brokers, Ms. Powers met with the Gehring Group, the benefit consultants for ELCIRMO. It has been suggested that the Bylaws/Personnel Committee and the Finance Committee jointly review same. A joint meeting of the two committees will tentatively be scheduled for February 4th. Mr. Klif Gehring will be invited to attend to provide information and historical data. At that time, the committees can discuss options to reduce health costs.

VII. BOARD MEMBER COMMENTS – None

VIII. PUBLIC COMMENTS – None.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:50 a.m.

Respectfully submitted,

Approved 10/31/18

Julie Zobec, Chair
JZ:lt