

Minutes of a Meeting of the Human Resources Committee of the Early Learning Coalition of Southwest Florida.

April 30th, 2025

Time and Place of Meeting

A meeting of the Human Resources Committee for the Early Learning Coalition of Southwest Florida, a Florida Non-profit corporation, was held on April 30th, 2025, commencing at approximately 1:30pm EDT via Microsoft Teams.

Meeting called to order

The following committee members, constituting a quorum, were present in person or by teleconference:

- Dr. Elizabeth McBride, Committee Chair
- Babrbra Short
- Trina Puddefoot

Others present:

ELC Staff



Dr. Melanie Stefanowicz, Chief Executive Officer

Wynetta Upshaw Chief, Administrative Officer

Diane Bellmore, Human Resource Generalist

Monica Gaddy, Administrative Coordinator

Presiding Officer; Secretary

Trina Puddefoot presided as Chairman of the meeting; Monica Gaddy served as secretary of the meeting and kept the minutes. A quorum of the Human Resources Committee (HR) being present, the meeting is called the meeting to order at approximately 1:33pm EDT.

November 6, 2024, HR Committee Meeting Minutes

Trina Puddefoot initiated a discussion regarding November 6, 2024, HR committee meeting minutes. A full discussion followed. Upon motion duly made by Barbra Short and seconded by Trina Puddefoot, the Human Resources Committee unanimously approved the minutes

Adoption of the 2025 HR Audit Report and Accompanying Exhibits

Dr. Melanie Stefanowicz initiated a discussion regarding adoption of the 2025 HR audit report and accompanying exhibits. Diane Bellmore was introduced to committee as our HR Generalist. A full discussion followed. Upon motion duly made Barbra Short and seconded by Trina Puddefoot, the HR Committee has unanimously approved the adoption of the 2025 HR Audit Report and Accompanying Exhibits. All in favor with none opposed.

Approval of Policy Updates for Employee Resources Guide

Trina Puddefoot initiated a discussion regarding approval of policy changes to policy 304: Background Screening. A full discussion followed. Upon motion duly made by Beth McBride and seconded Barbra Short, the HR unanimously approved the policy update for the Employee Resource Guide. All in favor with none opposed.

New Business

New Business was presented by Dr. Elizabeth McBride. There are currently no updates.

Next Meeting; Adjournment

Trina Puddefoot called for a motion to adjourn the Human Resources Committee meeting. Dr. Beth McBride made the motion to adjourn the HR Committee meeting and Barbara Short seconded. All in favor with no one being opposed. There being no further business, the meeting was adjourned at approximately 1:48 pm. EDT.

The next meeting was scheduled for June 11, 2025, at 1:30p.m. Meeting to be held via Microsoft Teams.

Respectfully submitted,

Monica Gaddy

