

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

September 10th, 2025

Time and Place of Meeting

A meeting of the Human Resources Committee of Early Learning Coalition of Southwest Florida was held on September 10th, 2025 commencing at approximately 1:30pm EDT via Microsoft TEAMS.

Call to Order; Roll Call

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

- Dr. Beth McBride
- Barbara Short
- Jamie Merchant
- Trina Puddefoot

Directors absent:

- None



Coalition Staff Present:

- Melanie Stefanowicz, Chief Executive Officer
- Richard Cocchieri, Chief Financial Officer
- The CFO joined the meeting during the discussion of the CEO Evaluation and Merit Pay request

Presiding Officer; Secretary

Dr. Beth McBride presided as Chair of the meeting; Melanie Stefanowicz served as secretary of the meeting and kept the minutes. A quorum of the Committee being present, Beth called the meeting to order at approximately 1:30pm EDT.

Welcome & Public Comment

The section, Welcome & Public Comment, was presented. No formal action was taken or required as no members of the public were present.

Adoption of the Agenda

The section, Adoption of the Agenda, was presented. A full discussion followed. No formal action was taken or required.

April 30, 2025, HR Committee Meeting Minutes

Beth initiated a discussion regarding the April 30, 2025, HR Committee Meeting Minutes. A full discussion followed. Upon motion duly made by Barb and seconded by Jamie, the Committee Members unanimously approved the April 30, 2025 meeting minutes.

Board Chair and HR Chair - ELC Listening Tour

The section, Board Chair and HR Chair - ELC Listening Tour, was presented. A full discussion followed. No formal action was taken or required.

Motion to approve the CEO Evaluation and Recommendation of Merit Pay

Beth initiated a discussion regarding the motion to approve the CEO's Evaluation and recommendation for merit pay. A full discussion followed, and the CFO was invited to join the meeting to address budget questions and discuss allowable forms of compensation. Upon motion duly made by Barb and seconded by Trina, the HR Committee unanimously approved a 3% merit increase and a 5% supplement for the CEO in recognition of the assumption of additional responsibilities resulting from vacancies and organizational gaps.

Approval of Revisions to Policies: 506 Personnel Activity Reports (PARs); and Hurricane Ian Disaster Relief Incentive Pay

Beth initiated a discussion regarding approval of revisions to policies: 506 personnel activity reports (PARs); and Hurricane Ian Disaster Relief incentive pay. A full discussion followed. Upon motion duly made by Jamie and seconded by Barb, the HR Committee unanimously approved these policies.

2025-2026 Staffing Model

The section, 2025-2026 Staffing Model, was presented. No formal action was taken or required.

Old Business

The section, Old Business, was presented. No formal action was taken or required since no old business was discussed.

New Business

The section, New Business, was presented. No formal action was taken or required since no new business was presented.

Next Meeting; Adjournment

There being no further business, the meeting was adjourned at approximately 2:15 pm.m. EDT. The next meeting was scheduled for November 5, 2025 at 1:30 p.m. EDT via Microsoft TEAMS.

Respectfully submitted,

Melanie Stefanowicz

Chief Executive Officer