

## **Minutes of a Special Session of the Human Resources Committee of the Board of Directors of Early Learning Coalition of Southwest Florida.**

September 22nd, 2025

### **Time and Place of Meeting**

A Special Session of the Human Resources Committee of Early Learning Coalition of Southwest Florida was held on September 22nd, 2025 commencing at approximately 8:00am 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

Directors absent:

- Trina Puddefoot



## **Coalition Staff Present:**

- Melanie Stefanowicz, Chief Executive Officer
- Richard Cocchieri, Chief Financial Officer

## **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 8:00am EDT.

## **Agenda**

### **Welcome & Public Comment**

The section, Welcome & Public Comment, was presented. No formal action was taken or required since no o.

### **CEO Evaluation**

Beth initiated a discussion regarding the motion to approve the CEO's Evaluation and recommendation for merit pay. A full discussion followed. The CFO was present to address budget questions and discuss allowable forms of compensation. Upon motion duly made by Barb and seconded by Beth, the HR Committee unanimously approved a 3% merit increase and a 20% supplement for the CEO in recognition of the assumption of additional responsibilities resulting from vacancies and organizational gaps.

### **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,