

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

February 11th, 2026

Time and Place of Meeting

A meeting of the Human Resources Committee of the Board of Directors of Early Learning Coalition of Southwest Florida was held on February 11th, 2026, commencing at approximately 1:30pm EST via Microsoft Teams.

Call to Order; Roll Call

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

- Trina Puddefoot
- Jamie Merchant

Directors absent:

- Barbara Short
- Tanya Williams

Coalition Staff Present:

- Melanie Stefanowicz, Chief Executive Officer
- Beth McBride, Chief of Program Services

Presiding Officer; Secretary

Melanie presided as Chair of the meeting. served as secretary. and kept the minutes. A quorum of the Board being present, Melanie called the meeting to order at approximately 1:30pm EST.

Agenda

Welcome & Public Comment

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

Adoption of the Agenda

The section, Adoption of the Agenda, was presented. A full discussion followed. The agenda was adopted as presented.

Approval of Prior Meeting Minutes

The section, Approval of Prior Meeting Minutes, was presented. Upon motion made by Trina and seconded by Jamie, the prior meeting minutes were approved.

Executive Committee Vacancy: HR Chair

The section, Executive Committee Vacancy: HR Chair, was presented. A full discussion followed. No formal action was taken or required as no recommendation to replace the HR Committee Chair Person.

Employee Resource Guide: Policy Updates

The section, Employee Resource Guide: Policy Updates, was presented. A full discussion followed. Upon motion dually made by Trina and seconded by Jamie, the Employee Resource Guide Policy Updates were moved forward to the Executive Committee for review and consideration.

Compensation Framework Alignment Review

The section "Compensation Framework Alignment Review" was presented. A full discussion followed, and the compensation framework was moved forward to the Executive Committee for review and consideration.

HR Metrics/Dashboard

The section, HR Metrics/Dashboard, was presented. A full discussion followed. No formal action was taken or required.

Old Business

The section, Old Business, was presented. A full discussion followed. No formal action was taken or required.

New Business

The section, New Business, was presented. A full discussion followed. No formal action was taken or required.

Adjournment

There being no further business, the meeting was adjourned at approximately 2:15 p.m. EST. The next meeting was scheduled for April 15, 2026 at 1:30 p.m. EST via Microsoft TEAMS.

Respectfully submitted,