

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

April 15th, 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 April 15th, 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
- Tanya Williams
- Barbara Short
- Jamie Merchant

Others present:

- Melanie Stefanowicz, Chief Executive Officer

- Beth McBride, Chief of Program Services
- Lauren Harris, Human Resources Generalist

Presiding Officer; Secretary

In the absence of a Human Resources Committee Chair, Melanie presided as Chair of the meeting and served as secretary keeping the minutes. A quorum of the Board being present, Melanie called the meeting to order at approximately 1:30pm EST.

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 the February 11, 2026, HR Committee Meeting Minutes

Beth initiated a discussion regarding approval of the February 11, 2026, HR committee meeting minutes. A full discussion followed. Upon motion duly made by Trina and seconded by Tanya, the February 11, 2-26, Human Resources Committee 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. The Nominations & Bylaws Committee will present a Slate of Officers, including a recommendation for the Human Resources Committee Chairperson, to the Executive Committee and Board members during the June 2026 meetings.

Motion to approve updates to the Employee Resource Guide, specifically the addition of the Medical Marijuana policy.

Beth initiated a discussion regarding motion to approve updates to the employee resource guide, specifically the addition of the medical marijuana policy. A full discussion followed. Based on committee member feedback and input, this policy item was tabled pending further review into a potentially broader policy related to controlled substances. The agenda item will be included in the next Human Resources Committee meeting, scheduled for June 10, 2026.

Motion to move the 2026 Human Resources Audit forward to the Executive Committee for review and consideration.

Beth initiated a discussion regarding motion to move the 2026 human resources audit forward to the executive committee for review and consideration.. A full discussion followed. Upon motion duly made by Trina and seconded by Tanya, the Human Resources Committee members approved moving the audit forward to the Executive Committee for review.

New Business

The section, New Business, was presented. A full discussion followed. No new business was entertained, therefore 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 June 10, 2026, at 1:30 p.m. EST via Microsoft TEAMS.

Respectfully submitted,