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ELCFH Administrative Committee Meeting
Thursday, December 4th, 2025 at 9:00 AM via ZOOM

Zoom meeting link: <https://us02web.zoom.us/j/82167607741?pwd=u0XR5SYUYzfYdtOOMnAQJfWnZMyXEK.1>

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Committee Chair- Aaron Stitt

Agenda Item	Content
1. Opening	Krizner Annual HR Audit overview
2. Committee Recommendations to the ELCFH Board	Krizner Audit Recommendations for policy updates for the ELCFH Employee Handbook: <i>For this section, the current policy/ applicable excerpt is provided for comparison.</i> a. Internal Promotions b. Self Reporting of Arrests c. Workplace Surveillance and Monitoring
3. Board Membership	a. ELCFH Board Membership Roster by County- review of membership for FY 25-26 b. An update on the most current communication with the Governor's Appointments office regarding Gubernatorial Appointment applications on file will be provided. c. Board Membership Application review- <i>Amber Chudoba, PSB, Hardee County (Attachment)</i>
4. Adjourn	<i>The next ELCFH Administrative Committee meeting will be held on Thursday, February 12, 2026 at 9:00AM in the Port Charlotte office and via ZOOM.</i>

Item 1: FY 25-26 Krizner Group HR Audit

The annual HR audit with Krizer was conducted on October 22nd. The scope of the audit consisted of the below listed components, applicable samples to demonstrate current ELCFH processes, and management team level training on the protected factors within employment law. Proposed updates/ new policies/ forms for the ELCFH follow.

The following categories were reviewed during the HR Audit. Supporting policy and/or documentation was provided to illustrate how each indicator is currently addressed. Anything not relevant to the ELCFH was noted to the auditor as N/A.

A. ELCFH Hiring policies and processes

- Operational Resource provided: notice to provide to candidate who is rejected/ job offer rescinded due to background screening results (A Summary of Your Rights Under the Fair Credit Reporting Act)

B. New Employee Orientation Policy Review

C. Temporary and Part Time Employee benefits and leave time

D. Remote/Virtual Work policy (note- longer term remote work is used as an accommodation only and requires a telecommute agreement)

E. Extreme Weather: ELCFH Continuity of Operations (COOP) (note: the ELCFH did extensive work on creation of a new COOP plan in FY 24-25; COOP includes an annually reviewed employee memo).

F. FLSA - review of all ELCFH employees who are listed as exempt; and review of how non-exempt employees document their start and stop times at work each day.

G. ELCFH work related travel policy (and paid time, esp for non-exempt staff).

H. ADA with focus on denial of accommodation request due to undue hardship

- Operational Resource provided: Disability Accommodation Under Hardship Assessment tool

I. Age: review of all ELCFH staff titles, compensation, date of hire, payrate and age.

J. Religion: ELCFH policies that address issues of religious-based harassment/discrimination and religious accommodations.

K. ELCFH Sexual harassment policy

- Operational Resource provided: *Acknowledgement of Sexual and Other Harassment Policy Review (to be signed by employees to acknowledge training)*

L. ELCFH Annual Management and Staff Performance Reviews

M. Bias: Review to assure no bias in advancement/promotions

N. Involuntary Separation and Layoffs

- Operational Resource provided: *Termination Risk Scorecard*
- Operational Resource provided: *Standards to consider when engaging in reorganization that will result in employee layoffs.*

O. Internal controls to prevent Fiscal Theft

P. Workplace monitoring- Video Cameras in the Workplace

Q. Employee Handbook- based on recent changes to law, the auditor suggested adding the following policies to the Employee Handbook:

- a. Internal Promotions
- b. Self Reporting of Arrests
- c. Workplace Surveillance and Monitoring

2.a Current ELCFH Policy: #3.3 Selection of Employees

The ELCFH will make every effort to employ only individuals who can perform the duties of the position with competence and integrity, and who will become a viable part of the organization. All employees and applicants for employment will be considered in a manner consistent with federal, state and local laws.

- **Promotion or Change of Position from Within:** *The Executive Director, who has ultimate responsibility for all hiring, may promote or approve an employee's change of position if, following an examination of personnel records, the employee is found to be in good standing with the ELCFH (no verbal or written warnings within a 6 month period after a satisfactory Employee Improvement Plan has been completed), and the individual is determined to have all the qualifications needed to carry out the responsibilities of the new or vacant position. Any employee recommended for promotion or change of position must have the approval of the Executive Director.*
- **Recruitment and Hiring:** *The ELCFH will utilize every possible recruitment source to attract applicants for vacancies not filled by promotion, including internal vacancy announcements to current employees, and various advertisement methods for the general public. All external vacancy advertisements will state that the ELCFH is an Equal Opportunity Employer (EOE). Candidates will be expected to submit a resume and ELCFH Employment Application with accurate and truthful information. Current staff applying for an open position may use the Internal Interest Form.*
- **Internal Promotion Policy:** *The ELCFH will promote employees based on their performance and workplace conduct. Acceptable criteria for promotion are:*
 - *Experience in job or tenure.*
 - *High performance level in [two] recent review cycles.*
 - *Skillset that matches the minimum requirements of the new role.*
 - *Personal motivation and willingness for a change in responsibilities.*

Management Team members should avoid making decision for promotion based on recent insignificant events. *The ELCFH does not allow promotions that are based on:*

- *Managers' subjective opinions unsupported by performance evaluations or metrics.*
- *Discrimination.*
- *Fraternization.*
- *Favoritism.*
- *Nepotism.*

Promotions may occur when:

- *A job opening is advertised internally as well as externally.*
- *A position opens unexpectedly and the ELCFH wants to fill it from within.*
- *An employee has consistently good performance evaluations and their manager deems them ready for the next step in their career.*
- *An employee acquires a credential (licensure, degree etc.) that allows them to advance.*

Process for standard promotions:

Generally, the ELCFH will conduct a promotion review process annually (during review of the ELCFH organizational chart) and at the time of individual employee evaluation. During this process, managers may consider selecting employees to move to a higher-level position, or a position that better matches their skills and aspirations. Spontaneous promotions may also occur if a business need arises.

Managers should follow this process:

1. Meet with employees to talk about their career goals and/or aspirations for a promotion.
2. Identify opportunities to promote one or more team members, if applicable (by either filling vacancies creating new jobs or enhancing job titles.)
3. Discuss the promotion with the Department Director and Executive Director to receive approval. Managers should also ascertain the new position's salary range and any new benefits they should present to their team member.
4. Arrange a meeting with the employee to determine whether they would be happy with this career move.

Managers must keep detailed records of the process to support their decisions to promote employees. Job openings will be posted internally and may be posted for a period of time before they post externally (or post at both places at the same time). Internal candidates may be given priority in the hiring process since they are already familiar with the ELCFH culture and expectations. Job postings should include all requirements of a position, including the possibility of relocation. Managers may also choose to expand employees' duties, authority, and autonomy without promoting them directly. These changes may not always come with a formal title change. Instead, employees may be rewarded a higher salary or incentive pay as allowable by ELCFH policy.

Recommended: INTERNAL PROMOTIONS

The ELCFH will consider promotion employees based on their performance and workplace conduct. Acceptable criteria for promotion are:

- Experience in the job or tenure.
- High performance level in [two] recent review cycles.
- Skillset that matches the minimum requirements of the new role.
- Personal motivation and willingness for a change in responsibilities. Managers should avoid making decisions for promotion based on recent or insignificant events.

The ELCFH will not permit promotions that are based on:

- Managers' subjective opinions unsupported by performance evaluations or metrics.
- Discrimination.
- Fraternization.
- Favoritism.
- Nepotism.

Promotions may be one of two types:

- Competitive Promotion – Occurs when a job opening is advertised.
- Natural Progression – Occurs when an employee has consistently good performance

evaluations, has achieved a specified/required level of service, tenure with the organization, or experience, or has earned a credential (licensure, degree, etc.) that allows them to advance.

Process For Competitive Promotions

The position will be advertised either internally or externally. Internal advertisements will be reserved for those positions where only current employees will be considered. The advertisement will include the minimum requirements for consideration, the responsibilities of the position, the anticipated starting pay or pay range and the closing date for accepting applications. Once applications are received, qualified applicants will be reviewed by the hiring manager for consideration of an interview. Those candidates that most closely match the skills and experience needed for success in the role will be scheduled for an interview. The hiring manager may include other members of the team or other members of management in the interview process and may choose to do more than one interview of the candidates. There is no guarantee that all internal applicants will be interviewed. Once a decision is made, the promotion will be confirmed and announced to all employees.

Process for Natural Progression Promotions

Once an employee meets the minimum requirements for promotion to the next level, the employee may request a meeting with their supervisor to discuss their career goals and aspirations for promotion to the next level. If appropriate, the supervisor will meet with the next level of management to recommend the employee's promotion, seeking approval of the promotion and the increase in compensation. Once approved, the employee will be notified of the promotion, and the promotion will be announced to all employees. Managers will work with the Executive Director/ HR representative to maintain detailed records of the process to support their decisions to promote employees.

2.b Current ELCFH Policy: #3.12 Background/Criminal Record Check & Drug Screen (Excerpt)

Any ELCFH employee, sub-recipient, contractor, subcontractor, or volunteer who is arrested or receives notice of possible criminal prosecution, including any violation mandating a court appearance, must notify the ELCFH Executive Director and direct supervisor within 48 hours of being arrested for any criminal offense. The ELCFH will review the alleged offense within 48 hours of the notification, determine whether the offense is one that would exclude the employee under a level 2 screening and, if so, remove the employee from work on this agreement. If the 48 hour period falls on a Saturday, Sunday or paid holiday, the determination will occur the next business day.

Recommended: SELF REPORTING OF ARRESTS

All employees are required to self-report any arrest/charges that are considered a felony to their immediate supervisor or the Human Resources office within forty-eight (48) hours.

For purposes of this policy a minor traffic violation is defined as a non-criminal violation that may require community service hours but is not punishable by incarceration and for which there is no right to trial by jury. Criminal traffic violations, including driving under the influence of alcohol and/or drugs, are not minor and must be reported. Any employee in violation of the reporting requirements of this policy will be dismissed.

2.c Current ELCFH Policy:

#2.10 Property Searches:

The ELCFH reserves the right to inspect employee personal property upon reasonable suspicion of unauthorized possession of company property, customer property, illegal substances or any safety or security reason deemed necessary by management. Employee personal property includes but is not limited to purses, briefcases, packages, and vehicles parked on ELCFH or ELCFH related property, or in ELCFH or customer provided parking spaces. A search for weapons may be conducted within ELCFH offices to include purses, briefcases, packages, etc. All property searches must first have approval from the Executive Director or Director and will be performed per management protocol. Employees are expected to cooperate in any search or inspection. Failure to cooperate with such inspection/search may result in administrative disciplinary action and/or termination of employment.

Monitoring: *Employees are cautioned that social media postings can be reviewed by anyone, including the ELCFH. The ELCFH may use blog search tools and software to monitor blogs, forums, and social networking sites to monitor comments or discussions about the ELCFH, employees, clients, providers, etc.*

4.11 Camera, Video, and Audio Recording Devices

Video /Audio Recording of Employees by Public: *ELCFH employees should note that the Federal Electronic Communications Privacy Act -1986 does not permit the audio or video taping of anyone without permission. ELCFH employees may allow themselves to be photographed by anyone outside the ELCFH if they choose.*

Photographs, Video and Audio Recording by Employees: *Only cameras or other audio or video recording capable devices issued by the ELCFH may be used specifically for ELCFH business. Personal and ELCFH cameras, or other audio or video recording devices may not be used for the purpose of invading employees' personal privacy, or breach confidentiality of ELCFH protected information. All those photographed, or who are video or audio tape recorded must have a signed consent (consent form or provider contract) on file with the ELCFH.*

No Unauthorized Recording in the Workplace Policy

Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the respectful treatment required of our employees. For this reason, no employee may record the conversation of another employee without his or her full knowledge and consent. No employee may record, by any means, a conversation with another employee unless all of the following criteria are met:

- 1. A legitimate purpose for the recording.*
- 2. A recording device in plain view.*
- 3. Written authorization from the supervisor of the employee who wishes to record the conversation.*

Secret recordings are strictly prohibited unless authorized in writing by legal counsel. A violation of this provision may result in disciplinary action, including termination.

Recommended: WORKPLACE SURVEILLANCE AND MONITORING

The ELCFH reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

- The ELCFH may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. The ELCFH will do so only after first ensuring that such action is in compliance with state and federal laws.
- Employees should not have any expectation of privacy in work-related areas.
- Employee privacy in nonwork areas will be respected to the extent possible. The ELCFH reasonable suspicion of onsite drug use, physical abuse, theft, or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where nonwork-area privacy must be compromised.

The ELCFH also may conduct other monitoring of its physical location, computer network or systems, electronic devices, vehicles, and/or other equipment. ELCFH computer, telephone, and communication hardware and software systems have been installed and are used to facilitate *business* communications. Although each employee has an individual password to access these systems, they belong to the ELCFH/ State of Florida and the contents of all communications are accessible by management for any business purpose. Communications sent via a personal device also may subject to monitoring if sent through the ELCFH network and the personal device must be provided for inspection and review upon request.

The ELCFH reserves the right to monitor, and will periodically monitor its systems in order to ensure compliance with this policy. Employees are strictly prohibited from placing personal passwords on any ELCFH system for the purpose of preventing such monitoring.

The ELCFH reserves the right to limit or prohibit employee use of electronic communications when necessary to ensure organizational production or to discipline employees for performance related reasons.

Employees should not consider any materials transmitted or stored in the ELCFH system to be private.

Equipment, including vehicles and/or electronic devices, such as cell phones, laptops, or tablets, assigned to individual employees temporarily or permanently is subject to monitoring, including active monitoring such as GPS location monitoring. Employees should have no expectation of privacy with respect to the use of such equipment. Additionally, employees may be asked to surrender the equipment with no notice for a variety of reasons including routine maintenance.

Employees should contact their supervisor or the Executive Director if they have questions about this policy.

Item 3.a- FY 25-26 Board Membership

Name	Affiliation	Term	
First three seats including Board Chair are Gubernatorial Appts- Vacant- must be eligible as private sector business (for-profit or non-profit)- 1002.83(3) F.S.			
Charlotte			
Aaron Stitt	DCF Circuit Administrator	1 st	6.30.26
Peg Elmore	CareerSource Southwest Florida	1 st	6.30.29
Dr. Joe Pepe	FL Department of Health-Charlotte County	1 st	6.30.29
Leigh Ann Moccia	IDEA	1 st	6.30.28
Mary Stewart- <i>Treasurer</i>	Private Sector Business	2 nd	6.30.27
Enrico Pucci	Private Sector Business	1 st	6.30.28
Larry Lawman	Private Sector Business	1 st	6.30.29
DeSoto			
Dr. Amy Bennett	School District of DeSoto County	1 st	6.30.29
Asena Mott	South Florida State College	1 st	6.30.29
Hardee			
Nancy Ebrahimi-Driggers- <i>Vice Chair</i>	DCF- Child Care Licensing	1 st	6.30.29
Amber Chudoba	Pending- Private Sector Business	2 nd	6.30.29
Ashleigh Hayes	Private Sector Business	1 st	6.30.27
Highlands			
Gail Werley	Children’s Service Council	1 st	6.30.28
Nancy Zachary- <i>Secretary</i>	Head Start Director (RCMA)	2 nd	6.30.27
John Stover- <i>Interim Chair</i>	For-Profit Provider Rep	2 nd	6.30.27
Susan Norris	Faith-based Provider Rep	2 nd	6.30.28

1002.83 F.S.- requires ELCs to have no less than 15 and no more than 30 members. With the addition of the one new member, the ELCFH will have a total of 16 members:

- 3 Gubernatorial Appts (including the Board Chair) are needed
- 11 mandatory seats filled (all)
- 5 PSB seats filled (all would qualify for the Board Chair/ Gub Appts seats).