

Escambia Children's Trust Personnel Committee Meeting April 6, 2023 at 10:00 AM

Location: Pensacola State College
Open to public at 1000 College Blvd. Bldg. 11, Room 1102
Pensacola, FL 32504

MINUTES

Meeting Title:	Escambia Children's Trust Personnel Committee Meeting		
Date:	April 6, 2023	Time:	10:00am
Location:	1000 College Blvd. Bldg. 11, Room 1102, Pensacola, FL 32504		
Chair	Ms. Melissa Sidoti	Scribe:	Alma Ellis
Participants Present:	Committee Members: Ms. Melissa Sidoti, Ms. Patty Hightower, Ms. Tori Woods Staff/Advisors: Tammy Greer, Executive Director; Ms. Meredith Bush, Esq., Legal Counsel; Alma Ellis, Board Liaison and Administrative Specialist; Tammy Abrams, Director of Finance and Operations, Dr. Kimberly Krupa, Director of Programs and Performance, Mr. Rick Stone, Program and Research Coordinator		
Not Present:	Pastor Lonnie Wesley, Commissioner Lumon May		

- **Call to Order**

- A. Meeting called to order at 10:07 am

- **Agenda Approved**

- **Public comments regarding Agenda items– None**

- **Approval of Minutes – All in general agreement to approve the Minutes of the December 8, 2022 meeting.**

- **Discussion Items**

- New Positions

The Committee reviewed four new positions.

After discussion, the following changes were recommended prior to the Committee making any recommendations to the Board (all Committee members were in general agreement):

- Change Job Title of Program Specialist to Program and Quality Assurance Specialist
- Change Program and Quality Assurance Specialist from hourly to annual salary
- Change Community Engagement Coordinator from hourly to annual salary
- Remove any reference to "Grade Level Reading Campaign" responsibilities for Community Engagement Coordinator
- Add #13 ("Serves as main point of contact for Board-approved special projects/community initiatives.) and add #14 ("Performs other duties as assigned.")

to Community Engagement Coordinator's functions.

- Grant Accountant – no recommended changes
- SAMIS Manager – this position to be presented to the Board as a re-classification instead of a new position

- **County Benefits** – Staff requested the Personnel Committee seek approval from the Board for the Executive Director to contact the Board of County Commissioners regarding piggy-backing on to the County's Benefit Plan. (County Benefit Plan distributed to Committee members.) Committee members were all in general agreement.

- **New Business** - None
- **Public comment regarding Non-Agenda Items** - None
- **Adjournment @ 11:15 am.**

DRAFT