



## Coalition Monthly Meeting

2/8/2008

8:30 AM

6301 NW 5th Way, Suite 3400  
Fort Lauderdale, FL 33309

### Members in Attendance:

Harry Duncanson, Chair, Robyn Perlman, Vice Chair, Stacy Angier, Robin Bartleman, Shukree Cha Jua, Julia Musella, Larry Rein, Dr. Barbara Weinstein, Cindy Arenberg Seltzer, Paul Eichner, Deborah Hill, Mason Jackson, Dr. Kevin Keating, Shawn Lamarche, Robyn Perlman, Dr. Steven Ronik

### Members Absent:

Sidney Calloway, Treasurer, Jeffrey Dwyer, Secretary, Desorae Giles-Smith, Patricia Good, Alan Levy, Jack Moss

### Staff in Attendance:

Penny Westberry, Executive Director, Andrea Braynon, Director of Finance, Lee Tirpak, Director of Program Operations, Lisa Feeney, Senior ECE Program Specialist, Janice Carter, ECE Program Specialist, Leticia Boswell, ECE Program Specialist, Sandra Gonzalez, Accounting /Human Resource Manager, Deborah David, Director of CRRD, Debbie Bainton, Executive Assistant, Marcie Westover, CRRD Assistant, Inez Webb, Administrative Assistant

### Others in Attendance:

Burnadette Norris-Weeks, General Counsel, Ainsworth Geddes, Terri Shermett, Ann de las Pozas, Dr. Carol Wasserman, Anita Platt, Gilbert Rincon, Howard Bakalar, Doreen Moskowitz

Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 8:40 am  
 Roll call was taken – quorum established

Chair Report

Mr. Duncanson reported that it is going to be an extremely difficult year with the state budget numbers worsening from a few months ago. He also stated that there has not been a leveling off of the down turn. The Budget Commission which meets every 20 years will be bringing forth recommendation this year which may go to the legislature or be placed on the ballot in November.

He reported that there are a number of proposals for restructuring Early Learning Coalitions. Mr. Duncanson also reported that Broward is hosting the Children’s Cabinet meeting on February 15<sup>th</sup> at Miramar Town Hall.

Executive Director Report

Penny Westberry circulated a report on the TEACH and WAGES programs indicating that copies are available upon request. She reported that she attended the Governor’s Summit and gave a brief summary of the event.

Ms. Westberry also reported on the following:

- Shan Goff will be attending one of the Coalitions meetings in the next few months to discuss kindergarten screening
- Preliminary rates for VPK providers – Broward has lower percentage of low performing providers than there are statewide – Broward under 9% Statewide 15%
- Data from FLKRS scores included in the meeting packet
- Broward only County to receive mid-year money (approximately \$200,000) from CCEP – only county that had match money in priorities 1 and 2
- Possibility of Coalition receiving money from Workforce to expend this fiscal year
- Concerns raised about possible future cuts in CCEP dollars and/or school readiness dollars

**Motion** made by Paul Eichner to approve Maria Kuhn-Brotton’s continued membership on the Board after being absent for three consecutive meetings. **Seconded** by Shawn Lamarche. **Unanimously approved.**

Consent Agenda

**Motion** made by Cindy Arenberg Seltzer to approve the minutes of December 14, 2008. **Seconded** by Paul Eichner. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep minutes on File	Executive Assistant	2/11/08

Committee Reports and Recommended Action  
Items

By-laws

No discussion, did not have 2/3 voting members present as required to take action.

Nominating Committee

**Private Sector Membership**

Cindy Arenberg Seltzer, Chair of the Nominating Committee, reported that the Committee interviewed four candidates for membership noting that there are two vacancies on the Board. She stated that the Committee felt that three of the candidates would bring a skill set to the Coalition that is needed. One of the three was not eligible due to a conflict of interest and was eliminated for recommendation. Ms. Arenberg Seltzer indicated that one of the other candidates will not be able to be brought forward until an endorsement is received from a Chamber of Commerce or Economic Development Council as required by Statute. Staff has been directed to send out an advertisement for board members and the Nominating Committee will interview any new candidates that apply. Ms. Seltzer noted that any candidate already interviewed would not have to be interviewed again.

**Motion** from Nominating Committee to approve Marvin DeJean as a member of the Coalition.  
**Unanimously approved.**

**Term Expirations**

**Motion** from Nominating Committee to approve the term renewals for Stacy Angier, Maria Kuhn Brotton, Robyn Perlman and Dr. Steven Ronik effective 7/1/08. **Unanimously approved**

Personnel Committee

**Re-screening of Current Employees**

**Motion** from Personnel Committee to approve the additional language to the Employee Manual, adding re-screening for current employees every five years. **Unanimously approved.**

**ED Goals for 2007/2008**

Maria Kuhn-Brotton referred the Coalition members to Tab 7. The following questions and/or comments were made:

- How is the sliding scale going to be determined?
- What are the standards that the bonus will be measured on
  - Example: if 50% of the goals are met then 50% of the bonus is given
- Determined by Board
- Some of the Goals are impacted by Board decision

**Motion** made by Cindy Arenberg-Seltzer to strike the statement contained under Goal 1 B “unrestricted financial commitments will be used to serve School Readiness children who would otherwise be

waitlisted". **Seconded** by Robyn Perlman. **Unanimously approved.**

**Motion** from Personnel Committee to approve the Executive Director goals as amended for 2007/2008, which will relate to the 2007-2008 bonus earned. **Unanimously approved**

**Staff Accountant Position**

Maria Kuhn- Brotton gave a brief summary of the recommendation. The following questions and concerns were made:

- HR is very specialized – do these two functions go together
  - For small organizations very common
  - Current staff member has HR certificate and job description requires it
- In terms of organizational chart - HR person should have at least a dotted line to the Executive Director to by-pass the Director of Finance.
- All staff has ability to by-pass their supervisor and go directly to Executive Director

**Motion** from Personnel Committee to approve the reclassification of the Staff Accountant job description and the salary range along with the 8% promotional increase effective September 2007. **Unanimously approved.**

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Update Letterhead, Member roster, distribution lists etc. with new Board Member	Executive Assistant	2/11/08
Distribute request for membership to chambers of commerce, economic councils	Executive Director	2/11/08
Update Employee Manual	Human Resources Manager	2/27/08
Update Organizational Chart including Accounting/HR Manager Title	Executive Director	2/29/08
Update job description and process payroll changes	Accounting/Human Resources Manager	2/15/08

Staff Reports and Recommended Action Items

DCA follow-up

Penny Westberry gave a brief summary of the history of this item. The following questions and concerns were raised:

- Was this item put out to bid?
  - The initial work was part of a grant and thus was not put out to bid
  - Board decided to proceed with DCA
  - Sole source – specialized knowledge
  - Bidding out would not be practical
- Concern raised about participation – only 8 members participated in the follow up discussion the

last time

- Before June 30<sup>th</sup> the first step would take a few hours after a meeting and then a special planning day – Have planned retreats in February for June and have had great turn-out – best participation rate was a weekend retreat
- Questioned why spending funds when Board has not gone back and taken the next step on their own – could be addressed at next meeting
- Proposal is very expensive
- Mission Statement – more fundamental as to what does the Coalition see the mission to be more than tweaking language
- Do not know what is going to happen with budget next year – can not save for next year – if do not spend now may not have it next year
  - No sense in just spending money because it would be given back to the State at the end of the year.
- Sad commentary if the Coalition can not make the commitment to get together over the next four months and establish why the Coalition exists
- At next meeting have a discussion what the issues are and get a commitment from the Board that they will participate
- Directed staff to contact Board Members re: commitment and come up with a time table for the Board for discussion

**Motion** made by Robyn Perlman to table the issue until the next meeting. **Seconded.** **Roll call vote was taken and the item failed.**

Discussion continued with the following comments

- Deliverables need to be defined more clearly
- There has been no action on the recommendations – why hire again without first addressing the recommendations
  - They would come in to facilitate the discussion about the recommendations

**Motion** made by Cindy Arenberg Seltzer to table the item. **Seconded** by Robyn Perlman. **Motion passed**

#### VPK Additional Expected Revenue and Allocations

**Motion** made by Robyn Perlman to approve the overall agency budget as presented 1. Increase ELC budget by \$4,863,292; 2. Move \$206,450 from ELC unallocated funds to the ELC 2 Contract; 3 Move \$4,552,508 from ELC funds to ELC 2 VPK slots for 1,633 additional children; 4 Retain an additional \$104, 334 in the Coalition’s unallocated reserve for quality improvement program needs and VPK monitoring initiative. **Seconded** by Shawn Lamarche **Unanimously approved**

#### Financial Statements

**Motion** made by Maria Kuhn-Brotton to approve the Coalition’s October and November 2007 Financial Statements pending the annual audit performed by a qualified independent certified public accounting

firm. **Seconded by Cindy Arenberg Seltzer. Unanimously approved.**

After the above motions were made and passed the Coalition proceeded to discuss the items.

#### VPK Additional Funding

Dr. Carol Wasserman presented the planned advertising for VPK which consists of a billboard for two months. A preliminary advertisement was shown and it was requested that 211 be added.

#### Financial Statements

Andrea Braynon gave a brief summary of the financial reports. There were no questions.

#### Utilization Report

K. Lee Tirpak gave a brief summary of the utilization report. Penny Westberry stated that some providers did not take the rate increase. The issue relates to some providers who currently charge parents who do not receive subsidized monies the same rate as the subsidized children. If these providers accept the rate increase they would then have to increase the fees to other parents. Ms. Tirpak indicated that she does not know the exact numbers on this issue at the current time. Penny Westberry suggested that training be scheduled using some of the Directors that have the skills to work on these issues assist those who do not. Robyn Perlman requested a written report on this item for the next Coalition meeting

#### ELC 4 Overview

Penny Westberry gave a brief summary of the ELC 4 contract. Lisa Feeney, Senior ECE Program Specialist, stated that there has been a steady increase of the numbers since the inception of the program.

#### Provider Focus Group/Town Hall Meeting Status Update

Lee Tirpak gave a brief overview the meetings. Harry Duncanson asked the provider representatives on the board if there were any issues of concern. They made the following comments:

- post testing of VPK kids without a pre-test
- Economy – struggling to try to keep centers going
- Providers appreciating the TA

Stacy Angier thanked staff for keeping her advised as to what is going on. Cindy Arenberg Seltzer, referring to the last page of the report regarding quality enhancement payments that Palm Beach has made a part of their quality program, pointed out that as the program grows the incentive program is not sustainable, thus it should not be the expectation that Broward CSC could support these incentives.

#### 2008 Health Fair

Deborah David, Director of CRRD, announced that the Health Fair is scheduled for April 12<sup>th</sup> at the Signature Grand. She indicated that there are additional partnership packets available and they will also be on the web site. Harry Duncanson thanked Robyn Perlman for agreeing to Chair the CRRD Committee.

Action items:	Person responsible:	Deadline:
Contact Board Members to get a commitment to attend next meeting to follow up on DCA report	Executive Director	3/7/08
Place written report regarding Rate Increase on the next Coalition meeting	Executive Director	3/7/08
Schedule training for providers regarding rate increase	Director of Program Operations	3/30/08
<b>FYI</b>		
Deborah Hill thanked the staff for putting in the TA report based on zip codes. She inquired how the process for selecting the centers for the TA. Lisa Feeney indicated that all centers are invited in the beginning of the year and are prioritized when they are received. Penny Westberry stated that at the present time centers have to agree to be a part of the Quality Rating System in order to get TA.		
<b>Unfinished Business</b>		
Shukree Cha Jua announced that applications for Head Start are being accepted for the next school year Cindy Arenberg Seltzer pointed out that all levels of government have to cut their budgets which is absolutely at the wrong time. She encouraged everyone to contact cities, the County and the State to stress the need not to cut social services. She announced that CSC has received an AD Henderson Matching Grant to keep on improving literacy and the early education of Broward's children. Shawn Lamarche requested that two sided copying be considered for meeting packets.		
New Business - none		
Public Comment - none		
Next Meeting: March 7, 2008		
Adjourn		
Meeting adjourned at 10:35 am		

These minutes contain the action items of the meeting of the Early Learning Coalition. They do not include all facets of each issue discussed. A tape recording of the meeting is held in the Coalition office. Corrections from the Coalition members will be taken prior to approval at the next meeting.

**Submitted by**

Debbie Bainton

**Reviewed and Edited/Revised as necessary by**

Penny Westberry, Executive Director

Harry Duncanson, Chair