



Coalition Monthly Meeting

3/7/2008

8:45 AM

6301 NW 5th Way, Suite 3400
Fort Lauderdale

Members in Attendance:

Harry Duncanson, Chair, Robyn Perlman, Vice Chair, Sidney Calloway, Treasurer, Jeffrey Dwyer, Secretary, Stacy Angier, Robin Bartleman, Shukree Cha Jua, Julia Musella, Dr. Barbara Weinstein, Cindy Arenberg Seltzer, Marvin Dejean, Paul Eichner, Desorae Giles-Smith, Patricia Good, Deborah Hill, Mason Jackson, Shawn Lamarche, Alan Levy, Jack Moss, Dr. Steven Ronik

Members Absent:

Larry Rein, Dr. Kevin Keating, Maria Kuhn Brotton

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, Faye Franklin, Office Assistant

Others in Attendance:

Burnadette Norris-Weeks, General Counsel, Doreen Moskowitz, Howard Bakalar, Ainsworth Geddes, Gilbert Rincon, Anita Platt, Debbie Kay, Dr. Carol Wasserman, Claudia Dean, John Roig, Star Grande

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 welcomed Marvin Dejean to the Board. Mr. Dejean introduced himself to the Board. Mr. Duncanson pointed out the article in the Sun-Sentinel which was published recently gave Broward good marks for the VPK program. Mr. Duncanson reported that next week he will be in Tallahassee for the ELC Chair’s meeting and ED meeting. He reiterated that the biggest issue in Tallahassee is the budget.

ED Report

Penny Westberry referred the Coalition to Tab 1 which contains the Florida Department of Education Provider Readiness Statistics, pointing out that Broward providers did better than those Statewide. Broward does have six providers which are second year low performing providers and they will be required to use a State approved curricula next year. Ms. Westberry indicated that an analysis of the low performing providers will be forth coming. Ms. Westberry pointed out that a link to all of this information is located on the Coalition’s web site.

Penny Westberry indicated that the monitoring reports are located in the FYI section which will be discussed at the next meeting. She stated that the fiscal monitoring is underway and just about completed.

Ms. Westberry also reported on a meeting between the School Board, Family Central and AWI to discuss bringing together High School Students who have received training in early care and providers. Ms. Westberry thanked Robin Bartleman for bringing this issue forward.

Action items:	Person responsible:	Deadline:
Place discussion of monitoring reports on next Coalition agenda	Executive Director	4/11/08

Consent Agenda

Motion made by Cindy Arenberg Seltzer to approve the minutes of February 8, 2008. **Seconded** by Patricia Good. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep on File	Executive Assistant	3/10/08

Annual Presentation on System Accomplishments

The Coalition members viewed a three year systems' accomplishment presentation. Penny Westberry indicated that the presentation is available on DVD if anyone would like a copy. Staff was congratulated on a job well done. Alan Levy suggested that it be tweaked a little and have it viewed on Comcast.

Committee Reports and Recommended Action Items

Executive Committee

CCEP

Harry Duncanson referred the Coalition to Tab 3. **Motion from the Executive Committee** to approve the allocation of the additional foundation dollars received by the Coalition of \$63,340 and the CCEP match of \$198,340 to Family Central, Inc. for use in slots. The projected number of additional children served in slots this year is 180 children. **Seconded by Sidney Calloway Unanimously approved**

Reallocation of Mid-Year Underspent Funds

Harry Duncanson referred the Coalition to Tab 4. Cindy Arenberg Seltzer stated that last year Children's Services Council provided funding for extended care for VPK children during the summer program. She indicated that a request has been made to continue the funding for this year. Penny Westberry stated that ELC can not fund this aftercare program for three reasons: (1) Parental choice prohibits funding specific programs; (2) children would have to be school readiness eligible and (3) Coalition funds need to be spent by June 30. She also stated that the Coalition does currently prioritize aftercare for VPK children who are school readiness eligible.

Ms. Seltzer stressed that CSC is facing a tight budget situation and she thought this item would be more appropriate if ELC handled this. She indicated that she would not be recommending this item to the CSC board.

Motion from Executive Committee to approve the following:

<u>Decrease in Funding:</u>		
1	ELC3 – School Board of Broward County Quality Improvement	(\$61,678)
2	ELC4-2 Broward County Quality Assurance Services	(58,726)
<u>Increase in Funding:</u>		
1	ELC3 FCI – 70 CDA National scholarships	\$84,000
2	Fund 9 AS TEACH scholarships administered by Florida Children's Forum	24,048
3	Fund 10 TEACH Director Credential scholarships administered by the Florida Children's Forum	11,420
4	Allocate additional to ELC Unallocated Reserve	936
	TOTALS	(\$120,404) \$120,404

Seconded by Sidney Calloway Unanimously approved

Finance Committee

Sidney Calloway referred the Coalition to Tab 5 which contains the Financial Statements. He noted that the Financial Statements were reviewed by the Finance and Executive Committee.

Motion brought forward by Finance Committee to approve the Coalition's December 2007 and January 2008 Financial Statements pending the annual audit performed by a qualified independent certified public accounting firm. **Seconded. Unanimously approved.**

By-laws Coalition

Mason Jackson gave a brief summary of the events that brought the By-laws to the Coalition for revision, pointing out that this process started in October. He thanked the Committee members who worked on this – Cindy Arenberg Seltzer, Harry Duncanson, and Dr. Kevin Keating. He recognized that General Counsel and Doreen Moskowitz were also in attendance at the Committee meetings in addition to staff. Mr. Jackson indicated the following items are being brought forward for Coalition review:

- Mission statement – currently off the table and will be addressed at the Board retreat
- Governor appointment holdovers
- Attendance policy
- Length of Service of Immediate Past Chair on Executive Committee
- Minimum Number of Meetings to 6 Annually
- Nominating Committee
- Setting Coalition Agenda – no recommendation from the By-laws committee

Mason Jackson indicated that he would address those items that he believes would not have much discussion first and then proceed on to the other items. Harry Duncanson requested that each item be addressed individually and then voted on.

Governor appointment holdovers

Motion made by Robyn Perlman to approve the language addressing the governor appointment holdovers located on page 3 and page 4 of the revised by-laws dated 11/15/07. **Seconded by Jeffrey Dwyer. Unanimously approved.**

Length of Service of Immediate Past Chair on Executive Committee

Motion made by Sidney Calloway to approve the deletion of the following language: The immediate Past Chair shall serve up to two years on the Executive Committee which was located on page 7 of the revised draft dated 11/15/07. **Seconded by Jeffrey Dwyer. Unanimously approved**

Nominating Committee

Motion made by Cindy Arenberg Seltzer to approve the deletion of the following language: "Membership

on such committees shall be consistent with the fiscal year” on page 9 of the revised draft dated 11/15/07 and deleting the word “to” in the second paragraph under the section B. Nominating Committee on page 10 of the revised draft dated 11/15/08. **Seconded** by Jeffrey Dwyer

The committee discussed the following issues:

- Clarification of the process to state that any member of the Coalition can make a motion to vote for members of the nominating committee at any time
- Concern for the terms of committee members to continue in perpetuity
 - Suggestion some trigger point be used to at least review the committee membership
- Request to amend the motion to have members of the Finance Committee and Personnel Committee be elected on by the Coalition
 - Chair determined out of order – motion on the floor – can not do it pointing out by-laws have to go through a process
- By-laws should not contain operating procedures

Roll call vote was taken and the **Motion failed.**

Attendance Policy

Mason Jackson gave a brief summary of the events that brought this item forward. The Coalition discussed the following:

- Coalition compelled to write letter vs. Executive Committee can determine if action needs to be taken
- GC felt it exceeded the authority of the Executive Committee
- The contention of the Committee was the Executive Committee has whatever authority the Board grants to it
- Change wording in revised by-laws from Executive Committee to Board

Motion made by Patricia Good to amend the following language in paragraph two under Section 3.6 Resignations and Absences to read as follows: “upon recommendation from the Coalition, advise the appropriate appointing authority. The delinquent member shall provide...” and additional language added in paragraph three “...upon recommendation from the Coalition, shall..” As noted on page 5 of the revised draft dated 11/15/076. **Seconded. Motion passed**

The Chair then asked for a vote on the changes as amended. Unanimously approved.

Minimum number of Meetings

Motion made by Cindy Arenberg Seltzer to approve the change on page 8 of the revised by-laws dated 11/15/07 changing the minimum number of meetings from nine to six. **Seconded** by Paul Eichner.

Unanimously approved.

Adding “Inc.”

Motion made by Mason Jackson to add “Inc.” at the end of Early Learning Coalition of Broward County each time it appears in the by-laws. **Seconded by** Sidney Calloway. **Unanimously approved**

Desorae Giles-Smith requested that the Coalition look at standing committees being elected. She also requested that that the Coalition look at some kind of pre-absence type of notice. The Chair stated that it will be brought forward the next time the by-laws are looked at.

Nominating Committee

Cindy Arenberg Seltzer gave an update on the Nominating Committee, stating that there were some applicants to be considered for the open position.

Personnel Committee

ED Goals

Motion brought forward from the Committee to approve the recommended percentages for each goal, as is tied to the bonus potential, as follows: Goal 1A – 10%, Goal 1 B – 10%, Goal 2 A 20%, Goal 3 A – 10%, Goal 3 B – 10%, Goal 3 C – 20%, Goal 4 – 20% **Unanimously approved**

ED Evaluation

Shawn Lamarche explained the evaluation tool and the recommended changes. The deadline for the evaluation will be March 21, 2008. The following items were discussed:

- If approved, evaluation tool will be e-mailed to members today
- Additional information requested to complete evaluation such as staff turn-over
- ED to submit a self evaluation
- Can go in between whole number in 10ths, but only to one decimal point

Motion brought forward from Personnel Committee to approve the recommended modified ED evaluation form. **Unanimously approved.**

CRRD Committee

Deborah David reported that the Spring into Health Fair will be held on April 12th at the Signature Grand. She stated that there are copies of the partnership package on the table. She noted that she does not as yet have a title sponsor. She invited all Board Members to attend the event.

Robyn Perlman asked that Board members fill out a form that was distributed with contacts that they believe would like to visit a provider and learn more about the Coalition. Penny Westberry stated that we would send an e-mail to all Coalition members with this information.

Deborah David reported that accredited providers will be recognized at the next Coalition meeting and at each subsequent meeting, with Wachovia's support.

Community Partners System Gathering

Shawn Lamarche gave an update on the Community Partners Systems Gathering. She announced that Workforce is now going to allow employment in the child care industry. Workforce has agreed to pay the first six months in salary and the provider then can pay for the education and then will employ them at the end of six months.

Wait list Committee Update

Lee gave an update on the Wait List committee meetings. She indicated that they are getting legal information from AWI regarding sharing information with an interagency agreement. She also reported on the following:

- Committee learned how wait list works
- Next meeting focusing on priority list –
 - Recommended changes may be brought to May meeting
- Meeting are publicly noticed and anyone interested is invited to attend

Action items:	Person responsible:	Deadline:
Revise and execute Contract with Family Central to reflect additional moneys	Director of Program Operations	4/15/08
Keep Financial Statements on file	Director of Finance	3/31/08
Update by-laws with current revisions and distribute	Executive Director	3/31/08
Place election of standing committees and pre-absence notice on By-laws Committee Agenda	Executive Director	TBD

Staff Reports and Recommended Action Items

Utilization Report

Lee Tirpak referred the Coalition members to Tab 8. She gave a brief summary of the Utilization Reports pointing out that the Coalition is on target. Ms. Tirpak also pointed out that there is increase in enrollment for VPK and staff is continuing to watch that data.

Key Indicator Report

Lee Tirpak gave a brief overview of the report explaining that it is still a work in progress and solicited input from the Coalition members. There was discussion about the data re: fewer enrolled children, noting it is probably a timing issue. Harry Duncanson thanked staff for simplifying the report and making it easy to look at. This report will continue as a quarterly report

Family Central Phone System

Penny Westberry gave a brief history regarding issues with the FCI phone system. Howard Bakalar

reported that the new system is going very well. Stacy Angier commented that Family Central did a great job of informing providers.

Questions were raised regarding the old phone system. It was agreed that a use for the old phone system would be explored. It was requested that the maintenance costs expected for the new phone system be brought back to the Coalition.

Provider Rate Increase

Howard Bakalar reported on the provider rate increase, pointing out that 91 percent have accepted rate increase.

DCA/Retreat Follow-up Discussion

Proposal from DCA

Harry Duncanson indicated that the Proposal from DCA is back on the agenda at the request of the Board from last month.

Motion made by Cindy Arenberg Seltzer to contract with DCA at a cost not to exceed \$15,450.00.
Seconded by Desorae Giles-Smith. **Motion passed.**

Harry Duncanson requested feedback before the Retreat regarding the Mission Statement and to forward comments to Penny Westberry.

Cindy Arenberg Seltzer informed the Coalition that a meeting will be held on April 5th with community members that were involved with the Children’s Strategic Plan to look at children and families’ issues and to possibly reprioritizing what the community could be doing to guide agencies in making budget cuts. She indicated that ELC needs to be a part of that event. She also stated that the Coalition needs to be looking at the Coalition internal priorities and funding as we move forward.

Action items:	Person responsible:	Deadline:
Contact DCA to schedule future follow-up and retreat dates	Executive Director	3/31/08
Attend April 5 th Children’s Strategic Plan meeting	Executor Director/Director of Program Operations	3/31/08

FYI

Unfinished Business		
<p>Penny Westberry indicated that staff is in conversation with CSC regarding leasing new space from CSC. She also stated that staff is in conversation with building management re: the option of staying in the current space. Cindy Arenberg Seltzer reported an April 2009 move in date for CSC and stated that there will be space for ELC if they choose to move with CSC.</p> <p>Deborah Hill thanked staff for the monitoring reports and asked a few questions. Penny Westberry stated that highlights of the monitoring reports will be discussed at the next meeting, however, if anyone has any questions, she indicated staff would be available.</p>		
New Business		
Public Comment		
Next Meeting April 11, 2008		
<p>Harry Duncanson thanked everyone for coming.</p> <p>Jack Moss indicated that he did not have the time to read the meeting packet and requested that staff find a way to inform the board of what they need to know without the large amount of materials. Penny Westberry indicated that some board members prefer to receive the materials and asked Board members to let us know what they did not want to receive. She indicated that two sided copying will be used whenever possible.</p>		
Adjourn		
<p>The meeting adjourned 11:25</p>		

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/Edited/Revised by

Penny Westberry, Executive Director

Harry Duncanson, Chair