

# Minutes

# Coalition Meeting

4/9/2010

8:30 a.m.

Early Learning Coalition of Broward County, Inc.  
6301 NW 5th Way, Suite 3400  
Fort Lauderdale, FL 33309

**Attendees:**

Jeffrey Dwyer, Chair, Stacy Angier, Robin Bartleman, Julia Musella, Larry Rein, Cindy Arenberg Seltzer, Secretary, Sidney Calloway, Laura Gambino, Deborah Hill, Dr. Kevin Keating, Donna Korn, Nancy Merolla, Mayor Barrington Russell, Laurie Sallarulo, Britt Sikes, Vice Chair, Claudia Dean, Dr. Barbara Weinstein, Andrew Bray, Treasurer, Marvin Dejean, Desorae Giles-Smith, Mason Jackson, Dr. Steven Ronik, and Mandy Wells

**Members Absent:**

Robyn Perlman, Alfreda Coward, Nancy Merolla

**Staff in Attendance:**

Penny Westberry, CEO, Andrea Braynon, CFO, Lee Tirpak, CPO, Leonardo Almanza, Accounting, Marcie Westover, CRRD Assistant, Janice Carter, CRRD Director, Faye Franklin, Office Assistant, Jessica Novak, ECE Program Specialist, Inez Webb, Administrative Assistant, Leticia Strasser, ECE Program Specialist, Jose Abreu IT/Data Manager, Sandra Martinez, Accounting and Human Resources Manager, and Leonardo Almanza

**Others in Attendance:**

Burnadette Norris-Weeks, General Counsel, Terri Shermett, Ronald Tompkins, Khalil Zeinieh, Doreen Moskowitz, Chris Sieber, Nunt Sheinberg, Dr. Ilene Miller, Sharon Cohen, Ainsworth Geddes, Willie Cameron, Valerie Kiffin Lewis

## Agenda topics

### Roll Call

Jeffrey Dwyer, Chair, called the meeting to order at 8:37 a.m.

Roll call-quorum established.

Report of CEO

**Report of CEO**

Penny Westberry introduced staff member Jose Abreu. Jose Abreu gave a brief biographical presentation.

**B. Legislative Update (TAB 1)**

Ms. Westberry said the SR funding looks to remain whole; the VPK funding is still an issue. Ms. Westberry urged continued advocacy with the Florida Senate. Stacy Angier thanked Ms. Westberry and staff for the legislative updates to advocate for their cause. Ms. Westberry said providers, parents and Board Members really stepped forward and advocated.

**C. Readiness Rates (TAB 2)**

Ms. Westberry said we have the same concerns as to how they measure Readiness Rates. Ms. Westberry said Broward still compares favorably with others in state. She said the Low Performing Provider (LPP) rate is still below the state-level.

**Consent Agenda** Draft Minutes of Coalition (TAB 3)

**Motion** made by to Andrew Bray to approve the minutes of February 12, 2010. **Seconded** by Sidney Calloway.

**Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep Minutes on File	Executive Assistant	4/25/10

Executive Committee: Provider Enforcement  
Policy and Client Grievance Policy Update

Mr. Dwyer said this topic will be finalized and brought to the next meeting.

Finance Committee

A. Financial Statements (TAB 4)

Andrew Bray directed the Board to Tab 4.

**Motion** made by Andrew Bray to accept the financial statements. **Seconded** by Laura Gambino. **Unanimously approved.**

B. Utilization Reports (TAB 5)

Mr. Bray directed the Board to Tab 5. Family Central, Inc.'s CFO, Ainsworth Geddes said the utilization reports are on target for this year.

C. Auditor-IRS 990 Review (TAB 6)

Mr. Bray directed the Board to the draft 990 report. Mr. Ronald Tompkins from Watson and Rice gave a brief presentation on the findings. He said they have already reviewed it in-depth with the Finance and Executive committees. Mr Thompkins said a new requirement is that the Board reviews the 990 before it is filed with the Internal Revenue Service. Ms. Angier asked if it needed to be posted on website. She noted she was listed as an employee; an error the auditors already noted, in addition to others that will be corrected. Mr. Thompkins said it not a requirement to put on the website, but it must be supplied if requested.

Action items:	Person responsible:	Deadline:
Keep on File	CFO	5/1/10

Procurement Committee Update

Mr. Dwyer thanked all the respondents to the ITN, as well as the work done by Coalition staff, and the Procurement Committee. He noted the items are not finalized and will come before the Board's May meeting for approval. Cindy Arenberg Seltzer addressed a procurement document that had been presented at the committee, and stated CSC is not looking for any money for the service in that document. She asked if it was needed to file a conflict of interest on that item. Burnadette Norris-Weeks said to file the conflict form.

CRRD Committee Update

Janice Carter gave the update for the Business Technical Assistance Model. She noted Robyn Perlman is working with three outside organizations on this new model. Ms. Carter noted another meeting was held with providers to give feedback on this topic. Julia Musella said at that meeting there were five providers from different parts of the county. She said these providers are willing to be mentors for other providers. Ms. Carter announced a \$35,000 grant from Wachovia for slots. Mr. Dwyer expressed gratitude to Robyn Perlman for this grant.

Personnel Committee (TAB 7)

Marvin Dejean said the Committee discussed the Fiscal staffing needed. The recommendation was to add additional staff. Ms. Westberry said the ELC is going to try to take part in a Workforce One initiative to have a portion of the salary paid. Mr. Bray said he has been supportive of additional staff in the Fiscal Department and that it can place a strain if there is an absence. He said they applaud the staff for bringing this forward to the Board.

**Motion** made by Personnel Committee to add the position of Accountant/Fiscal Analyst to the ELC fiscal department staff pattern as of 7/1/10. **Unanimously Approved.**

Mr. Dejean said in the future they will discuss a staff and personnel salary study with the Board.

Action items:	Person responsible:	Deadline:
Advertise for Fiscal Department Position	CFO	4/25/10

Nominating Committee Update

Donna Korn said the Nominating Committee discussed selection of Board Officers for next year, and will bring the issue to the June meeting.

Community Partners Systems Gathering Update

Ms. Musella referred to a handout that was distributed at the meeting. Laura Sallarulo said the meeting discussed the special needs population. A presentation of a preschool participating in C-QuELL was made by Chris Sieber, Director of C-QuELL.

VPK/Preschool Conference Committee Update

Ms. Angier said they are looking at target dates October 16<sup>th</sup> or 22<sup>nd</sup> for the pre-conference and conference. The Committee believes there will be a higher participation rate this year; she encouraged Board members to assist to in suggesting or being a speaker at the conference. Ms. Angier said the venues for the event are still being finalized. Ms. Sallarulo strongly encouraged a speaker on special needs. Ms. Angier said they are working on a track targeting that specific issue. Mr. Dejean said he would volunteer as presenter at the conference. Mason Jackson suggested having speakers address unique business models for providers.

Mid-Year Budget Modification (TAB 8)

Lee Tirpak referred to Tab 8. Ms. Korn inquired how the contract goals were met if the reflected decrease reflects loss of staff. Claudia Dean said the proposal was based on the previous year's budget; this new year had staff come in at a lower salary level. Ms. Arenberg Seltzer inquired about the release of funds item. Ms. Westberry said this year it looks like it will be moved into slots. Deborah Hill inquired which slots would receive the funding. Ms. Westberry said it will follow Coalition's prioritization list.

**Motion** made by Sidney Calloway to accept the recommendation to: Decrease the SBBC-QIS-10-ELC3 contract funds for a revised budget total of \$841,679, decrease reserve unallocated funds of \$25,005, increase the 2010-2011FY School Readiness allocation to slot funding by \$106,442, and hold a similar amount of CSC dollars in reserve to offset possible budget cuts for fiscal year 2010-2011, release this \$106,442 to slots for this fiscal year if state School Readiness funding is held level for the 2010-2011 fiscal year through the state budget process and make corollary adjustments to the overall ELC budget. **Seconded** by Andrew Bray. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Make mid-year budget modifications.	CFO/CPO	5/1/10

2010-2011 Funding Recommendation: School Board of Broward County, Florida First Start (TAB 9)

Ms. Tirpak referred to Tab 9.

**Motion** made by Sidney Calloway to renew ELC 6: Florida First Start contract with the School Board of Broward County for FY 2010-2011, with tow one-year renewal options and total budget of \$504,790. **Seconded** by Deborah Hill. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Formulate contract	CFO/CPO	4/18/10

2010-2011 Funding Recommendations: Broward County Child Care Licensing and Enforcement (TAB 10)

**Motion** made by Laura Gambino to renew ELC 4-1 Quality Assurance Services/Quality Rating System contract with Broward County for FY 2010-2011, with two one-year renewal options and a budget of \$529, 351. **And to** renew ELC 4-2: Quality Assurance Services/Health and Safety and VPK Monitoring with Broward County for FY 2010-2011, with two one-year renewal options and a total budget of: VPK Funding \$64,719, and School Readiness Funding \$11,422. **Seconded** by Andrew Bray. **Unanimously approved (with the exception of Mandy Wells due to a conflict).**

Mandy Wells declared a conflict of interest due to the fact this is her employer.

Action items:	Person responsible:	Deadline:
Formulate contract	CFO/CPO	4/16/10

Update Discussion of Maximizing Match

Andrea Braynon said we have received confirmation from OEL that the a portion of the County’s funds for homeless child care can be used toward the working poor 6% match. Ms. Westberry said this encourages the County to continue to give this funding. Ms. Geddes said about \$240,000 could potentially be used for match. Ms. Westberry said for the CCEP application they are discussing using the United Way funding, rather than using it for the 6% match, as more overall funding for slots will likely be drawn down this way. Ms. Arenberg Seltzer said this may create a problem for United Way. Ms. Westberry said they will continue the discussion with United Way on this issue. Ms. Westberry said in April they may receive around \$300,000 in CCEP reallocation match.

Update on Discussion Re: School Readiness  
Testing of Private School Children

Ms. Tirpak said they identified personnel at the School Board of Broward County who will be doing the FLKRS testing next year, and they are working on setting up a meeting. She also noted efforts to reach out to parents with children in private schools to participate.

FYI (TAB 11)

No Comments.

Unfinished Business

Ms. Arenberg Seltzer said the legislative bills that would have required Children’s Services Council to go to referendum every 6 years were defeated for now. She thanked all who gave support/advocacy to this issue.

Action items:	Person responsible:	Deadline:
None.		

New Business

Mr. Dwyer referred the Board to a correspondence e-mail package from an employee in regards to an issue. Mr. Dwyer said there may be a formal complaint in the future, and for the time being he was just making the Board aware.

Action items:	Person responsible:	Deadline:
None.		

General Public Comment

Khalil Zeinieh commented on the contracts approved that featured a potential 3-4% raise; he noted as the Coalition moves forward that its looks at equity. He said when looking into the salary study, salaries of staff at all levels should be examined. Ms. Korn said she also questioned the raises, did not think the Coalition should be dictated to in this area. She also noted FCI should not be treated differently. Mr. Bartleman said the School Board does have collective bargaining issues to consider.

Dr. Barbara Weinstein said the American Girl Doll company does about 60 charities each year, and FCI was selected to do an American Girl fundraiser. She said at a later date they would be looking to have FCI children sponsored to attend the fundraiser.

Next Meeting Date: Friday, May 14, 2010

Adjourn

The meeting adjourned at 9:55 a.m.

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

Submitted by Marcie Westover, CRRD Assistant

Reviewed by Penny Westberry, Chief Executive Officer, Jeffrey Dwyer, Board Chair