



# Coalition Meeting

4/13/2007

8:30 AM

6301 NW 5th Way, Suite 3400

Fort Lauderdale

## Members in Attendance:

Robin Bartleman, Shukree Cha Jua, Irma Hunter Wesley, Dr. Barbara Weinstein, Cindy Arenberg Seltzer (arrived 9:00), Anita Byer, Harry Duncanson, Chair, Jeffrey Dwyer, Desorae Giles-Smith (arrived 8:45), Patricia Good (arrived 8:40), Deborah Hill, Maria Kuhn-Brotton, Shawn Lamarche, Alan Levy, Dr. Steven Ronik (arrived 8:40)

## Members Absent:

Stacy Angier, Larry Rein, Sidney Calloway, Corey Hicks, Mason Jackson, Dr. Kevin Keating, Latha Krishnaiyer, Jack Moss, Robyn Perlman, Cindy Stoddart

## Staff in Attendance:

Penny Westberry, Executive Director, Ainsworth Geddes, Director of Finance, K. Lee Tirpak, Director of Program Operations, Lisa Feeney, Senior ECE Program Specialist, Leticia Boswell, ECE Program Specialist, Janice Carter, ECE Program Specialist, Sandra Gonzalez, Staff Accountant, Deborah David, Director of CRRD, Debbie Bainton, Executive Assistant, Marcie Westover, CRRD Assistant, Inez Webb, Administrative Assistant, Jose Abreu, IT/Report Writer

## Others in Attendance:

Doreen Moskowitz, Dr. Carol Wasserman, Anita Platt, Monica King, Pam James, Mary Jean Woika, Terri Shermet Snipes, Katherine Danio, Ann de las Pozas, Ken Dresner, Skip Johnston, Nancy Lieberman, Claudia Dean, Dr. John Livengood

Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 8:35 am  
 Roll Call was taken – no quorum

Chair Report

Harry Duncanson reported that he attended the quarterly Chairs’ meeting and reported that the basic discussion at the meeting was on current legislation. He updated the Members as to the status of the bills that are currently pending. He encouraged members to keep in touch with the Broward Legislators.

Executive Director Report

Penny Westberry introduced new staff member Jose Abreu. She reminded the Coalition that Broward is sharing the IT/Report Writer with Palm Beach County Coalition. Ms. Westberry stated he has been with us for two weeks and has already been a great help with IT issues in addition to being able to pull a report at the request of a Board member.

Ms. Westberry encouraged the Coalition members to speak with County Commissioners regarding the \$1.6 million local match from the County. She stated that it was already a discussion of whether or not it was the County’s purview before the current property tax cut discussions at the state level. She stated that there will be a workshop on April 24 regarding that issue.

Ms. Westberry indicated she has received responses to the survey that was sent out regarding the retreat and ideas are coming back that are all over the place. Ms. Westberry suggested that some of the ideas can be focused on at the retreat and then workshop others. She encouraged those members who have not responded to do so. She indicated that she will bring back the results.

Ms. Westberry informed the Coalition she has been asked to be on the Healthy Start Board.

Harry Duncanson announced that the Children’s Summit will be held next week on Wednesday, April 18, 2007, and encouraged everyone to register and attend the event.

Presentation

Katherine Danio of AD Henderson Foundation gave a presentation on the DCA Literacy Strategic Plan Project. Ms Danio personally invited everyone at the Coalition meeting to attend the Children’s Summit scheduled for April 18, 2007. Cindy Arenberg Seltzer asked that as soon as the Coalition meeting is over to register online at [www.cscbroward.org](http://www.cscbroward.org)

Deborah Hill thanked the Chair for adding a brief presentation by Dr. John R. Livengood regarding Shigellosis to the agenda. Dr. John R. Livengood gave a presentation on Shigellosis to bring an awareness to the increase in outbreaks of Shigellosis in pre-school children attending daycares in addition to elementary school age children. Irma Hunter Wesley raised concerns regarding the delays in

receiving information from the Health Department when a child is tested.		
<b>Quorum Established</b>		
Consent Agenda		
<b>Motion</b> made by Deborah Hill to approve the minutes of March 9, 2007. <b>Seconded</b> by Maria Kuhn Brotton. <b>Unanimously approved.</b>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Keep minutes on file	Executive Assistant	4/13/07
Committee Reports and Recommended Action Items		
<u>Executive Committee</u>		
<b><u>Reallocation of Reserved Healthy and Safety Dollars</u></b>		
Lee Tirpak, Director of Program Operations, gave a brief summary of the request for the reallocation.		
<b>Motion moved forward by the Executive Committee</b> to Reallocate \$182,900 from the Coalition's health and Safety line item to fund:		
<ol style="list-style-type: none"> <li>1. 83 additional CDA scholarships (<b>\$104,264</b>); amending the ELC3: Technical Assistance/Training contract and increasing the number of CDA scholarships from 110 to 193.</li> <li>2. A two day infant/toddler early care and education conference for at least 250 people (<b>\$39,920</b>) as outlined in the attached proposal; amending the ELC3 Technical Assistance/Training contract to add the provision of this service.</li> <li>3. The purchase of a minimum of 350 Social/Emotional/Literacy packets (<b>\$17,500</b>) for distribution to early care and education providers serving children receiving financial assistance. Priority will be given to providers who meet all of the following criteria, followed by those who meet three of the criteria, then two, and finally one of the following criteria: <ul style="list-style-type: none"> <li>◦ Scored below average on the social/emotional/literacy area(s) when rated by the ELC4: Quality Rating System service provider between December 2004 and present</li> <li>◦ Located in regions with significant numbers of children not yet demonstrating appropriate skill development when screened with the ECHOS tool</li> <li>◦ Located in at-risk zip codes</li> <li>◦ Choose not to charge additional fees to families receiving financial assistance</li> </ul> </li> <li>4. Up to 1,200 additional health screens (<b>\$21,216</b>) for Broward children, birth to school-age, with a concentrated effort to serve children receiving financial assistance; amending the ELC5: Developmental Screening contract to include funds specifically for additional health screens.</li> </ol>		
<b>Seconded by Shawn Lamarche. Unanimously approved.</b>		

Desorae Giles-Smith inquired if any of this money could be used to remove children from the waitlist. Penny Westberry indicated that the Coalition needs to be careful of how many children are moved off the waitlist without creating a potential deficit next year. She pointed out that there is an item later in the agenda concerning more CCEP funding for slots and also that the Coalition had approved moving some unspent money to slots at the last meeting.

#### **Procurement Attorney Fees**

Harry Duncanson reminded the Coalition that the attorney fees have been approved in stages. Penny Westberry stated that if there is no challenge the fees will be in the area of \$30,000 and she believes the Committee will not have to come back for the additional \$5,000.00 She noted that the attorney did comp a lot of the hours for the conflict of interest issue.

**Motion brought forth from Executive Committee** to increase the Procurement Committee's spending authority for Procurement Counsel to \$30,000.00 **Seconded by Jeffrey Dwyer. Unanimously approved.**

#### **Administrative Budget Adjustment**

**Motion brought forth from Executive Committee** to approve the proposed administrative budget adjustments. **Seconded by Jeffrey Dwyer Unanimously approved.**

Prior to Finance Committee reports the Chair brought forth Personnel Committee items.

#### **Finance Committee**

Ainsworth Geddes, Director of Finance, gave a brief summary of the financial statements. There were no questions.

#### **AWI/OEL 2006-2007 Financial Monitoring**

Ainsworth Geddes referred the Coalition to Tab 6 containing a report from AWI stating that no monitoring findings were identified and the Coalition is not required to submit a corrective action plan response. Finance staff were congratulated on a job well done.

#### **Procurement Committee**

Penny Westberry informed the Coalition that a meeting was scheduled for April 12, 2007, but had to be rescheduled when the Chair of the Committee was called away. The next Procurement Committee meeting will be held on April 24, 2007 at 1:00 pm. Ms. Westberry stated that meeting packets will be sent to all Coalition members. She pointed out that the Committee may decide something different than is in the packet but the Coalition members will see what was distributed to the Committee.

Personnel Committee

**Employee Manual**

Jeffrey Dwyer, Chair of the Personnel Committee, referred the Coalition to the Employee Manual which was e-mailed to the members. He stated that copies were on the table if anyone did not get one. Mr. Dwyer thanked staff and General Council for the quality work on revising the document.

Penny Westberry stated that the Coalition voted to have background screening, noting that policies need to be approved to support that. She also indicated that the Personnel Committee has also added drug testing. Anita Byer inquired if there was an administrative manual and a staff manual. Burnadette Norris-Weeks stated that since the Coalition is such a small organization there is only one manual. Jeffrey Dwyer indicated that the Personnel Committee could meet again to discuss the manual. Penny Westberry asked that if any Members have any questions or concerns to please e-mail them so that they can be addressed.

**Motion made by Desorae Giles-Smith to table the Employee Manual until the May meeting.  
Seconded by Patricia Good. Motion passed**

**Staff Raises**

Jeffrey Dwyer referred the Coalition to Tab 8 containing the proposed recommendation that staff be given a 2.5% cost of living raise across the board, excluding the Executive Director, and allow a potential merit/performance salary increase of up to 6.5% like was done last year. Mr. Dwyer stated that he believed last year the staff received a flat rate of \$1,500 across the board for cost of living. Maria Kuhn-Brotton stated that she does remember a motion being made at the Personnel Committee meeting to make the change from the flat rate to a percentage this year.

**Motion made by Jeffrey Dwyer to give a 2.5% cost of living raise across the board for existing staff and allow a potential merit/performance salary increase of up to 6.5% merit/performance increase.  
Seconded by Anita Byer.**

Patricia Good, stating that with no disrespect to staff knowing how hard they work, she believes that a merit increase of 6.5% is quite high and she does not know who has given such a high merit increase pointing out that the School Board of Miami did not. She indicated that there is no basis for that and would like to see some back-up to support that. Penny Westberry responded that historically the staff would receive cost of living based on CPI with a potential bonus of up to 5% piggybacking on what CSC does. Last year the Personnel Committee, due to the high CPI, lowered the cost of living and made more of it merit based, up to 6.5. Robin Bartleman shared with the Coalition that when she is out in the public there are concerns that the Coalition is spending too much on administrative costs and asked what percentage of salaries goes to administrative costs. Penny Westberry responded that the total administrative costs for ELC are 1.4% of the whole budget. Alan Levy asked what the average merit raise was given out last year. Penny Westberry responded around 4%. Mr. Levy asked if we are really accomplishing anything by doing this if it is going to end up the same. Ms. Westberry stated that it was not going to end up the same, because the scale will only go to 4 now – somebody would have to be on the excellent side of the scale to get the four percent. Mr. Levy noted that we have a lot of great people,

and there was agreement that ELC has an excellent staff. Alan Levy inquired about staff evaluation tools. Penny Westberry responded that the evaluation tool for staff mirrors the job description with overall job characteristics in addition to a section for goals.

**Motion made by Maria Kuhn Brotton to amend** the motion to have a \$1,500 flat rate instead of the 2.5% cost of living increase. **Seconded** by Desorae Giles-Smith It was noted that some people would then get less than 2.5% and others could get more than 2.5%

**Motion failed**

Harry Duncanson stated that historically a 5% bonus was given to all. Penny Westberry clarified that it was up to 5% bonus. She stated that was changed last year, pointing out that the bonus was changed to a merit salary raise. Ms. Westberry stated that last year the cost of living was high at 5.5% and the Committee decided to put the cost of living lower and increase merit. %. Penny Westberry stated that this was a decision made by the Personnel Committee and the Board; it was not the recommendation that staff brought forward.

**Motion made by Jeffrey Dwyer to amend** the motion to change the 6.5% to 4%. **Seconded. Motion passed.**

**Vote on original motion as amended - Motion passed**

Dr. Steve Ronik suggested for next year the Board determine the budget for staff raises and then have the Executive Director determine what the merit pay will be

Alan Levy indicated that there needs to be a written procedure for this and the Board needs to look at this again for next year. Harry Duncanson indicated that the Coalition does have a procedure. Penny Westberry stated that with all due respect as the Executive Director she wanted to put forth that in order to do her job, and to be comfortable doing her job she needs to have the tools, responsibility and power to do the job. She stated that this is a typical ED responsibility and if the Board wants to continue to take over her job then she has some decisions to make. It was noted that Henderson and CSC Boards do not evaluate staff.

Cindy Arenberg Seltzer stated that the Board should set a policy on how to handle merit whether it be a bonus or salary so this does not get revisited every year and the only thing that would change would be the CPI. Dr. Barbara Weinstein stated that the Board can not take away the ED's authority with regards to staff evaluations.

**A few Board members left and a quorum was lost – Following items deferred to next Coalition Meeting**

- Executive Director Evaluation and Bonus Recommendation
- 2007/2008 Executive Director Contract Recommendation
- Employer Contribution for Dependent Care Costs

CRRD Committee

Deborah David, Director of CRRD, gave a brief overview of the state of the Spring into Health Fair. She thanked Anita Byer for her recent contribution of \$2,000 for the Health Fair. Ms. David passed around pictures of the rotunda in the Capital during Children’s Week showing the artwork of hands made by the children.

Nominating Committee

Cindy Arenberg Seltzer asked Penny Westberry to give an update on the Nominating Committee. Ms. Westberry stated the committee discussed following:

- Nominations for Board officers requested. All current officers are no longer eligible for the same position but may be nominated for a different position
- Sidney Calloway’s term is over and is eligible for another 4 year term which he has agreed to
- Two board members’ terms are ending and they are not eligible to continue as members of the Board:
  - Latha Krishnaiyer – Private Sector member
  - Irma Hunter Wesley - Private Provider representative
- Solicitation for private sector through Chambers of Commerce, advertising and web site
- Will piggyback on provider meeting to have someone elected from provider community
- Nominations will be taken from the floor for officers as well
- These items to be brought forward at the June meeting.

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Place Employee Manual on May Coalition Agenda	Executive Director	5/11/07
Place the following items on the May Coalition Agenda <ul style="list-style-type: none"> <li>• Executive Director Evaluation and Bonus Recommendation</li> <li>• 2007/2008 Executive Director Contract Recommendation</li> <li>• Employer Contribution for Dependent Care Costs</li> </ul>	Executive Director	5/11/07
Place Nominating Committee on June Coalition Agenda	Executive Director	6/8/07
Schedule Personnel Committee Meeting	Executive Assistant	5/11/07

Staff Reports and Recommended Action Items

Key Indicators & Utilization Report

Penny Westberry stated that the Coalition is on target and the reports are not much different from last month. There were no questions. Allocation of Additional CCEP Funding  
no quorum – defer to next meeting VPK Implementation Update

Penny Westberry quickly mentioned that Family Central and ELC staff have just completed matching up attendance records with Department of Education’s readiness rate data to see who will be counted in the readiness rate. She stated that this was a labor intensive job and of course costs money. Ms. Westberry congratulated Tish Boswell, stating she did a yeoman’s job completing the task. Ms. Westberry stated that the Coalition should get the readiness rate by the end of April or early May. She indicated that the rates will be published at the same time we receive the information. As a result the public will be receiving knowledge of low performing providers at the same time as the Coalition. Those providers will need to have an improvement plan. Ms. Westberry pointed out that the Coalition does not have much authority over those centers to increase quality. Ms. Westberry indicated that a very low rate of \$700.00 for low performing providers will be available to help those providers.

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Place Allocation of Additional CCEP Funding on Executive Committee Agenda and next Coalition Agenda	Executive Director	5/11/07
FYI - no discussion		

New Business none
Public Comment none
Next Meeting May 11, 2007 – 8:30 am
Harry Duncanson requested that Board members block off at least two hours on their calendars for the next meeting.
Adjourn
Meeting adjourned 10:25 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 by**  
Penny Westberry, Executive Director  
Harry Duncanson, Chair