



## Coalition Monthly Meeting

4/13/2009

8:30 AM

6301 NW 5th Way, Suite 3400  
Fort Lauderdale

### Members in Attendance:

Harry Duncanson, Chair, Robyn Perlman, Vice Chair, Sidney Calloway, Treasurer, Stacy Angier, Larry Rein, Dr. Barbara Weinstein, Andrew Bray, Sidney Calloway, Marvin Dejean, Harry Duncanson, Paul Eichner, Desorae Giles-Smith, Deborah Hill, Mason Jackson, Dr. Kevin Keating, Donna Korn, Maria Kuhn-Brotton, Jack Moss, Robyn Perlman, Britt Sikes, Mandy Wells, Alfreda Coward, Cindy Arenberg Seltzer, Robin Bartleman, Julia Musella

### Members Absent:

Shukree Cha Jua, Jeffrey Dwyer, Dr. Steven Ronik

### Staff in Attendance:

Penny Westberry, Executive Director, Andrea Braynon, Chief Financial Officer, Lee Tirpak Chief Program Officer, Sandra Gonzalez, Staff Accounting/HR Manager, Lisa Feeney, Senior ECE Program Specialist, Janice Carter, ECE Program Specialist, Leticia Strasser, ECE Program Specialist, Deborah David, CRRD Director, Debbie Bainton, Executive Assistant, Marcie Westover, CRRD Assistant, Inez Webb, Administrative Assistant

### Others in Attendance:

Ilene Gevirtz, Joy Gordon, Gilbert Rincon, Joynce Krzemienski, Khalil Zeinieh, Linda Flynn, Doreen Moskowitz, Ainsworth Geddes, Anita Platt

Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 8:30 am  
Roll Call was taken – quorum established

**Report of the Chair**

Legislative Update

Harry Duncanson referred to a handout of legislative issues. He gave a brief summary of legislative actions pointing out the following

- ✓ The House bill eliminating Coalitions and the Senate bill which had a major restructuring of Coalitions have not moved forward and it appears that they will not go forward at this time – will still keep on eye on the issue
- ✓ Budget
  - A lot of issues on cuts are still on the table
  - ELCs seem to be holding their own
  - Stimulus money of \$105 million coming to the State for child care – do not have details as yet
  - Need to work on Federal level to make funding permanent

Penny Westberry added the following:

- ✓ Senate budget is better than the House budget for early learning
- ✓ Stimulus money big issue to clarify – what would be considered supplanting and what wouldn't
  - Does non recurring money count?
- ✓ Fairly high percentage earmarked for quality – State may keep some for State-wide quality
- ✓ Hoping to bring Contracts forward by May Board meeting
- ✓ Have been receiving phone calls from parents thinking they can get child care due to articles on the stimulus funds
- ✓ Workforce may have dollars that could be used for childcare

Board members had questions on the following issues:

- ✓ Broward's share of dollars
  - Still unknown
  - If the new formula is followed – Broward would benefit more
  - Possibility of 2% of Coalition School Readiness Budget
  - Depends on how much the State takes off the top
- ✓ Board will determine how to proceed with quality dollars
- ✓ VPK providers have already received cuts in funding this year – looking at a cut of \$100.00 already this year – urge everyone to make calls advocating against any additional cuts

Waitlist Committee Recommendations

Harry Duncanson stated that the Waitlist Committee recommendation was tabled at the last meeting. Ms. Westberry stated that she discussed this item with the Chair. She indicated that the advice she received from the State and her colleagues was to wait until after legislative session because it might involve disenrolling children. The Board had no objection to bringing this item up at another time.

CRRD Committee

Robyn Perlman requested that this item be taken out of order pointing out that an outside consultant who has donated her time is present. The Board had no objection.

Robyn Perlman stated that the Committee has been working on this project for quite some time to determine how much providers are contributing to the children participating in the program. Results of a survey were distributed to the Board Members. She thanked Joy Gordon and Linda Flynn, who volunteered their time to assist in putting together the report. Linda Flynn gave a summary of the results of the survey.

The Coalition had the following questions or comments:

- Is there any initiative to bring this information to State – this piece is missing from the minds of legislators
  - Chair will bring forward to the Chair’s meeting and ED will bring forward to ED meeting
- Can the Coalition assist centers with financial analysis?
  - Conduct classes or create a series of workshops
  - TA assistant to Providers in terms of running a viable business
  - CRRD will be bringing just such a proposal to the next meeting

The Chair recognized and welcomed new Board member Alfreda Coward.

Report of the Executive Director

The Personnel and Executive Committee expressed a wish to get to know the staff a little bit better. Each month a staff member will introduce themselves. Marcie Westover, CRRD Assistant, introduced herself to the Board.

Resolution Regarding Maintaining County Licensing

Penny Westberry stated that there is a concern that the County Commission could consider reverting local child care licensing and enforcement to DCF. The following issues were discussed:

- County licensing enforces Broward County’s local licensing ordinance, which has provisions for health and safety that go beyond what the State statute requires

- Support functions would be unavailable if the functions were to revert to DCF
- Coalition has a comfort level that health and safety of child care sites is being adequately supported and monitored
- Local licensing assists sites from pre licensing through licensing attainment through maintenance of high quality health and education standards
- If local funding ended tomorrow, ELC would have to look at health and safety of sites not looked at by DCF

It was noted that the County is looking at a 30% reduction in all departments which could mean elimination of child care licensing. The County will be addressing this at their May 7<sup>th</sup> Budget Workshop.

**Motion made by Paul Eichner to send a Resolution to the County supporting the continuation of funding child care licensing. Seconded by Cindy Arenberg Seltzer**

The Board had the following questions/concerns:

- Does the County undo their own ordinance if they give up local licensing?
- State would try and meet the ordinance - Virtually impossible for the State to meet the Standards of Broward's ordinance
- DCF looking to see if there are any monies in their human services division that can assist the County to continue child care licensing.
- Not sure those standards would not automatically revert to the State

Wording for Resolution should include the following:

- Should speak to the ordinance and not relaxing the requirements of the ordinance as an emphasis
- Broward County has historically had high standards for child care licensing and this has led to wonderful things happening and do not want to see those things diminish.
- Ordinance has caused the child care community to rely on licensing and has helped create infrastructure that positively affects public health and welfare
- If can – include some data from other counties that do not have the same standards.

**Motion for resolution to include wording from the above comments unanimously passed**

#### Florida Kindergarten Readiness Screening (FLKRS)

Penny Westberry reported on the data received from the State. She pointed out the following:

- FLKRS – tool used at entry into kindergarten to assess whether children are ready for kindergarten and also used to assess VPK Provider accountability
- Only a post test

<ul style="list-style-type: none"> <li>o Many flaws in FLKRS</li> <li>o Broward has one low performing provider who has been an LPP for three years in a row</li> <li>o There is no funding for VPK technical assistance</li> <li>o Do not know what instrument will be used next year to judge readiness</li> </ul>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Place Waitlist Committee Recommendations on a future Coalition Agenda	Executive Director	5/8/09
Draw up Resolution and forward to County	Executive Director/General Counsel	5/8/09
Consent Agenda		
<p><b>Motion</b> made by Sidney Calloway to approve the minutes of February 9, 2009. Seconded by <b>Desorae Giles-Smith. Unanimously approved</b></p>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Keep minutes on file	Executive Assistant	4/14/09
Committee Reports and Recommended Action Items		
<p><b><u>Executive Committee</u></b></p> <p><u>Revised FPL for Co-Payment Sliding Fee Scale Revision</u></p> <p><b>Motion brought forward from the Executive Committee</b> to approve the revised Parent co-payment sliding fee scale for staff to forward, as an Amendment to ELC of Broward county, Inc.'s Early Learning Coalition Plan, to the Office of Early Learning with proper justification of how the sliding fee scale meets the federal requirement that the co-payment be affordable. <b>Unanimously approved.</b></p> <p><u>Reallocation of Projected Under-spent and Unallocated Funds</u></p> <p>Penny Westberry reported that the CCEP meets on Tuesday and there may be additional dollars to Broward that will be brought forward at a later date.</p> <p><b>Motion brought forward from the Executive Committee</b> to approve the following re-allocation:</p>		

<b>Increase in ELC Revenue</b>			
♦	VPK -Additional AWI Award Outreach & Awareness	\$ 4,786	
			\$ 4,786
<b>Decrease In Contract Funding and Release of Purpose Reserved Funds:</b>			
♦	ELC 3 - Under-expenditure BCPS for QIS	82,413	
♦	ELC 4-2 - Under-expenditure Bro. Cty. for Quality Assurance	6,081	
♦	ELC Reserve - FAU Research current FY under-expenditure	103,000	
♦	ELC Reserve - Releasing VPK Reserve Service funds	473	
	<b>TOTAL CONTRACT REDUCTIONS AND RESERVE RELEASED</b>		\$ 191,967
	<b>TOTAL AVAILABLE FOR REALLOCATIONS AND UNALLOCATED RESERVE</b>		\$ 196,753
<b>Reallocations to contracts:</b>			
#1	ELC 1 - Additional VPK Outreach and Awareness funding	\$ 5,259	
#2	ELC 3 - FCI 20 additional Mini-Grants funding	15,000	
#3	ELC 5 - Additional Assessment Documents & Service Delivery Tools	7,000	
#4	ELC 5 - Additional Communications funding (Postage)	3,000	
#5	ELC 6 - Additional Personnel funding *	21,841	
	<b>TOTAL REALLOCATIONS</b>		\$ 52,100
	<b>Held for ELC Broward Unallocated Reserve</b>		\$ 144,653
	<b>TOTAL REALLOCATED AND RESERVED</b>		\$ 196,753
	*previously approved by Board		

**Unanimously approved**

**Finance Committee**

Financial Statements

Sidney Calloway referred the Coalition members to Tab 6 and gave a brief summary of the Financial Statements, noting that there were no material items that need the attention of the Board.

**Motion brought forward from the Finance Committee** to approve the Coalition’s December 2008 and January 2009 Financial Statements pending the annual audit performed by a qualified independent certified public accounting firm. **Unanimously approved.**

Utilization Report VPK and SR

Sidney Calloway referred the Coalition members to Tab 7 containing the Utilization Reports for the Board’s review. Mr. Calloway pointed out that projecting the School Readiness numbers is very difficult and there is no accurate way of doing this. He noted that there are still 534 slots over the projection. Penny Westberry stated that fewer income eligibility children are dropping out of care. She did indicate that there are a number of ways to hedge our bets on this, noting that staff is keeping on eye

on the situation

**Banking Updates**

Sidney Calloway referred the Coalition members to Tab 8 and gave a brief summary of the background leading up to the present motion from the Finance Committee

**Motion brought forward from the Finance Committee** to decrease the bank target amount which is not swept to the sweep investment account to \$249,000 and consolidate the Wachovia master account and sub-account into one account. **Unanimously approved.**

Responding to questions, Andrea Braynon, Chief Financial Officer stated that a request for reimbursement of the bank fees for January and February has been made and are awaiting a response from bank.

**Personnel Committee**

Maria- Kuhn-Brotton gave a summary of the process for the ED evaluation noting the following:

- o Majority of Board members have submitted an evaluation
  - o Committee attributed this to a one page summary that Board members could use
- o Good score
- o Penny requested negotiating terms for her contract be delayed due to unknowns in the budget
- o Committee agreed to renew contract (not firing ED) at this time due to 60 day notice requirement
- o \$10,000 bonus under current contract for fiscal year 08-09 will be voted on at year end when goals are measured.

**Community Partners Systems**

Julia Musella gave a summary of the Community Partners Gatherings. She pointed out that the Public Health Nurse is being cut and had great concerns, noting that immunizations will be amiss with the children entering kindergarten. Responding to questions Ms. Musella stated that the nurse does give immunizations and assists sites in keeping track. There was some questions raised about the need for nurses to assist in keeping track of data in the centers, as this is a licensing requirement in any case.

**VPK Conference**

Stacy Angier reported that a grant has been submitted to AD Henderson to assist with the conference. She also stated that a Pre-conference leadership seminar has been added to the conference for owners and directors. Ms. Angier thanked CSC for their contribution. She referred to the sponsorship forms that were handed out and encouraged others to participate in this event. Cindy Arenberg Seltzer suggested that something be added to the conference regarding immunizations considering the previous discussion.

**Action items:**

**Person responsible:**

**Deadline:**

Submit amended ELC Plan to the Office of Early Learning	Chief Program Officer	4/24/09
Amend budget according to the approved reallocation	Chief Financial Officer	4/24/09

Staff Reports and Recommended Actions

**2009-2010 Funding Recommendations: Broward County Child Care Licensing and Enforcement**

Penny Westberry gave a a brief summary of the item before the Coalition,, noting that the County and School Board funding are being brought forward now at flat funding levels, in order to meet these entities timeframes. She also noted that the County was working on a way to access consultants so that they can meet their deliverables when staff turnover occurs in ELC4-1, which is crucial to the success of the contract going forward.

**Motion made** by Cindy Arenberg Seltzer to approve the following:

1. Renew ELC 4-1: Quality Assurance Services/Quality Rating System contract with Broward County for a six (6) month period, July 1, 2009-December 31, 2009, with a budget of:  
 School Readiness Funding: \$239,803 (flat funding)
  - Maintain current contract staffing and related performance outcomes *for a six month period*
  - Allow for increase of staff salaries by 5% within the budget
  
2. Renew ELC 4-2: Quality Assurance Services/Health and Safety and VPK Monitoring with Broward County for FY 2009-2010 with a total budget of:  
 School Readiness Funding: \$64,719  
 VPK Funding: \$11,422
  - Maintain current contract staffing and related performance outcomes
  - Allow for increase of staff salaries by 5% within the budget

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

**2009-2010 Funding Recommendations: School board of Broward County**

Penny Westberry gave a brief summary of the issue pointing out that a revised sheet was distributed after the initial distribution of the meeting packets.

**Motion made** by Jack Moss to approve the following:

1. Renew ELC 3: Quality Improvement Supports contract with the School Board of Broward County for FY 2009-2010 with a total budget of:  
 School Readiness Funding: \$923,116
  - Maintain current contract staffing model
  - Allow for increase of staff salaries by 5% within the budget
  - Maintain current deliverables and related performance outcomes
  - Maintain contractual relationship with Nova Southeastern University (NSU)

2. Renew ELC 6: Florida First Start contract with the School Board of Broward County for FY 2009-2010 with a total budget of:  
 School Readiness Funds: \$525,926
- Maintain current contract staffing model
  - Allow increase of staff salaries of 4% within budget
  - Approve program activity changes:
    - Program Supplies - 58% reduction
    - Special Assistance to Individuals – 33% reduction

**Seconded** by Paul Eichner. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Complete contract process for 2009-2010 year with Broward County and School Board	Chief Program Officer	6/30/09
FYI		
No discussion		
Unfinished Business		
CSC Budget Summit is being held on Saturday and Harry Duncanson, as well as ELC Staff, will be there on behalf of the Coalition. Mr. Duncanson invited everyone to attend.		
New Business		
Nothing discussed		
Public Comment		
No comments		
Next Meeting		
May 8, 2009		
Adjourn		
Harry Duncanson thanked the Board members for staying the entire meeting Meeting adjourned at 10:15 am		

These minutes contain the action items of the Early Learning Coalition meeting. 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 as necessary by**

Approved May 8, 2009

Harry Duncanson, Chair  
Penny Westberry, Executive Director