



Coalition Monthly Meeting

5/11/2007

8:30 AM

6301NW 5th Way, Suite 3400

Fort Lauderdale

Members in Attendance:

Harry Duncanson, chair, Stacy Angier, Robin Bartleman, Shukree Cha Jua, Irma Hunter Wesley, Larry Rein (arrived 8:35), Dr. Barbara Weinstein, Cindy Arenberg Seltzer (arrived 8:45), Harry Duncanson, Desorae Giles-Smith, Patricia Good, Corey Hicks, Kevin Keating, Maria Kuhn-Brotton, Shawn Lamarche, Alan Levy, Jack Moss, Robyn Perlman, Dr. Steven Ronik

Members Absent:

Anita Byer, Sidney Calloway, Jeffrey Dwyer, Deborah Hill, Mason Jackson, Latha Krishnaiyer

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, Deborah David, Director of CRRD, Debbie Bainton, Executive Assistant, Marcie Westover, CRRD Assistant, Inez Webb, Administrative Assistant

Others in Attendance:

Roget Bryan for Burnadette Norris-Weeks, General Counsel, Terri Shernett Snipes, Khalil Zeinieh, Doreen Moskowitz, Dr. Carol Wasserman, Gilbert Rincon, Jill Gellman, Gus Bravo, Ilene Gevirtz, Ann de las Pozas, Carol Fauci, Ken Dresner, Anita Platt, Richard Schagrin, Nancy Lieberman, Claudia Dean, Howard Bakalar, Julia Musella, Mint Sherby, Yanick Goutier

Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 8:33 am.
 Roll Call – quorum was established.

Mr. Duncanson stated that there was a board absence issue regarding Stacy Angier missing four meetings. In accordance with the Coalition by-laws a letter was sent to Ms. Angier regarding her absences and Ms. Angier has replied and requested to remain on the Coalition board.

Motion made by Dr. Steven Ronik to approve Stacy Angier’s continued membership on the Board. Seconded by Maria Kuhn-Brotton. Unanimously approved.

Chair Report

Harry Duncanson reported that all of the initiatives on early learning never made it to the floor. He reported a slight increase for VPK providers. He pointed out the most significant thing that did pass was the Children’s Cabinet which will be effective by October 1, 2007.

Executive Director Report

Penny Westberry, Executive Director, reported that the Youth Summit was a great success with a lot of interest in school readiness. She indicated that Cindy Arenberg Seltzer will report on possible follow up involvement with AD Henderson when she arrives.

Consent Agenda

Motion made by Maria Kuhn-Brotton to approve the minutes of April 13, 2007. **Seconded** by Patricia Good. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep minutes on File	Executive Assistant	5/11/07

Committee Reports Recommended Action Item

Executive Committee

Motion brought forward from Executive Committee to ratify the Executive Committee’s immediate action to allocate the additional CCEP match, \$610,400 to Family Central, Inc. for use in slots and related costs. **Seconded** by Maria Kuhn Brotton. **Unanimously approved.**

Finance Committee

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

Procurement Committee

Harry Duncanson, Chair, extended his appreciation to the Procurement Committee and staff for the effort that was put forth. Jack Moss, as chair of the Procurement Committee, thanked Cindy Arenberg Seltzer, Maria Kuhn-Brotton, Jeffrey Dwyer, Harry Duncanson and staff. He reported the following:

- There were 7 committee meetings and staff met 7 times with providers
- Proposal has same number of slots as in the present year
- No change in the market rate
- Increase in WAGES

Mr. Moss pointed out that there were options located behind Tab 4 for the Coalition members to review.

The proposed actions are as follows:

1. The Procurement Committee recommends that the total slot target for 2007/2008 be 11,451, at the current market rate, and that \$45,685,802 in school readiness funds be allocated to slots (including Gold Seal) through the ELC 2 (Eligibility Determination, Application Processing, Slot Management and Provider Payment) service provider, with an additional \$2,837,816 anticipated from the County match, local match, and CCEP business match. (Note: CCEP 2007/2008 funding decisions will be made in mid-June.)
2. The Procurement Committee recommends that the total Voluntary Preschool slot target for 2007/2008 school year be 9,500 and 1,500 for the summer program; \$30,179,098 in VPK funds shall be allocated to VPK slot payments through the ELC 2 (Eligibility Determination, Application Processing, Slot Management and Provider Payment) service provider.
3. The Procurement Committee recommends that Family Central, Inc. be selected as the ELC 1 (Resource and Referral and Family Education and Supports) Service Provider, with a recommended contract amount of \$1,627,993 (\$1,577,504 - School Readiness; \$50,489 – VPK). As there were fewer than two responsive replies to the ELC 1 component of the ITN, the Coalition has negotiated on the best terms and conditions with Family Central, Inc. under Florida Statutes, Section 287.057(6).
4. The Procurement Committee recommends that Family Central, Inc. be selected as the ELC 2 (Eligibility Determination, Application Processing, Slot Management and Provider Payment) Service Provider, with a recommended contract amount of \$4,772,621 (\$3,593,749 – School Readiness; \$1,178,872 – VPK). As there were fewer than two responsive replies to the ELC 2

component of the ITN, the Coalition has negotiated on the best terms and conditions with Family Central, Inc. under Florida Statutes, Section 287.057(6).

5. The Procurement Committee has determined that purchasing ELC 3 (Quality Improvement Supports) services from both Family Central, Inc. and the Broward County Public Schools will offer Broward County the best value and recommends that Broward County Public School and Family Central, Inc. (BCPS) be selected to collaboratively provide ELC 3 services. The recommended contract amount for BCPS of \$1,009,088. Additionally, the Coalition staff recommend Family Central, Inc. and the Florida WAGES project be funded as described above in Option 1 for ELC 3 (Quality Improvement Supports), with a recommended contract amount for Family Central, Inc. of \$1,748,296 and with a recommended contract amount for the Children's Forum of \$524,026 for the WAGES project.
6. The Coalition has previously determined that Broward County Child Care Licensing and Enforcement Section will deliver ELC 4 (Quality Rating System) services. Coalition Staff recommends ELC 4 be funded with a total contract amount of \$611,574 (\$514,351- Quality Rating Services; \$62,912 - Health and Safety Monitoring of informal providers; and \$34,311 - VPK monitoring services). ELC4 will continue to serve as a clear and simplified point of entry to the Broward County Quality Improvement System and source for Health and Safety Monitoring of informal providers, VPK monitoring, and Quality Rating System, providing useable data around which the ELC3 (Quality Improvement Supports) Service Providers can organize services.
 - ◆ Use the ECERS and/or ITERS as a pre-test for providers entering ELC3 Quality Improvement Support services. A full Quality Rating post-test, inclusive of state identified Quality Rating Improvement System (QRIS) components will be provided to participants within one (1) year of the ECERS and/or ITERS as a pre-test, as well as to centers upon request. (100 facilities)
 - ◆ Recruitment of a minimum of 100 new licensed early care and education providers to participate in the quality rating system per year;
 - ◆ Performance and tracking of quality rating of early care and education sites
 - ◆ Monitor 50% of the VPK providers according to the parameters of the State of Florida.
 - ◆ Monitor Informal providers serving families receiving financial assistance through school readiness funds according to Coalition parameters.
 - ◆ Coordination, collaboration, and actively linking rated facilities with any and all Service Providers of early learning services and related community providers to deliver a comprehensive, integrated system of quality improvement supports.
7. The Procurement Committee has determined that Family Central, Inc. is the responsible and responsive Service Provider that will provide the best value to the Coalition and recommends that Family Central, Inc. be selected as the ELC 5 (Child Screening and Assessment Services) Service Provider, with a recommended contract amount of \$884,257.
8. The Coalition has previously determined that Broward County Public Schools will deliver ELC 6 (Florida First Start) services. Coalition Staff recommend Broward County Public Schools be funded as described above in Option 1 for ELC 6 (Florida First Start), with a recommended contract amount of \$480,177; 6.9% increase over the 2006/2007 contract. The primary goal of the Florida First Start Program is to increase parents'/guardians' ability to be successful in their role as their children's first teacher by providing direct programming to enhance families' knowledge

and stability, and by linking families with additional needed family supports.

- ◆ Use Parents as Teachers (PAT) curriculum, choosing from the appropriate level: *Born to Learn ages birth to three years* and *Born to Learn ages three to five years*;
- ◆ Conduct parent home visitations to 210 families, and their children, introducing the curriculum, and conducting developmental screening and follow-up protocols;
- ◆ Offer playgroup activities twice weekly, 8 parent meetings, 3 special event activities for families and 3 field trip opportunities.

Motion made by Jack Moss to approve action items 1-8. Seconded by Maria Kuhn-Brotton.

Shawn Lamarche stated that she has a conflict of interest relating item #6 which relates to Broward County Funding. She indicated that she would be abstaining from item 6 on the motion.

Friendly amendment to the motion to approve action items 1-8 minus #6. Seconded by Maria Kuhn-Brotton. Unanimously approved. Dr. Kevin Keating abstained from voting.

Dr. Kevin Keating indicated that he would be abstaining from voting stating that Broward Community College has a series of partnership training agreements with the county's service providers. Historically those county service providers receive funding to subsidize the tuition expense of providing early childhood training to their employees.

Desorae Giles-Smith noticed that many of the children receiving services are in the 33311 and 33313 zip codes and suggested Family Central have a secondary site in that area. Dr. Barbara Weinstein stated that Family Central has out posting sites in those areas. Penny Westberry requested that Dr. Weinstein supply a list of outposts for distribution at the next meeting.

Motion made by Jack Moss to approve item #6. Seconded by Patricia Good. Unanimously passed. Shawn Lamarche abstained from voting.

Action items:	Person responsible:	Deadline:
Distribute Family Central Outposts at next Coalition Meeting	Family Central, Inc.	6/8/07
Prepare contracts for signing	Program Staff	6/28/07

Personnel Committee

Employee Manual

In the absence of Jeffrey Dwyer, Chair of the Personnel Committee, Maria Kuhn-Brotton gave an overview of the Employee Manual changes.

Motion made by Maria Kuhn-Brotton to approve the changes in the Employee Manual. Seconded by Desorae Giles-Smith.

Jack Moss stated that he served on the Committee and had no issue with the changes. He pointed out the manual included many policy and procures which should be separate from the employee manual and requested that if the manual is approved to allow staff to make changes to the format of the manual.

Patricia Good inquired if all employees will be background checked. Penny Westberry responded yes within 30 days.

Unanimously approved.

Executive Director Evaluation

Motion brought forward by the Personnel Committee to approve a bonus of 95% (\$4,750) for the Executive Director for the 2006/2007 employment year. Seconded by Patricia Good.

Motion amended by Cindy Arenberg Seltzer to approve a bonus of \$5,000.00. Seconded Robyn Perlman.

Concerns/questions/comments

- Concerns with issue of funding
- Questioned why ED compensation method different than employees
- Bonus within current administrative budget
- A chart of what other Coalitions are compensating their EDs was distributed and reviewed by the Board
- Questioned what Committee based bonus on
 - Based on scoring and comments
 - Measurable goals will be used next year
- Bonus is not incorporated into ED base salary

Cindy Arenberg Seltzer called the questioned. Seconded by Patricia Good. Unanimously approved.

Roll call vote to amend the motion to a bonus of \$5,000

Coalition Member	Vote
Cindy Arenberg Seltzer	Yes
Sidney Calloway	Absent
Harry Duncanson	Yes
Jeffrey Dwyer	Absent
Desorae Giles-Smith	No
Patricia Good	No
Corey Hicks	No answer (not present in room)
Deborah Hill	Absent
Kevin Keating	Yes
Mason Jackson	Absent
Latha Krishnaiyer	Absent
Maria Kuhn-Brotton	Yes
Shawn Lamarche	Yes
Alan Levy	No
Jack Moss	No
Robyn Perlman	No
Anita Byer	Absent
Steven Ronik	Yes

Corey Hicks entered the room and indicated he would vote now. Concerns raised that Mr. Hicks was not present during the discussion and wanted to be sure that he is aware of the issues. The Chair consulted with General Counsel who stated that an individual not present for the initial vote would not generally be included noting that it would be the pleasure of the board as to whether or not to allow Mr. Hicks vote to count.

Motion made by Robyn Perlman to count Mr. Hicks vote. Seconded by Patricia Good.

A question was asked as to whether or not Mr. Hicks could vote on whether his vote would count or not. General Counsel stated that there is nothing that would preclude him from voting.

Patricia Good called the questioned. Seconded. Unanimously approved.

Motion to include Mr. Hicks vote.

Coalition Member	Vote
Cindy Arenberg Seltzer	Yes
Sidney Calloway	Absent
Harry Duncanson	No
Jeffrey Dwyer	Absent
Desorae Giles-Smith	Yes
Patricia Good	No
Corey Hicks	Yes
Deborah Hill	Absent
Kevin Keating	No
Mason Jackson	Absent
Latha Krishnaiyer	Absent
Maria Kuhn-Brotton	No
Shawn Lamarche	No
Alan Levy	Yes
Jack Moss	Yes
Robyn Perlman	Yes
Anita Byer	Absent
Steven Ronik	Yes

Motion to include Mr. Hicks passed. Motion to amend bonus to \$5,000 failed.

**Vote on Motion for the recommendation from Personnel Committee for a bonus of \$4,750.00
Motion passed**

Executive Director Contract

Maria Kuhn Brotton referred the Coalition to Tab 11 containing the ED contract. Maria Kuhn Brotton explained that the evaluation survey will be connected to the salary increase and measureable goals that were developed by the ED will be used for a potential bonus next year.

Concerns/comments/questions

- Concerns raised that cost of living attached to performance
- Request for Personnel Committee to review process for next year
- Request for contract that will be signed should brought to the Coalition with red lined changes
 - Contract should be clearer with additional goals included.
 - Contract in packet is the same for next year with increase of 4% raise for next year starting July 1 with a potential for a \$5,000 bonus.
- Confirmation of new salary will be \$106,213.
- Contract will be 12 months not 24 as indicated in the Coalition by-laws.

Motion made by Alan Levy to table the item. Seconded.

Roll call vote Motion failed

Coalition Member	Vote
Cindy Arenberg Seltzer	No
Sidney Calloway	Absent
Harry Duncanson	No
Jeffrey Dwyer	Absent
Desorae Giles-Smith	Yes
Patricia Good	Yes
Corey Hicks	Yes
Deborah Hill	Absent
Kevin Keating	No
Mason Jackson	Absent
Latha Krishnaiyer	Absent
Maria Kuhn-Brotton	No
Shawn Lamarche	Yes
Alan Levy	Yes
Jack Moss	No
Robyn Perlman	Yes
Anita Byer	Absent
Steven Ronik	No

Motion from Personnel Committee to renew the ED’s contract for the 2007/2008 employment year, with an increase in compensation of 4% of base salary and with the understanding that a limited number of measureable goals for 2007/2008 will be determined by the ED and Board which will relate to the 2007/2008 bonus potential.

Motion made by Jack Moss to call the question. Seconded by Steven Ronik. Motion passed

Roget Bryan, General Counsel, confirmed that the motion would be to confirm the increase in salary of \$106,213, the change from a 24 month contract to a 12 month contract and there would be no other changes in the contract. Mr. Duncanson responded that it will also include goals that will be used to determine the bonus for next year all of which will come back to the Coalition for approval.

Roll call vote on Personnel Committee’s recommendation

Coalition Member	Vote
Cindy Arenberg Seltzer	Yes
Sidney Calloway	Absent
Harry Duncanson	Yes
Jeffrey Dwyer	Absent
Desorae Giles-Smith	No
Patricia Good	No
Corey Hicks	No
Deborah Hill	Absent
Kevin Keating	Yes
Mason Jackson	Absent
Latha Krishnaiyer	Absent
Maria Kuhn-Brotton	Yes
Shawn Lamarche	Yes
Alan Levy	No
Jack Moss	Yes
Robyn Perlman	Yes
Anita Byer	Absent
Steven Ronik	Yes

Employee Contribution for Dependent Health Care

Motion brought forward by the Personnel Committee to approve ELC covering 50% of the cost of dependent health insurance coverage for each employee electing such coverage, effective 7/1/07. Seconded by Cindy Arenberg Seltzer. Unanimously approved.

Action items:	Person responsible:	Deadline:
Schedule a Personnel Committee Meeting to bring back measurable quantifiable goals for Coalition approval	Executive Director	6/30/07

CRRD Committee

Corey Hicks, Chair of the CRRD Committee, thanked Deborah David and members of the Committee for their efforts on the Health Fair. He reported that a total of \$14,000.00 was raised which should be matched. Deborah David reported that there was a large turn out for the Health Fair. She noted that the financial goal was not met, pointing out that a lot of children received important health services. Penny Westberry thanked Robyn Perlman for her connection to Wachovia and the efforts she put forth. Ms. Westberry stated that with the new contracts approved as a part of procurement ELC will be taking on the business match responsibility for CCEP.

Nominating Committee Update

Cindy Arenberg Seltzer, chair of the Nominating Committee, reported the following:

- Committee met on May 2, 2007
- Cindy Stoddart has resigned from the Board.
- Latha Krishnaiyer, private sector member, and Irma Hunter Wesley, private provider member, will complete their terms at the end of June.
- New private provider represented elected by peers – Julia Musella
- Committee recommendations of private sector members – will bring forward at June meeting
 - Paul Eichner
 - Rosana Santos
- Election of Officers by ballot at June Coalition meeting – all current office holders are not eligible to continue in the same position.
 - Vice Chair Nominees – Jeffrey Dwyer, Robyn Perlman, Cindy Arenberg Seltzer
 - Treasurer – Anita Byer, Sidney Calloway
 - Secretary – Maria Kuhn-Brotton, Alan Levy
 - Any other nominations to be sent to Executive Director

- Nominations will also be accepted from the floor
- Immediate Past Chair - By-laws limit participation on Executive Committee to two years. Noted that Chair is in place for four years. Request made for By-Laws Committee to be formed and review this issue

Action items:	Person responsible:	Deadline:
Form By-Laws Committee	Chair	7/07
Place Election of Office on June Coalition Agenda	Executive Director	6/8/07

Staff Reports and Recommended Aciton Items

Penny Westberry stated that VPK Readiness Ratings will be released next week, pointing out that the public will be receiving the information at the same time. Robin Bartleman inquired if there will be any change to the timeframe noting that she would not want to sign up her child at a center and then find out later the rating of the center. Penny Westberry indicated that DOE hoped to have the ratings earlier next year and this year parents could always switch providers if they so chose.

FYI

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Unfinished Business

Cindy Arenberg Seltzer gave an overview of the Youth Summit, stating it was a big success. She indicated that part of the DCA Plan needs to be looked at by the Board. She indicated that as a follow-up, she believes that AD Henderson would be willing to fund a facilitator to come to ELC's retreat to get focused on the ECE System. She asked for concurrence from the Board that she can bring back to AD Henderson. The Board unanimously agreed.

New Business

Stacy Angier invited everyone to Abundant Life Preschool's end of year performance Penny Westberry requested the information be sent to her and she would be more than happy to forward the information to the Board Members.

Dr. Barbara Weinstein stated that Family Central will have its Annual Dinner on Saturday and thanked all those who will be attending. She stated that she looks forward to working with the Coalition.

Shukree Cha Jua announced a Headstart celebration at Parkway Middle School. Penny Westberry requested information be sent to her so that she can forward it on the Board Members.

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Public Comment - none		
Next Meeting June 8, 2007 Coalition Annual Meeting 8:30 am		
Adjourn		
The meeting adjourned at 10:40 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