



Coalition Annual Meeting

6/20/2008

8:30 PM

Department of Children and Families

Members in Attendance:

Harry Duncanson, Chair, Stacy Angier, Shukree Cha Jua, Julia Musella, Larry Rein, Dr. Barbara Weinstein, Sidney Calloway, Treasurer, Jeffrey Dwyer, Secretary, Paul Eichner, Michael Elwell, Desorae Giles-Smith, Patricia Good, Deborah Hill, Dr. Kevin Keating, Maria Kuhn-Brotton, Alan Levy, Robyn Perlman, Vice Chair, Dr. Steven Ronik Britt Sikes, Andrew Bray

Members Absent:

Robin Bartleman, Marvin Dejean, Mason Jackson, Jack Moss

Staff in Attendance:

Penny Westberry, Executive Director, Andrea Braynon, Director of Finance, Sandra Gonzalez, Accounting/HR Manager, Lee Tirpak, Director of Program Operations, Lisa Feeney, Senior 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:

Burnadette Norris-Weeks, Jill Gelman, Doreen Moskowitz, Dr. Carol Wasserman, Ainsworth Geddes, Claudia Dean, Anita Platt, Maria Hernandez, Gilbert Rincon, Sharon Cohen

Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 8:35 am and welcomed everyone to the annual meeting to be followed by the board retreat.

Roll call was taken – quorum established.

Ron Moffit, Program Director for the Southeast Region of DCF, welcomed everyone and gave an overview of the layout of the office and offered his assistance if needed.

Report of the Chair

Harry Duncanson gave a summary of the ELAC Chairs' meeting, which included some of the following items:

- OPPAGA Report – distributed to Coalition members
- Liability insurance for providers – waiting from state attorney for more specific guidance – making sure coalitions are protected beyond contract terms.

Burnadette Norris-Weeks, General Counsel, stated that while reviewing contracts for this year, additional insurance requirements were added to the contracts. She also indicated that bonding was also considered during that review but felt it was not necessary at this point in time. Ms. Norris-Weeks pointed out that the Coalition does have Officers and Directors Insurance that protects Board members.

Executive Director Report

Penny Westberry reported on the following;

- State Budget: School Readiness did well overall and did not take as huge a cut as other areas
 - Community and Board Member support assisted in keeping funds for school readiness
 - Broward taking approximately an \$800,000 cut in State GR – Coalition still in very good shape
 - Have not had an increase in SR funding in ten years
 - VPK money increased for larger participation – FTE slightly reduced this year
- Legislative update – not much change since last update
 - AWI Legislative Summary distributed
 - Allow substitute teachers for VPK
 - Allow video and telephone conference for meetings
- Duval administrative rule challenge – request for challenge to be dismissed.
 - they have asked for challenge to be dismissed – staff deposed last week – decision should be soon and will report back at next Coalition meeting
 - Challenged based on the lack of rules for QRS – AWI now scheduling rule hearings which raises many concerns and questions.
- Performance Monitoring was conducted in November – have received draft report and will report back when final report is distributed.
 - 262 indicators looked at – fewer than 3 issues cited ,which are more recommendations then citations

- CSC Board voted to move forward to purchase land and build a new building.

Penny Westberry introduced Sharon Cohen as the new CSC Early Care and Project Manager at CSC

Consent Agenda

Motion made by Jeffrey Dwyer to approve the minutes of May 9, 2008. **Seconded** by Sidney Calloway. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep on file	Executive Assistant	6/25/08

Staff Reports and Recommended Action Items

Additional Workforce Funding

Penny Westberry reported that the WorkForce Board will be voting on this item next week and this action allows ELC to accept the funding. She thanked Mason Jackson for his support in moving the money to ELC rather than returning it to the State.

Motion made by Sidney Calloway to allocate available WorkForce One dollars, up to an additional \$300,000 to Family Central, Inc. for slots. **Seconded** by Maria Kuhn Brotton **Unanimously approved.**

CCEP Funding

Penny Westberry explained that this is one of the reasons the Coalition is receiving the budget items late. The funding may increase from what is presented, noting that additional moneys may be freed up by other Coalitions which Broward can accept.

Motion made by Sidney Calloway to approve the recommendation that the Coalition allocate \$1,741,549 of additional funding awarded from CCEP as follows: \$17,900 in FY 2007-2008 for slots and \$1,723,649 in FY 2008-2009 of funding for slots and related costs. Additionally, allow staff to accept additional CCEP funding for fiscal year 2007/2008 if allocated by CCEP staff. **Seconded** by Desorae Giles-Smith. **Unanimously approved.**

DOE Funding for LPP Provider Support

Lee Tirpak referred the Coalition members to Tab 4 and gave a brief summary of the item.

Motion made by Desorae Giles-Smith to approve the receipt and expenditure of the DOE grant funding totaling \$18,200 ELC VPK budget for LPP improvement use; \$10,000 to be expended in the current year and \$8,200 in fiscal year 2008/2009. **Seconded** by Sidney Calloway. **Unanimously approved.**

Responding to questions from Deborah Hill, Ms. Tirpak indicated the training is for low performing providers and is geared to help understand how the brain works. Ms. Hill asked if that training relates to the areas that the centers are low performing. Shukree Cha Jua suggested that there may be a need for more literacy training as opposed to looking at the brain. Penny Westberry indicated that the centers are required to do a performance improvement plan and identify where their weak areas are. Ms. Westberry also indicated that the assessment tools may be changing in the future. The following issues were also discussed

- Have volunteers mentor LPP providers
- Daily rate increase – did it help
 - Daily rate is school readiness not vpk
- Some movement to match the entry into kindergarten scores with those that received school readiness
 - Not same population as rest of population
 - A University could do research and look at children that are on the waitlist that did not receive any services compared to those that received services.
- How effective is school readiness
 - Look to Nova or a doctorate student to do study
 - Would cost something – maybe less than \$150,000
 - Did write to universities previously – have not gotten any response
 - State has opportunity to do a statewide standards – already has requirement of pre and post testing for SR - opportunity already funded
 - Can put out RFP with research question
 - Start with letter to Universities
 - Funding is available to proceed with research

Financial Statements

Andrea Braynon referred the Coalition to Tab 5 and gave a summary of the Financial Statements.

The following issues were discussed:

- School Board currently on target and paperwork being facilitated to have everything posted and completed by end of fiscal year.
- Questioned status of County – services are being delivered
- Can carry up to \$1.9 million of CSC money to next fiscal year
- Approximate unexpended funds - \$174,000 from contracts and \$142,000 from admin budget

Motion made by Maria Kuhn-Brotton to approve the Coalition's April 2008 Financial Statements pending the annual audit performed by a qualified independent certified public accounting firm.

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

Utilization Report

Ainsworth Geddes, Chief Financial Officer, Family Central, referred the Coalition to Tab 6 and gave a summary of the report . The most recent report was distributed to the Coalition members. Sidney Calloway informed the Coalition that he had met with Ainsworth and ELC staff to discuss the changes in the reports. The following items were discussed:

- Significant jump from March to April due to increase in cost of care and children are staying in care longer
- Increase in cost of care relates to serving more children from 0-5
- There is no deficit - in good shape

Updated Budget Fiscal Year 2007-2008

Motion made by Sidney Calloway to approve the recommendation to increase the Coalition's 2007/2008 budget to \$96.901 million from \$96.573 million. **Seconded** by Robyn Perlman. **Unanimously approved.** It was noted that this budget includes the money previously approved. Penny Westberry indicated that this budget may increase more due to additional funding from CCEP

Updated Budget Fiscal Year 2008-2009

Andrea Braynon, Finance Director, referred the Coalition to Tab 8 stating that it reflects the actual commitment from the State. She gave an overview of the budget. Ms. Braynon indicated that an effort was made to increase the number of children served adding approximately 236 slots.

Motion made by Jeffrey Dwyer to approve the recommendation to increase the Coalition's 2008-2009 budget to 90.794 million from \$89.182 million. **Seconded** by Sidney Calloway. **Unanimously approved.**

Penny Westberry pointed out that despite State budget cuts, this budget has an increase of \$1.6 million from the original budget first approved. Ms. Westberry suggested that this may be a good time to budget some of that additional money for a research project as previously discussed.

Motion made by Sidney Calloway to approve setting aside sufficient funds up to \$150,000 to research the effectiveness of the early learning school readiness program as previously discussed. **Seconded** by Jeffrey Dwyer.

The Coalition discussed that first an attempt will be made to contact local universities to minimize costs. **Unanimously approved.**

Reallocation of Unspent FY 07-08 SR Funds

Motion made by Maria Kuhn-Brotton to authorize ELC staff to reallocate any unexpended OEL funds at the end of the fiscal year to the ELC 2 budget for slots and shift CSC funds to the new fiscal year as

necessary. **Seconded** by Patricia Good. **Unanimously approved.**

Reallocation of Unspent FY 07-08 VPK Funds

Motion made by Jeffrey Dwyer to authorize ELC staff to reallocate any potentially unspent VPK administrative funds at the end of the fiscal year to purchasing quality curricula materials for VPK providers and/or parents. **Seconded** by Sidney Calloway. **Unanimously approved.**

Renewal of ELC 5: Child Screening and Assessment Contract for FY 08-09

Penny Westberry gave a summary of previous action taken on this matter stating that Family Central has since come forward with a revised proposal that staff can support. She mentioned that some of the objectives proposed will still be tweaked after review for contract purposes. A request for a motion by someone who was on the prevailing side of the previous motion was made.

Motion made by Maria Kuhn-Brotton to

1. Rescind the action to conduct a procurement process for the Child Screening and Assessment contract for provision of developmental screens effective January 1, 2009 and Curriculum-based Child Assessments effective July 1, 2009. Revise Contract award for the renewal of ELC 5: Child Screening and Assessment contract with Family Central, Inc. for FY 2008-2009 with a budget of \$884,257
2. Accept the revised reduction of developmental screening deliverables, to a minimum of 5,250 developmental screenings, a 13% reduction from the 2007-2008 contract year. Maintain current contract staffing.

- Revise or add performance objectives as follows and maintain all other performance outcomes:
(New wording is underlined)

Performance Objective: 100% of post tests must be administered to the selected population of children birth to school-age whose families receive financial assistance for full-time School Readiness services and maintain enrollment at time of post testing, at least six (6) months, but not more than one (1) year after the child's pretest.

Performance Objective: 100% of teachers with children in the Assessment program shall receive training to use the assessment tool informally to conduct on-going assessments throughout the school year to record a child's progress in attaining developmental milestones and modify their program based on assessment results.

Performance Objective: 75% of selected children shall receive ongoing assessment through their provider, with training and mentoring from the Assessment Curriculum Coordinator; 25% of the children shall receive one formal ongoing assessment from an Assessment Specialist.

Performance Objective: 100% of providers with children residing in Broward County but using School Readiness financial assistance for child care outside Broward County will be mailed the ASQ and ASQ: SE screening tools with directions on how to use the tools and receive a follow up phone call notifying them of the mailing and offering assistance. 100% of these children for which

the ASQ indicates a need for further screening, or an ASQ is not returned, shall be administered the Brigance Screening Tool by an FCI Assessment Specialist.

3. Revise language: 0809 Contract Attachment 1, Section 5. Performance Specifications, a. Core Component Objectives:
 1. b. All children continuing enrollment in school readiness programs shall be screened annually within 45 days of their birth date.
4. Release the \$340,950 of school readiness funding held in reserve for this contract, for allocation to FCI for ELC 5.

Seconded by Robyn Perlman. **Motion passed**

Social Security Policy

Burnadette Norris-Weeks stated that the policy is a new requirement under Chapter 119. She gave an overview of the policy and should be included in personnel policies.

Motion made by Desorae Giles-Smith to approve the Social Security Policy. **Seconded** by Paul Eichner. **Unanimously approved.**

Key Indicators Report

Lee Tirpak stated that this report is a 9 month roll up and gave a summary of the report. Penny Westberry commended program staff on putting this report together to make it meaningful. Brit Sikes asked if there was a possibility to set up a meeting for interested board members to attend to gain a better understanding of this report. Ms. Westberry said that could and would be done.

Action items:	Person responsible:	Deadline:
Bring forth to Coalition results of rate increase	Executive Director	9/19/09
Proceed with approved budgets	Director of Finance	On-going
Send copy of letter sent to Universities to Board Members	Executive Director	7/7/08
Amend ELC 5 contract	Director of Program Operations	6/30/08
Set up meeting at office for Board members to attend to review Key Indicators Report in depth	Executive Director	7/12/08

Committee Reports and Recommended Action
Items

Personnel Committee

Executive Director Bonus Recommendation

Maria Kuhn-Brotton, Chair of the Personnel Committee, stated that the ED bonus is based on the goals set by the Coalition. She indicated that the personnel committee determined that the goals were achieved and **Moves to approve a bonus of 100% (\$5,000) for the Executive Director for the 07-08 employment year. Unanimously approved.**

Executive Director Contract

Maria Kuhn-Brotton gave a brief summary of what the Personnel Committee considered when determining their recommendations.

Motion from Personnel Committee to renew the ED's contract for the 2008/2009 employment year, with a cost of living increase of 4% of base salary, with the addition of 100% payment by ELC of dependent health insurance coverage, and with the understanding that a limited number of measurable goals for 2008/2009 will be determined by the Board at the next Board meeting, which will relate to the 2008/2009 bonus potential of \$10,000.

The Coalition discussed the following items

- Approving an increase 100% of bonus yet no goals have been sent
 - Need to pay real attention to the goals to get to that bonus
- Health benefits would be an additional \$3,700
- Not a good year budget wise to be increase bonus
- Gender bias issues
 - Issue of gender bias should perhaps be dealt with by salary not bonus

Motion passed

Job Title Change

Motion from Personnel Committee to change the title of the Director of Finance to Chief Financial Officer and change the title of Director of Program Operations to Chief Program Officer. **Unanimously approved.**

Nominating Committee

Motion from Nominating Committee to elect the following slate of officers:

Vice Chair: Robyn Perlman

Treasurer: Sidney Calloway

Secretary: Jeffrey Dwyer

The Chair asked if there were any nominations from the floor. There being none he closed the nominations. **Unanimously approved.**

Motion made by Jeffrey Dwyer to re-elect the Nominating Committee as it stands. Seconded. The Committee members are: Cindy Arenberg Seltzer, Chair, Desorae Giles-Smith, Deborah Hill and Jack Moss. The Chair asked if there were any nominations from the floor. There were none. Vote to elect the Nominating Committee as it stands – **Unanimously approved.**

Harry Duncanson presented Patricia Good and Alan Levy with plaques and thanked them for their contributions to the Coalition.

CRRD Committee

Julia Musella explained to the Coalition members how many centers waive fees for families. She indicated that these fees could be described as scholarships. She indicated that businesses could be approached to help assist in providing Scholarships for children, and that this was being explored. She challenged board members to assist in this effort.

Deborah David asked that Board members please submit their answers to the interview questions that were submitted to them. Stacy Angier thanked Deborah David for bringing a Wachovia representative to her center.

Community Partners' Systems Gathering Update

Julia Musella reported on the systems meeting noting the following:

- Participation by community is increasing
- Looked at what providers needed for trainings – where the gaps are
- VPK conference – great partnership
 - Sponsorships being sold

Waiting List Committee Update

Lee Tirpak gave a brief summary of the status of the meetings, pointing out that changes in priority for enrollment will be brought forward when finalized.

Cindy Arenberg Seltzer reported that the CSC made a very wise and responsible decision to proceed with building a building which will ultimately save \$430,000 annually on rent that will be freed up for services. She stated that the \$8 million used to purchase the building has been set aside for six years and is not coming out of the current budget. Ms. Seltzer indicated that there will be space for the Early Learning Coalition and Healthy Start. She reported that the rent for ELC will be at least \$5.00 per square foot less than the market. The building will be a silver certified green building and will have public space for trainings that can be used at night and weekends.

Harry Duncanson stated that now that CSC has made a decision the Coalition can now move forward and look at addressing the specifics.

Action items:	Person responsible:	Deadline:
Complete ED contract process	Executive Director	6/30/08
Change titles of Director of Program Operations and Director of Finance	Executive Director	6/30/08
FYI		
No comments		
Unfinished Business		
None		
New Business		
Donna Korn has been appointed by the Broward County Commission to ELC.		
Public comment		
Dr. Barbara Weinstein announced that Family Central has secured a grant from Best Buy to set up a computer lab for providers.		
Michael Elwell reported that Child Care Licensing has been taken off the table as a possible cut to the County Budget for this year.		
Dr. Carol Wasserman reported on the VPK Conference and Celebration. She asked that Board members consider taking out a \$250 ad to help cover costs for hosting the event. She asked that they contact her if they can do anything to assist.		
Next Meeting TBD		
Adjourn		
The meeting adjourned at 11:25		

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

Harry Duncanson, Chair

Jeffrey Dwyer, Secretary

Penny Westberry, Executive Director