



Coalition Annual Meeting

6/26/2009

8:30 AM

6301 NW 5th Way, Suite 3400
Ft. Lauderdale, FL 33309

Members in Attendance:

Harry Duncanson, Chair, Stacy Angier, Julia Musella, Larry Rein, Dr. Barbara Weinstein, Cindy Arenberg Seltzer, Andrew Bray, Marvin Dejean, Jeffrey Dwyer, Desorae Giles-Smith, Deborah Hill, Mason Jackson, Dr. Kevin Keating, Donna Korn, Maria Kuhn-Brotton, Jack Moss, Robyn Perlman

Members Absent:

Dr. Steven Ronik, Britt Sikes, Mandy Wells

Staff in Attendance:

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

Others in Attendance:

Doreen Moskowitz, Jayne Hafer, Joyce Krzemienski, Dr. Carol Wasserman, Gilbert Rincon, Ilene Gevirtz, Khalil Zeinieh, Ainsworth Geddes, Anita Platt, Sharon Cohen

Welcome and Call to order

Harry Duncanson, Chair, called the meeting to order at 8:35 am

Roll call was taken – quorum established

Mr. Duncanson informed the Board that Britt Sikes' father passed away and asked for a moment of silence.

Mr. Duncanson announced that the Association of Early Learning Coalitions recognized Rep. Bill Galvano as an Early Learning Champion. He shared with the Coalition that Rep. Galvano was instrumental in killing the bill that was looking to abolish Early Learning Coalitions.

The Chair presented Jack Moss with a plaque and thanked him for his dedication and service to Broward County. Mr. Duncanson also presented Maria Kuhn-Brotton with a plaque and thanked her for her support and work on behalf of the Coalition. Lastly, he recognized Paul Eichner for his service to the Early Learning Coalition and stated that his plaque would be mailed to him. Mr. Duncanson stated that Mr. Eichner has taken a position with the Department of Health and no longer qualifies as a Board member.

Mr. Duncanson confirmed that his family is moving to Tallahassee and shared with the Board the circumstances surrounding his leaving the Coalition. Penny Westberry, recognizing the fact that he may be chairing a few more meetings, presented him with a plaque thanking him for his service.

Report of the Executive Director

Inez Webb, Administrative Assistant, gave a summary of her background and shared with the Board her duties at the Coalition.

Ms. Westberry reported on the following:

- Duval County has won the lawsuit and appeal regarding quality rating system.
- Federal government is very interested in QRIS with the recovery funds.
- Broward is right on board with that in terms of local programs
- Florida will be receiving \$13 million dollars in recovery funds for quality which the State will keep most of to facilitate a State-wide child assessment system
- \$1 million of the recovery funds will be distributed to the Coalitions for quality

Cindy Arenberg Seltzer shared with the Coalition that CSC has been funding slots to support children with behavioral health issues. Citing best practices research Mr. Arenberg stated that CSC is looking to piggyback on the procurement that ELC has done for quality and training. She stated that if an agreement is reached the funding will be effective October 1, 2009.

Consent Agenda		
<p>Motion made by Jack Moss to approve the minutes of May 8, 2009. Seconded by Maria Kuhn-Brotton. Unanimously approved</p>		
Action items:	Person responsible:	Deadline:
Keep on File	Executive Assistant	6/30/09

Recommendations from Ad-hoc Waiting List Committee

Mason Jackson thanked the members of the committee, pointing out that the Committee met over ten times and the recommendations have been gone over extensively. Members of the Committee consisted of: Deborah Hill, Desoare Giles-Smith, Shawn Lamarche, Shukree Cha Jua, people from Family Central, Broward Schools, Children Services Council and Childnet. Mr. Jackson reported that the group was in agreement with all recommendations with the exception of one.

Mr. Jackson stated that the group considered the following:

- The law – some categories could not change because of the law
- Size of waitlist
- Mission of Coalition
- Current economic climate
- Child care and early learning needs of 0-5 versus school age
- Availability of other community resources and after school programs for school age children
- Whether a youngster continues to get assistance over time, or we free up that slot for another youngster

Mr. Jackson indicated that given that there are not enough resources to serve all the children and families that need it, the Committee made some painful recommendations.

Questions/concerns

- Homeless children are not included in list.
 - Do not meet eligibility with work/school requirements
 - FCI does serve homeless
 - Eligible for TANF and would go into first category
 - Homeless Coalition has a group of people that are not eligible
 - One reason illegal aliens - undocumented
 - There are mechanisms in place to help most of them –
 - Call 211 – lead to DCF and workforce – if homeless because of acute circumstances and need a bridge to qualify for the diversion program
 - Request Staff to send out information to Center Directors informing them of the process for referrals

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Motion made by Desorae Giles-Smith to approve the following enrollment priorities

1. Currently enrolled income eligible children ages 10-13 years of age will be eligible to received financial assistance for one more year from the time that the Coalition Board makes this decision (12 month period) and thereafter be dis-enrolled from receiving financial assistance with School Readiness funds. [Note: Children in the At-Risk and TANF/Workforce billing group categories will continue to be served as indicated in Section A&B of the Prioritization Order for Enrollment of School Readiness Children list.]
2. Establish a Transition Category for formerly “At-Risk” and “Formerly Homeless” children between the ages of 9-12 years of age to received school readiness financial assistance for one (1) additional year as long as they remain income eligible.

Seconded by Robyn Perlman

Discussion continued with the following:

- At risk children – formerly homeless
 - Transition for 9-12 years (formerly at risk) for one additional year as long as they remain income eligible
 - Committee was split on this recommendation
 - Compromise recommendation – fear that family has been reunited and does not have care increases risk of coming back into the system
 - Need more than a year
- Need to keep fiscal impact in mind – recovery funds may not be available in future years
- Some Coalitions have eliminated all after school funding
- Talking about 90 children – stressed the need for case management based upon individual cases
- Need to focus on early learning – not after school care – CSC funds after school care
- Abuse and neglect are higher in the 0-5 age group

Motion made by Deborah Hill to call the question. **Seconded. Motion passed**

Vote on main motion. Motion passed with two opposing votes.

Motion made by Cindy Arenberg Seltzer to approve the following enrollment priorities

3. Implement the *Proposed* Prioritization Order for Enrollment of School Readiness Children.
4. Maintain the collection of school-age children on the waiting list for community need assessment and advocacy purposes.

Seconded by Maria Kuhn-Brotton. **Unanimously approved**

Penny Westberry referred the Coalition to Tab 3 which contains a waiver for extending job search/ARRA funds for unemployed persons. Ms. Westberry gave a summary of the background for this request.

Motion made by Jeffrey Dwyer to approve the use of the suspended calendar option to allow for an additional 30 days for existing clients with enrolled children ages birth to school-age and their enrolled school-age siblings for job seeking; thus, providing a total of up to 60 days for the client with young children to search for a job, without having to go to the end of the waitlist. Once the client obtains a job; reinstate care if the new job makes the client still eligible. **Seconded** by Desorae Giles-Smith

Concerns and questions:

- Do not have enough data to determine financial impact
- Is additional 30 days realistic for a job search
- Philosophy of ELC continuity of care – why not leave in care for 60 days
- Two issues – bridge time and going to the bottom of the waitlist

Motion made by Jeffrey Dwyer to amend the motion by adding the language: relook at the issue in 60 days and sunset it every year. **Seconded** by Andrew Bray. **Unanimously approved**

Original motion as amended. Unanimously approved.

Action items:	Person responsible:	Deadline:
Send information to Centers on referral process for services for homeless	Executive Director	August 2009
Place Waiver of Extending Job Search on Coalition Agenda in 60 days with additional data	Executive Director	September 2009

Committee Reports and Recommended Action
Items

Executive Committee

SR/VPK Conference Funding Revised Request

Motion brought forward from the Executive Committee to Allocate \$4,500 of the \$12,918, previously approved at the May 2009 Coalition Board Meeting and set aside in the ELC budgeted reserves, to the ELC contract ELC 2 Service Provider (Eligibility Determination, Application Processing, Slot Management, and Provider Payment) to offset the balance of the fixed costs of providing Continuing Education Units (CEU's) to participants of the 2009 SR/VPK Conference. **Unanimously approved**

FYI-SBBC-09-ELC3 Letter: Regarding Amendment #1

Mr. Duncanson indicated that Tab 5 is in the meeting packet for informational purposes and follow-up to previous board action.

Reallocation of Unspent FY 08-09 SR & VPK Funds

Mr. Duncanson asked that the Coalition **ratify** the immediate action taken by the Executive Committee to allow staff to reallocate any unexpended OEL funds at the end of the fiscal year to the budget for slots and services and shift CSC funds to the new fiscal year as necessary **Unanimously approved**

Investment Account Extension

Mr. Duncanson asked that the Coalition **ratify** the immediate action taken by the Executive Committee that provided an approval to renew the certificate of deposit with Community Bank of Broward for an additional three months prior to the end of the ten day grace period. **Unanimously approved**

Finance Committee

Financial Statements

Andrea Braynon, Chief Financial Officer, referred the Coalition to Tab 8.

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

Utilization Reports

Ainsworth Geddes of Family Central gave a summary of the utilization reports.

Administrative Finance functions Delegated to Staff

Harry Duncanson gave a brief history of the item.

Motion brought forward from the Finance Committee to approve Fiscal staff's authority to handle the following administrative banking decisions:

- Update Sweep account target amounts as necessary to result in reduced banking fees, increased

earning credit rates or interest rates (within the FCIC insured levels)

- Make updates to the target amount when there are changes to the FDIC levels
- Update and negotiate banking transaction fees based on current activity and market rate

with prior approval of the Executive Director and the Chair of the Finance Committee. **Unanimously approved.**

Personnel Committee

ED Contract

Maria Kuhn-Brotton, Chair of the Personnel Committee, gave a summary of the item and presented two options for the Coalition's consideration which the ED has agreed to.

Motion made by Mason Jackson to approve option 1 with a 4% raise and leave the bonus as is at \$10,000. **Seconded** by Robyn Perlman.

Concerns were raised with the verbiage of bonus. It was recommended that the bonus be changed to performance pay which is based on measurable goals.

Motion made by Mason Jackson to amend the motion to replace bonus with performance pay. **Seconded. Unanimously approved.**

Motion made by Mason Jackson to amend the motion to replace raise with salary adjustment. **Seconded** by Jeffrey Dwyer. **Unanimously approved.**

Vote on amended motion which is as follows approve a 4% salary adjustment and provide performance pay up to \$10,000.00 **Unanimously approved.**

Mason Jackson stated that the performance criteria needs to be under the ED's control and not what the Board should be doing. Mr. Duncanson indicated that the new Personnel Committee will look at the goals and bring back to the Board. It was requested that those goals be brought back at the August Coalition meeting

ED Title Change

Maria Kuhn-Brotton gave a brief summary of the item. Penny Westberry indicated that this was brought forward to be in line with the Chief Financial Officer and Chief Program Officer.

Motion brought forward by the Personnel Committee to change the Executive Director title to Chief Executive Officer. **Unanimously approved.**

Nominating Committee

Election of Officers

Cindy Arenberg Seltzer, Chair of the Nominating Committee, presented the slate of officers as follows:

- Brit Sikes, Vice Chair
- Andrew Bray, Treasurer
- Cindy Arenberg Seltzer, Secretary

All parties have agreed to serve

The Chair asked if there were any nominations from the floor. Seeing none the nominations were closed. The Chair asked for a vote of all those in favor of the current slate of officers. **Unanimously approved.**

Membership Renewals

Motion brought forward from Nominating Committee for the renewal of terms for the following members of the Early Learning Coalition Board: Desorae Giles-Smith and Larry Rein. **Unanimously approved.**

2009/2010 Nominating Committee

Cindy Arenberg Seltzer stated that the Nominating Committee is elected by the Board. Cindy Arenberg Seltzer **nominated** Donna Korn as Nominating Committee Chair. **Seconded** by Mason Jackson. The Chair asked if there were any other nominations. None submitted **Unanimously approved.**

The Chair opened the nominations for other members of the Committee. Cindy Arenberg Seltzer **nominated** Steven Ronik, Desorae Giles-Smith, Deborah Hill and Marvin Dejean. Nominations closed. **Unanimously approved**

Community Relations and Resource Development Committee (CRRD)

Robyn Perlman reported that the Sun Sentinel has contributed \$8,000 to the Coalition. She also reported that Wachovia is now on the Committee, in addition to Julia Musella being on the Scholarship Committee. Deborah David stated that progress is being made with new partners and potential funders. She stated that she will have more to report at the next Coalition meeting.

Community Partners System Gathering

Lee Tirpak gave a brief report.

VPK/SR Conference Committee

Stacy Angier updated the Coalition on the logistics of the conference. Stacy Angier challenged the Board members to match her contribution of \$100.00, which she put in a basket and passed around. Penny Westberry stated that she would send an e-mail blast to the other Board members not present. Board members can put their checks in the basket, mail it to Family Central or mail to Stacy Angier. Board members were invited to the event.

Action items:	Person responsible:	Deadline:
Proceed with reallocation of unspent dollars	Chief Financial Officer	August 2009

Prepare and execute CEO contract with approved changes	Executive Director	July 2009
Schedule Personnel Committee meeting to enable CEO Goals to be placed on the August, 2009 Coalition meeting Agenda	Executive Director	August 2009
Send e-mail to board members regarding donations to VPK conference	Executive Director	July, 2009

Staff Reports and Recommended Actions

Updated Budget FY 08-09

Quorum was lost. Penny Westberry indicated that the budget is adding funds and staff will make changes and bring it back at the next meeting as a final budget.

Key Indicator Reports – Nine Months

Harry Duncanson asked that this item be brought back at the next Coalition meeting

Year End Review

Deborah David facilitated bringing forth accomplishments for the last year. Items included

- VPK conference was a big success and done with very little money
- Upcoming VPK conference will be a marked improvement – increased commitment
- Increase engagement and involvement of providers
- Board work has improved dramatically from the beginning of the year
- Given economic circumstances – Wachovia continued participation and support
- Governor veto of SR cuts – advocating continued structure of ELC without any changes
- Managed budget so initial budget cuts were not felt
- Managed office space changes successfully

The Coalition proceeded with goals for the coming year. Mr. Duncanson indicated he was not quite prepared for this and suggested doing it a little differently. Ms. Arenberg Seltzer suggested that staff put down their ideas and distribute it to the Board and then place this item first on the next Coalition agenda so that more Board members can participate.

Action items:	Person responsible:	Deadline:
Place Final Budget for FY 08-09 on August Coalition Agenda	Executive Director	August, 2009
Place nine month Key Indicator report on August Coalition Agenda	Executive Director	August, 2009
Place Board Goals on ELC Agenda	Executive Director	August, 2009

FYI none

Unfinished Business - none

New Business

Penny Westberry indicated that she will do a tentative meeting schedule and will send out to members to review and will make changes accordingly.

Julia Musella questioned the participation of non voting members. Mr. Duncanson indicated that the only way around this is by statute. Dr. Barbara Weinstein stressed that the non-voting members are at the table and do have a voice.

Public Comment

Jayne Hafer, Child Care Director of the North East Focal Point Intergenerational Day Care Center, thanked the Chair for his support of the local scholarships in addition to the support of the centers including the technical support. She thanked all the Board members for taking time out of their busy days to support the work of the Coalition.

Next Meeting: TBD

Adjourn

Meeting adjourned at 10:45 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 by

Harry Duncanson, Chair

Penny Westberry, Executive Director