



Coalition Annual Meeting

6/28/2010

8:30 AM

6301 NW 5th Way, 4th Floor
Fort Lauderdale, FL

Members in Attendance:

Jeffrey Dwyer, Chair, Andrew Bray, Treasurer, Cindy Arenberg Seltzer, Secretary, Stacy Angier, Claudia Dean, Larry Rein, Dr. Barbara Weinstein, Alfreda Coward, Desorae Giles-Smith, Deborah Hill, Mason Jackson, Donna Korn, Robyn Perlman, Dr. Steven Ronik, Mayor Barrington Russell, Sr., Laurie Sallarulo, Kimberly Wells

Members Absent:

Robin Bartleman, Julia Musella, Sidney Calloway, Marvin Dejean, Laura Gambino, Dr. Kevin Keating, Britt Sikes, Mandy Wells

Staff in Attendance:

Penny Westberry, CEO, Lee Tirpak, CPO, Andrea Braynon, CFO, Debbie Bainton, Executive Assistant, Janice Carter, CRRD Director, Sandra Martinez, Accounting/HR Manager, Jessica Novak, ECE Program Specialist, Leticia Strasser, ECE Program Specialist, Inez Webb, Administrative Assistant, Marcie Westover, CRRD Assistant

Others in Attendance:

Dr. Carol Wasserman, Dr. Ilene Miller, Gilbert Rincon, Doreen Moskowitz, Terri Shermett, Anita Platt, Ainsworth Geddes, Yanick Goutier

Welcome and Call to Order

Jeffrey Dwyer, Chair, called the meeting to order at 8:46 am. He stated that one more member is required to establish a quorum but would like to start the meeting and address those items that do not need action.

The Chair read the public comment policy. The Chair indicated that the way the resolution was passed; it requires that he reads this at every meeting. He indicated he would be comfortable with just posting it and let's address this at the next meeting.

Roll call was taken – quorum established

Report of Chair

Jeffrey Dwyer indicated that the Coalition has received a letter from Dr. Kevin Keating the Coalition excuse his absences caused by family issues.

Motion made by Mason Jackson to excuse Dr. Kevin Keating from his absences and to maintain his membership on the Board. **Seconded** by Desorae Giles-Smith. **Unanimously approved.**

Mr. Dwyer reported that he attended the ELAC meeting in Tampa. He shared the following information:

- Wise Bill passed – non-voting members will now be voting members as of July 1
- The funding package may change although have not been harmed thus far
 - Serving 50% of VPK eligible – may go up to 75% - budget may not handle that type of increase
 - Ari Porth is Chairman of the Early Childhood Caucus – benefit to Broward – encouraged people to thank him for his support

Report of CEO

Penny Westberry reported on the following:

- There has been a personnel change at the department of education office of early learning. That office has been put with Just Read Florida.
- Wise Bill – will have all voting members – working with GC to make bylaws changes to agree with statutes
- Attended two budget workshops
 - CSC has much lower tax revenue base – made some potential program cuts
 - Broward County – very preliminary about what they will be doing – one of the things that was briefly mentioned for elimination was County Childcare licensing

Action items:	Person responsible:	Deadline:
Place public comment policy on next Coalition Agenda	CEO	9/13/10
Schedule By-laws Committee meeting	CEO	9/30/10

Consent Agenda

Deborah Hill indicated that she was not in attendance at the May meeting, noting the minutes reflect that she was there.

Motion made by Andrew to approve the minutes as amended. **Seconded** by Desorae Giles-Smith. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep minutes on File	Executive Assistant	6/30/10

Dispute Resolution Policy and procedures

Dispute Resolution Policy and Procedures

Lee Tirpak, CPO, gave a brief summary of the item.

- Section I – do they go through childcare provider procedure and then to FCI procedure? - Not clear on the steps
 - Terminology problem – need to make language clearer. Make distinction between child care provider and service provider
- Section II –
 - 3 add language that if service provider did not handle it – need to be referred back to number 1
 - 4 A - add all parties as repeated several times
- Page 3 Section III – d – talks only about complainant – what about the person they are complaining against. If complainant agrees and the other does not – then what?
 - Coalition makes final decision – that decision stands whether the other party agrees to it or not
- What kind of enforcement mechanism is there?
- Does not contain anything about follow-up with parent or customer
- Asked if parent, provider are all considered customers - yes

Motion made by Mason Jackson to table the item until it can be reviewed more thoroughly. **Seconded** by Andrew Bray

Penny Westberry stated that we really need this and it cannot wait until the Fall and requested that the Board allow the GC to work on the language addressed at the meeting and pass it with that knowledge. Have been waiting for a long time for a complaint policy and complaints come in all the time.

Comments made included:

- Coalition in existence for almost 10 years and did not have these formal processes
- Recognized the importance of the issue and not comfortable passing a general notion without seeing the final
- Request for Board to pass and allow staff to put in place and bring back to the Board what works and does not work
 - Early Care and Education Plan requires Coalition to have grievance policy for customers and board members
 - Worked with General Counsel, service providers, several child care providers and some board members
 - Respectfully wished Board members read more thoroughly - often processes written down can be confusing in a formal policy
 - Without a policy until September – putting staff in a position of having a possibility of not treating customers fairly because there are no steps – wanted to get out of the position for a long time
- Necessary for the Board to discuss and address it to obtain understanding of the policy
- GC took notes on comments and can make changes in language
- Asked if it could go back to the Executive Committee to look at the changes and approve

Motion to table the item failed by a roll call vote

Additional discussion included the following:

- Page 3 4d1 – disagree with suggestion requiring other party be present – if required there needs to be opportunity to express a conflict if unable to make date – add clause to be able to reschedule for a more convenient time –
- Conflict with idea of whether the provider needs to be there are not – not a true legal proceeding – more of a mediation – concern about not having both parties there
 - Final decision – issues would be more in the nature of here is what the statute is and ELC will work with you
 - In past have been going with guidance of the State
- CEO shared final concern – Broward is the only Coalition does not have a Board involvement in the final appeal
- Next policy is giving Family Central the right to withhold payment or freeze enrollment – it is going to be very punitive
- Can have opinion of ED to be ratified by the Board or confirm with Counsel

Motion made by Cindy Arenberg Seltzer to pass I - III with comments and corrections made and number IV come back to the Board regarding Board involvement. **Seconded** by Donna Korn.

Cindy Arenberg Seltzer called the question

The Chair repeated the motion to pass I-III with comments and corrections made and number IB come back to the Board regarding Board involvement **Motion failed**

Motion made by Andrew Bray to table the item. **Seconded** by Mason Jackson. **Unanimously approved**

Action items:	Person responsible:	Deadline:
Policy to be readdressed by Staff and General Counsel	CPO	9/1/2010
Place Dispute Resolution Policy on next Coalition Agenda	CEO	9/13/10

School Readiness/VPK Enforcement Policies

Lee Tirpak gave a brief summary of the item pointing out the following:

- Much needed policy to enforce the service agreements for school readiness providers and VPK providers
- Small percentage of providers are out of compliance
- This gives Family Central framework that they need
- Why did previous item have resolution and not this item
 - GC recommended that policies have resolutions – needs to be clear on what authority is given to staff
 - Was going to bring to Executive Committee and whether or not to have resolutions
 - Is resolution required by the State – if policy is written out and clear – no need for resolution
- Is enforcement a part of contracts – yes
 - Why restating something already in a contract
 - Information put into contract was presuming that Coalition would approve policy
- Need to add timely manner on Coalition response – needs timeframe that once suspension stops and they get their funding
 - Circumstances is variable – some judgment calls are made
 - Stressed need to put in place Coalition response in a timely manner
- Framework and policies of staff is to help them and make things work
- Providers had input in writing of policy

Motion made by Mason Jackson to approve School Readiness/VPK Enforcement Policy. **Seconded** by Deborah Hill. **Unanimously approved**

Action items:	Person responsible:	Deadline:
Proceed with new School Readiness/VPK Enforcement Policy	CPO	7/1/10

Board Member Complaint Policy

Lee Tirpak gave summary noting that the Agency for Workforce Innovation requires that the Coalition has a Board Member Complaint Policy in place.

The Coalition discussed the following

- Believes policy is dangerous from a public relations perspective
- Written in broad way – to give AWI some comfort that something has been put in place
- Suggested change to have number 3 read as following (3) The Coalition Board, in its sole discretion, may decide to take no action. Delete the remainder of the verbiage
- Must be restricted to role on board – limited to complaints against their official action as their duties as board members not open to complaint about whatever anybody does
- Before board acts there needs to be some review to determine if there is any validity
 - Requires more wording
- Nothing stating that there would be an investigation
- Does Robert Rules of Order have guidelines

Motion made by Cindy Arenberg Seltzer to table this item. **Seconded** by Alfreda Coward. **Unanimously approved.**

Motion made by Alfreda Coward to have Executive Committee determine whether items need a resolution or not. **Seconded** Cindy Arenberg Seltzer. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Review Policy on Board Member Complaint and bring back to Coalition	CEO	9/13/10
Place item regarding resolutions on Executive Committee Agenda	CEO	9/1/10

Finance Committee

RFP for External Auditing Services

Andrew Bray gave a brief summary of the process that was followed. He indicated that the Committee discussed the requirement of rotating the auditing firm. He indicated that Watson Rice is approaching that window to consider rotating to a new firm after the next audit. Even though they put in a multiple year proposal the Committee put in the language to accept them for the 2009-2010 and the Committee will revisit that item and look at formalizing a procedure by which the Coalition will rotate audit firms.

Motion brought forward from the Finance Committee that the Board approve the highest scoring accounting firm, TCBA Watson Rice LLP to perform auditing services for the FY 2009-2010 for an amount not to exceed \$32,000 under the current solicitation conditions and have the Finance Committee take up at the most appropriate time a consideration of a mandatory 5 year rotation policy.

Unanimously approved

Financial Statements

Andrew Bray stated that there are no issues of material concern with the financial statements. He further stated that everything remains on track.

Motion brought forward from the Finance Committee to approve the Coalition’s April 2010 Financial Statement pending the annual audit performed by a qualified independent certified public accounting firm.

Unanimously approved

Utilization Report

Andrew Bray referred the Coalition to the utilization reports stating that everything is on track. It was requested that an additional month be added to the report from the previous year for purposes of comparison from year to year.

Action items:	Person responsible:	Deadline:
Proceed with Watson Rice to audit 2009-2010 FY	CFO	7/1/10
Keep financial statement on file	CFO	7/1/10
Revise Utilization Report format as requested	CFO	9/1/10

Personnel Committee

CEO Contract

Jeffrey Dwyer thanked the members of the Personnel Committee for their hard work. He indicated that subsequent to the meeting the Coalition has received a letter from the Chair of Family Central indicating that the Coalition not increase the raises and leave it at 2% as originally approved.

Mason Jackson, in the absence of the Personnel Committee Chair, referred the Coalition to CEO Contract. It was pointed out that language was added to make it clear that the 7% pension contribution was limited to one year and can be changed in the future.

Motion brought forward by Personnel Committee to approve the CEO's contract with the said amended contractual language changes per General Counsel's direction regarding retirement benefits to remain at 7% for 2010-2011 fiscal year. **Unanimously approved**

Staff Raises

Mason Jackson gave a summary indicating that there was a lot of consideration regarding this item. The following comments were made:

- Discussion at committee level included the large wait list – never going to be enough money to reduce wait list
- Taking insignificant action with respect to wait list – significant action for staff
- Need to lead way to have childcare centers adopt a new business model
- Commitment should be to the children
- Family Central letter indicates 2% raise for all would make \$160,000 available for slots
- CSC staff has not received a raise in three years – look at non-monetary – CSC looking at closing office between Christmas and New Years
- Bigger problem is perception
- Salary is only part of the package – benefits offered are excellent in comparison to other non-profits
- All other ELC's – majority have not seen raises in the last two or three years and talking about furlough days – some are talking about 1 or 2% because there were no raises for the last couple of years
- Asked that raises be a formal discussion at the Board level with a motion from Personnel Committee rather than it be included in the budget with an asterisk at the bottom

Motion brought forward from Personnel Committee to recommend to the Board to reduce the COLA and Staff raises for ELC staff from the previous recommendation to up to 4% merit for staff only and no Cola and also to raise Family Central up to 4%. **Motion failed.**

Motion made by Donna Korn to give staff a 2% COLA raise. **Seconded** by Mason Jackson.

Unanimously approved.

Motion made by Alfreda Coward to have Personnel Committee brings forward to the Coalition their recommendation for staff raises. **Seconded** Donna Korn. **Unanimously approved**

Penny Westberry indicated that the Personnel Committee is looking at doing a salary study. It was noted that now may not be a good time to invest the funds to do a study.

Action items:	Person responsible:	Deadline:
Finalize CEO contract	CEO	7/1/10
Process staff raises	CFO	7/1/10

Nominating Committee

Donna Korn presented the slate of officers.

Motion brought forward by the Nominating Committee to approve the following slate of officers for the 2010 2011 FY:

Vice Chair	Britt Sikes
Treasurer	Andrew Bray
Secretary	Cindy Arenberg Seltzer

Unanimously approved.

FY2010-2011 CCEP Funding

Motion made by Cindy Arenberg Seltzer to approve the recommendation that the Coalition allocate **\$2,183,971** of funding awarded from CCEP for slots and related costs. **Seconded** by Donna Korn. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Allocate additional CCEP funding as approved	CFO	7/1/10

Committee and Staff Reports

No more action items need to be considered.

Introduction of Staff – K. Lee Tirpak. Lee agreed to delay her introduction to the September meeting.

The Coalition viewed a Florida First Start presentation

Stacy Angier reported on the following:

- Community Partners Gathering will not meet in July and August
- Broward Early Childhood Educators Conference will be held on October 16 - There will be a pre-conference session on October 15.
- Looking for sponsors and presenters
- Looking to obtain a grant again this year from AD Henderson

FYI

No discussion

Unfinished Business

Employee Complaint

Jeffrey Dwyer reported the following

- Complaint has been addressed by Executive Committee and was turned over for investigation
- General Counsel found that it did not rise to the level of Whistleblower complaint therefore it did not rise to the level for it to come before the board and the investigation was ended
- Staff will be writing responses to keep it open and fair – will bring that forward to the Board

Questions and concerns raised:

- Is there a policy in place – policy passed at last meeting
- If it does not meet whistleblower – then what – what is that policy
 - Has not been decided
- Executive Committee discussed at last meeting
- Goes back to the Executive Director and administrative staff to handle at that time and report to the Executive Committee
- Need to follow-up with a policy and need to have a Committee to address this

New Business		
<p>Jeffrey Dwyer reported on the following:</p> <ul style="list-style-type: none"> • Wise Bill passed <ul style="list-style-type: none"> ○ Non voting members will become voting members starting July 1, 2010 • Need Policies and Procedures Committee – possibility a standing committee • May want to look at ELC going through an accreditation process <p>Penny Westberry reported that in the next three days ELC will be getting a call from the Child Care Executive Partnership awarding Broward another \$150,000. She further stated that Broward is one of the few Coalitions that can do this.</p>		
General Public Comment		
No comments		
Next Meeting Date: TBD		
<p>Penny Westberry stated that she is waiting for the Statewide meeting schedule to be posted before finalizing ELC’s calendar and sending out to the Coalition. She stated that there will be no meetings in July for Executive or Coalition.</p>		
Action items:	Person responsible:	Deadline:
Distribute Meeting Schedule to Coalition Members	CEO	8/5/10
Adjourn		
Meeting adjourned at 10:50 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
Jeffrey Dwyer, Chair
Penny Westberry, CEO