



## Coalition Monthly Meeting

8/8/2008

8:30 AM

6301 NW 5th Way, Suite 3400  
Fort Lauderdale

**Members in Attendance:**

Harry Duncanson, Chair, Robyn Perlman, Vice Chair, Sidney Calloway, Treasurer, Shukree Cha Jua, Julia Musella, Larry Rein, Dr. Barbara Weinstein, Cindy Arenberg Seltzer, Michael Elwell, Desorae Giles-Smith, Deborah Hill, Dr. Kevin Keating, Donna Korn, Maria Kuhn-Brotton, Jack Moss, Britt Sikes

**Members Absent:**

Stacy Angier, Robin Bartleman, Andrew Bray, Marvin Dejean, Jeffrey Dwyer, Paul Eichner, Mason Jackson

**Staff in Attendance:**

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

**Others in Attendance:**

Dr. Carol Wasserman, Doreen Moskowitz, Jill Gelman, Howard Bakalar, Monti Larsen, Ainsworth Geddes, Anita Platt, Sharon Cohen, Joanne Puia

Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 8:40 am. He welcomed the new board member appointed by the County Commission, Donna Korn. Ms. Korn gave a brief summary of her background.

The Chair announced that Penny Westberry, Executive Director, has been elected President of Healthy Start. He congratulated staff, Carol Wasserman and Family Central for a successful VPK Conference, noting that the final count was over 600 participants.

Executive Director Report

Penny Westberry reported on the VPK Conference. She stated that Superintendent Notter was the key note speaker and he made the connection between early learning and K-12. She thanked Carol and Tish and all those that worked so hard to put the conference together. A conference program was passed around for members to see. She also thanked the board members who attended.

She reported that a new group has been organized – Florida’s People, Florida’s Promise - to support human services and educational programs

- Participants include AARP, Florida TAX Watch, Florida Children Services Council
- ELC will be asked to join in the near future – to be discussed at the September meeting
- Will have an event in Broward in October

Still pursuing SR and VPK research – FAU interested but needs funding – will be brought to September meeting.

Harry Duncanson recognized Betty James, a family home provider receiving the gold seal recognition.

Consent Agenda

**Motion** made by Sidney Calloway to approve the minutes of June 20, 2008. **Seconded** by Maria Kuhn-Brotton.

Cindy Arenberg Seltzer stated that on page 9 of the minutes where she is addressing the new building it indicates that she stated that ELC rent would be at least \$5.00 a square foot less than the market. She indicated that she would like to correct that statement by removing the dollar amount.

**Motion on minutes. Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep minutes on File	Executive Assistant	8/11/08

Committee Reports and Recommended Action  
Items

**Office Space**

Harry Duncanson stated that the Executive Committee is not bringing forth any recommendation on the office space. He stated that the Executive Committee requested that the ED provide additional information for the Board Meeting which included a market rate study. He indicated that CSC decided in June to move forward with the new building and now ELC needs to give them an answer as to whether or not ELC will be moving with CSC. He noted that timing is very important.

An updated chart was distributed at the meeting reflecting an updated offer made by the current building. Ms. Westberry also indicated that since the packet was distributed a moving company did a walk through to determine the cost of the move which is \$4,000 rather than the \$2,000 reflected in the report.

Jack Moss noted the following:

- Asked to head the negotiating committee by CSC
- Looks at the move as a partnership that benefits both parties
- Meeting space – better utilization
  - Conference room for general meeting
  - Two training rooms available on a share basis plus a computer room and executive conference room
- CSC needs to move forward because of architectural drawings to be approved by the City
- Space needed by ELC is 12% of the building
- Timing - CSC meets on the 21<sup>st</sup> of August
- CSC committee is Jack Moss, Commissioner Gunzburger and Ana Valladares

Penny Westberry summarized the information provided to the Coalition which included options, lease provisions and floor plans.

Cindy Arenberg Seltzer gave an overview of the floor plan of the new building pointing out the following:

- As one enters the building there will be a reception area that will have all organization logos of equal size
- Receptionist can be shared – yet to be determined
- Green building – thus has shower and bike rack
- ELC will have own reception area – this will be done specifically for ELC
- CSC on the second floor
- Conference room will be built out to accommodate 25 board members including microphones – specifically doing for ELC

The Members had the following questions and concerns

- How much expansion space would ELC have
  - In terms of square footage how much expansion in 10 years
  - Expansion space would be the extra office perhaps some footage in the reception area within the current suite
  - CSC offices vary in size - standard 130 square feet –
- Concern CSC has ability to terminate lease
  - Building designed for CSC for 30 years – if ELC wants 5 year lease with option for another 5 does not appear to be an issue
- No dedicated conference room for ELC
  - ED office can have a conference table with a couple of chairs
- Why moving at all – what is the benefit of moving
- To negotiate a lease in next couple of weeks will be tight – Chair and Executive Director will not be in
- What are savings over five years
- Should Coalition put out an RFP
- Need for due diligence – ELC’s interest must get primary consideration

**Motion made by Britt Sikes to grant the authority to the Chair to negotiate on behalf of ELC with CSC to get the very best deal and the timing issue would be left up to the Chair. Seconded by Maria Kuhn-Brotton A roll call vote was taken Motion passed Jack Moss and Cindy Arenberg Seltzer abstained from voting**

Action items:	Person responsible:	Deadline:
Chair to negotiate lease terms with CSC	Chair	8/21/08

Staff Reports and Recommended Aciton Items

**Developmental Screening**

Penny Westberry pointed out that there is no further guidance. She indicated that the State is in the process of Rule Development.

**Financial Statements**

Sidney Calloway referred the members to the Financial Statements under Tab 4 that the Finance Committee considered for approval. He stated that the Financial Statements ending June 30, 2008 were distributed to the Finance Committee prior to the Coalition meeting.

Andrea Braynon, Chief Financial Officer, gave a brief summary of the Financial Statements.

**Motion brought forward from the Finance Committee to approve the May 2008 Financial pending the annual audit performed by a qualified independent certified public accounting firm. Unanimously approved.**

**Motion made by Sidney Calloway to approve the Financial Statements for the 12 month period ending June 30<sup>th</sup> pending the annual audit performed by a qualified independent certified public accounting firm. Seconded by Desorae Giles-Smith. Unanimously approved.**

### **Funding update**

Penny Westberry reported that the Coalition has received extra School Readiness money at the end of the year amounting to \$500,000. The State now has an understanding that Broward has the ability of spending the money at the end of the year. Ms. Westberry also stated that the Coalition received the Workforce money that was previously approved at the last meeting. She stated that the Coalition is in a good position in a difficult year. Mr. Duncanson shared with the board that this year the Coalition was able to dodge the bullet thanks to partnerships with CSC and Workforce. He cautioned the Board that next year will be a very challenging year. Cindy Arenberg Seltzer added that on the local level dollars are also being limited and CSC had to cut this year and will have to make cuts next year.

### **Utilization Report**

Ainsworth Geddes gave an overview of the SR Utilization Report. He stated that the projections went well. There were no questions. Mr. Geddes reported on the VPK Utilization Report, noting that the projections came in very close. Ms. Westberry thanked ELC Fiscal staff and Family Central Fiscal staff for coming in close with the VPK numbers, which is very difficult. Carol Wasserman reported that just over 12,000 certificates have been issued thus far for the up-coming school year.

### **Personnel Committee**

Maria Kuhn-Brotton reported that the Committee is working on the goals for the ED for this year and will bring them forward at the September meeting.

### **CRRD Committee**

Robyn Perlman announced that Wachovia has donated another \$55,000 and Sun Sentinel has donated \$8,000. Penny Westberry reported on the "Scholarship" for families to come into care that providers have been doing. A survey is being developed to obtain additional information to move on to the next step. Ms. Westberry indicated that providers have shared that Robyn's commitment has been very special. Ms. Perlman encouraged Board Members to visit centers to see first hand what providers are faced with on a day to day basis.

### **Community Partners Systems Gathering Update**

Penny Westberry reported that the Community Partners Gathering continues to meet and is a very good place to bring issues forward regarding the system.

### **Waiting List Update**

Desorae Giles-Smith reported that the Committee continues to work on the issues and may be bringing forth recommendations at the next meeting.

**Mission Statement**

The following is the Mission Statement that has been developed over the past three months and finalized at the June 30, 2008 Board Retreat

It is the Coalition’s Mission: To provide the resources, advocacy, leadership, coordination and oversight for early care and education and to support access to school-age care to ensure children’s success in school

**Motion made by Cindy Arenberg Seltzer to approve the above mission statement. Seconded by Desorae Giles-Smith.**

Deborah Hill stated that it does not speak to early learning.

**Motion made by Deborah Hill to amend the motion to add from birth to school age after early care and education. Seconded Desorae Giles-Smith. Unanimously approved.**

**Vote on amended motion – unanimously approved.**

Action	Person Responsible	Date
Kind Financial Statements on File	CFO	8/11/08
Replace Mission Statement in flyers, brochures, by-laws, etc.	CRRD Director	8/30/08

FYI

Cindy Arenberg Seltzer reported that CSC has funded a program for three years called STEPS. Which is a summer youth employment program for youths with special needs. CSC and ELC were host sites and had a total of four young adults. She reported that last night was their graduation sponsored by the Dan Marino Foundation.

Unfinished Business

Dr. Barbara Weinstein shared that FCI received a large three year grant from JM Family Enterprises to continue C-Quell.

Dr. Weinstein also thanked everyone involved with the VPK Conference

<b>New Business</b>
<p>Britt Sikes announced that he had attended the first meeting on the Key Indicators and encouraged others to attend. He suggested that the key indicators and visits to service providers be included in new board member orientation.</p> <p>Harry Duncanson stated that he presented to the State that the State put together a presentation that is a uniform message that all Coalitions can use. He reported that the State is working on it.</p>
<b>Public Comment</b>
<p>Dr. Carol Wasserman reported that the VPK Conference was a success and thanked everyone involved. She thanked ELC for the \$277,500 for curriculum for providers. She requested that ELC send a letter to the VPK staff at Family Central thanking them for a job well done on the curricula. Harry Duncanson thanked Lee Tirpak for the donation of apples that were distributed at the Conference</p>
<b>Next Meeting: September 19, 2008</b>
<b>Adjourn</b>
<p>Meeting adjourned at 10:20</p>

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  
 Penny Westberry, Executive Director