



Coalition Monthly Meeting

9/13/2010

8:30 AM

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

Members in Attendance:

Jeffrey Dwyer, Chair, Britt Sikes, Vice Chair, Andrew Bray, Treasurer, Cindy Arenberg Seltzer, Secretary, Stacy Angier, Robin Bartleman, Alfreda Coward, Claudia Dean, Marvin Dejean, Laura Gambino, Desorae Giles-Smith, Deborah Hill, Mason Jackson, Dr. Kevin Keating, Donna Korn, Julia Musella, Larry Rein, Dr. Steven Ronik, Mayor Barrington Russell, Laurie Sallarulo, Dr. Barbara Weinstein, Kimberly Welles, Mandy Wells

Members Absent:

Sidney Calloway, Robyn Perlman

Staff in Attendance:

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

Others in Attendance:

Khalil Zeinieh, Gilbert Rincon, Anita Platt, Andria Dewson, Ainsworth Geddes

Mission

To provide the resources, advocacy, leadership, coordination and oversight for early care and education from birth to school age and to support access to school-age care to ensure children's success in school

Welcome and Call to order

Jeffrey Dwyer, Chair, called the meeting to order at 8:37 am
Quorum established
The Chair read ELC Public Comment Policy

Chair Report

Jeffrey Dwyer stated that he will be attending the ELAC meeting at the end of the week and will report back to the Coalition. He asked if anyone wanted to attend to please let him know. He mentioned that he has some thoughts about accreditation for ELC and believes it is worth while exploring. He asked for volunteers for a steering committee. The following people volunteered: Julia Musella, Barbara Weinstein, Kevin Keating, Larry Rein.

The Chair recognized that all members are now voting members.

CEO Report

Penny Westberry reported on the following:

- Upcoming event on the “Milk Party” She encouraged everyone to attend if they can
- Fund Balance – Received letter behind Tab 2 informing ELC to spend the fund balance by December 31
 - Association of Early Learning Coalitions will be looking at this during the meeting this week
 - Fiscal Department looking at how to switch dollars around – required to be spent on “slots”
 - Introduced Tamara Baker as a new addition to the fiscal department
 - Announced Jessica Novak will be leaving the Coalition and thanked her for all her hard work

Consent Agenda

Motion made by Andrew Bray to approve the minutes of June 28, 2010. **Seconded** by Julia Musella. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep minutes on file	Executive Assistant	9/15/10

Action Items

Executive Committee

Change in Resolution: Public Comment

Mr. Dwyer shared that the revised resolution will allow the Coalition to post the public comment policy rather than having to read it prior to each meeting.

Motion brought forward from Executive Committee to approve the revised Resolution regarding Public Comment. **Unanimously approved.**

Finance Committee

Financial Statements

Andrew Bray, Treasurer and Chair of the Finance Committee, referred the Coalition to the Financial Statement for July 2010 behind Tab 5. He indicated that there were no material questions or issues relating to the July financials.

Motion brought forward from Finance Committee to approve the Coalition’s July 2010 Financial Statements pending the annual audit performed by a qualified independent certified public accounting firm. **Unanimously approved.**

Utilization Reports

Mr. Bray referred the Coalition to Tab 6, stating that everything is on track and deferred to Ainsworth Geddes to answer any questions. The Committee discussed the following:

- Question as to why there was such an increase in attendance sheets for July – it was noted that it was 403 children not attendance sheets that was not included in the figures
- the projected number of children served is now under 10,000 – years ago was trying to get above 12,000 children
- Chair asked for input from Board members to suggest ways to help serve more children
- Need to be able to serve children as a result of emergency situations
 - Not able to use CCEP dollars
 - Can CSC help with emergency care?

- Need study on business involvement in childcare – model is flawed
- Answer not getting more money from government – government cannot be the only funding source
- Advocacy efforts will ultimately fail – need to change the model
- Fundamentally different business model – not a different model for early learning and childcare

Staff Action Items

Scholarship Administration RFP Award

Lee Tirpak gave a brief summary of the item, noting that the Coalition received one response from the RFP. The Coalition Members had the following questions, concerns and comments:

- Any idea why only one response
 - Had 9 people requested – not sure
 - Agency that responded has a history of doing this kind of thing
- What is the impact to QRIS position
 - Still reviewing and will bring QRIS forward at the November Coalition meeting
- Noted that administrative costs is 22% – is there some room for modification in the model program to bring down the administration fees
 - Program has a lot of direct service and communication with applicants
 - Admin is different than client services – admin is actually 5%
 - Request made to have those costs broken down next time
- Children’s Form is a professional organizational – accurate and readily available
- RFP evaluation comprised of staff only – can do a Committee of Board Members in the future if Board desires
 - Only one response came in – staff was capable of evaluating whether the response satisfied what was wanted in RFP
 - Competitive responses good to have Board Members and outside people to be a part of the process
- Will it get cheaper in future years – no it is only a 9 month contract and in future will have 12 months of expenses.
- Contract is 9 months with two one year options
- Why did the Board not review the RFP before it was distributed
 - No legal requirement
 - Chair said that in the future the Board will review RFPs before they are distributed

Motion made by Andrew Bray to amend the motion to approve with the condition that staff goes back to the 8 people who requested the RFP and did not respond and ask them why. **Seconded** by Britt Sikes

Unanimously approved.

Vote to approve a nine month contract with the Children’s Forum, Inc., beginning 10/1/10 to distribute and manage \$179,100 in scholarship funds for a cost of \$49,572 to administer said funds, for a total contract of \$228,669. And approve reallocating \$8,201 from the QRIS Systemization set aside line item to the Scholarship management line item in the FY 2010-11 ELC Budget and to go back to the 8 people who requested the RFP but did not respond and ask them why. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Proceed with Scholarship contract and following up with those that did not respond to RFP	CPO	10/20/10
Future process for RFPs: <ul style="list-style-type: none"> • Coalition review RFP document • If more than one respondent – have evaluation committee of board members and others 	CEO	

Committee and Staff Reports

Introduction of Staff

Lee Tirpak gave a presentation on her life and background

By-laws Committee

Britt Sikes, Chair of the By-Laws Committee, reported that the Committee has met primarily to set up the purpose and timeline for the Committee. He indicated the Committee will be meeting two more times to do a total review and then will present their recommendations to the Coalition.

CRRD Committee

Janice Carter reported the following:

- Committee has focused on the business technical assistance program for providers
- Past few months met with providers to learn about what is happening with their businesses
- Met with Educators at Nova – looking to provide a Business Management Institute for providers
- Looking to create a model to integrate this service through the current QRIS

There were no questions or comments from Coalition Members

Community Partners System Gathering Update

Stacy Angier invited the Board to attend this Wednesday’s gathering. She thanked Lee Tirpak for her hard work with the School Board to get them into private centers to do the kindergarten screenings.

Julia Musella showed presentation demonstrating the great things that happen when everyone works

together.

Broward Early Childhood Educators Conference

Stacy Angier reported that:

- Pre-conference is October 15 – conference is October 16 at Piper High School
- Encouraged Board Members to make donations which are tax deductible – recommended \$100.00

Personnel Committee

Laura Gambino asked if anything was being done regarding the CEO’s request for an HR attorney she made in the response to the complaint. Julia Musella asked if there was any room on staff for an HR attorney. Mr. Dejean stated that the Personnel Committee would be willing to entertain that but would like feedback. Mr. Dwyer indicated that this would be tabled and stated that maybe we can bring it up at the next Executive Committee meeting and then bring forward to Board.

Action items:	Person responsible:	Deadline:
Place HR Attorney discussion on Executive Committee Agenda	CEO	11/8/10

FYI

No comments

Unfinished Business

Further discussion on Funding Balance included:

- Timeframe concerns raised with regards to spending the money by December 31
 - Have recommended trying to allow until December 2011
 - Can be spent in one month on slots – not difficult to do
- Why is this not a mechanic change –

The Chair asked that this item be placed on the Finance Committee meeting agenda.

Action items:	Person responsible:	Deadline:
Place Funding Balance on Finance Committee Agenda	CFO	10/20/10

New Business
Marvin Dejean challenged the Board to move towards being more digital. Mr. Dwyer stated that he will change receiving his meeting packet from hard copy to digital and passed around a chart asking Board members to designate how they would like to receive their meeting packets.
General Public Comment
No comments
Next Meeting Date: November 8, 2010
Adjourn
The meeting adjourned at 9:45 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
Jeffrey Dwyer, Chair
Penny Westberry, CEO