



Coalition Monthly Meeting

9/19/2008

8:30 AM

840 SW 81st Avenue, North Lauderdale, Florida

Mission Statement

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

Members in Attendance:

Harry Duncanson, Chair, Sidney Calloway, Treasurer, Jeffrey Dwyer, Secretary, Stacy Angier, Robin Bartleman, Shukree Cha Jua, Julia Musella, Dr. Barbara Weinstein, Cindy Arenberg Seltzer, Andrew Bray, Paul Eichner, Deborah Hill, Mason Jackson, Maria Kuhn-Brotton, Jack Moss, Britt Sikes

Members Absent:

Robin Perlman, Vice Chair, Larry Rein, Marvin Dejean, Michael Elwell, Desorae Giles-Smith, Dr. Kevin Keating, Donna Korn, Dr. Steven Ronik

Staff in Attendance:

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

Others in Attendance:

Burnadette Norris-Weeks, General Counsel, Penny Wenman, Haydee Rodriquez, Judy Kissel, Anita Platt, Sharon Schwarz, Rosemary Rodriguez, Sharon Cohen, Ilene Gevirtz, Ainsworth Geddes, Yanick Goutier, Marjorie Potter, Gilbert Rincon, Ghazala Raza, Cynthia Sheppard, Doreen Moskowitz, Gloria Addo, Teicia Baptiste

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Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 8:40 am.

Roll call was taken – no quorum

The Chair thanked Family Central for hosting the meeting.

Report of the Chair

Mr. Duncanson referred the members to Tab 1, stating that the petition by the Florida Association for Child Care Management was dismissed for lack of standing. Comments included:

- Good news for Duval County and State and the ability for local Coalitions to have influence on quality initiatives
- FACCM still has time to appeal

Mr. Duncanson reported that the ELAC meeting was cancelled due to possibility of a hurricane. He reported that Broward had brought forward to the State that they should develop Statewide marketing materials for Early Learning Coalitions so that a unified message is sent out to the public. He noted that some materials will be discussed at the next ELAC meeting.

Report of the Executive Director

Penny Westberry reported:

- Marvin Dejean wanted the Coalition to know that although he has missed a few meetings due to other obligations, he is still committed to ELC. Robyn Perlman is on her honeymoon. A few other Coalition members are absent due to a Children Services Board meeting today, which is the only time it conflicts with ELC meetings

Additional Member arrived at 8:45 – quorum established.

Ms. Westberry continued to report:

- 2007 OEL Monitoring Report which occurred October 2007. Broward Coalition's overall implementation of early learning programs is commendable in meeting most service delivery and operational requirements. Few things were found which were easily corrected.
 - Reports of other Coalitions that have been done thus far do not indicate commendable
 - Minor issues included data system code descriptions, incomplete child care provider information packets.
 - Major issue of the minor issues is the telephone access to resource and referral services. Since report new phone system has been put in place and ELC has been monitoring.

Harry Duncanson recognized staff on a good job. He stated that the State will be addressing the duplication of efforts as a result of this process. Family Central, the School Board and the County were commended on doing a wonderful job.

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- Parent Fees collected years ago has been held as a fund balance.
 - Inspector General questioned the funds
 - AWI Legal Department currently researching the issue
 - Funds may need to be spent during this fiscal year
- CSC Re-funding
 - CSC Board approved funding of over \$6 million with \$50,000 administration to ELC
 - CSC board discussed whether or not funding should go directly to Family Central in addition to taking away the \$50,000 administration funding
 - Mr. Moss stated that he brought this issue up at the CSC Board meeting to put it to rest at this time
 - Good logistical reasons for funding to stay with ELC
 - Maximize use of resources
 - \$50,000 gives flexibility in ad min which gives flexibility for fundraising which brought in approximately \$150,000

Harry Duncanson thanked CSC for the continued funding

- University Research – FAU only response
 - Have not engaged in any conversation to date and looking for direction on how the Board would like to proceed. Put out to bid or start conversation with FAU
 - Know what ELC is looking for, not sure of design
 - Request a proposal during conversations on what the design might be

Motion made by Jeffrey Dwyer to authorize the Executive Director to enter into conversations with FAU about the possibility of a research study and what they could offer in terms of a study to be brought back to the Board. Seconded by Maria Kuhn-Brotton. Unanimously approved.

- Florida's People, Florida's Promise – group with membership such AARP and Tax Watch – advocating for children services
 - Looking for endorsement – if believe in message, put our name on the message and spread the word. Not a lobbying group – advocacy group for children
 - CSC and Association of ELC EDs have voted to endorse the organization
 - Concerns of Board members
 - lobbying vs. advocating
 - Who is coordinating, where is it coming from
 - Is it a non-profit – what is its structure
 - What is Florida's Promise
 - CSC understanding not advocacy for children – advocacy for families, elders, and other s as well. Florida's Promise is to its people that they will be able to have a quality life and that social agencies should be working holistically and not have different sections working against each other – education and seniors and disabled and children – take a reasoned

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approach to the budget.

Motion made by Jeffrey Dwyer to endorse Florida’s People, Florida’s Promise with the caveat that ELC be apprised of any type of lobbying. Seconded by Cindy Arenberg Seltzer.

Motion to table the endorsement subject to receipt of more information. Seconded by Jeffrey Dwyer. Unanimously approved.

- Department of Education had hearings around the State regarding the rulings on readiness rate
 - DOE taking on more and more regarding VPK
 - Board Member, Stacy Angier, attended hearing in Miami
 - Concern as to proposal of additional testing standards
 - Tried to voice that can’t change rules midstream
 - Need to know evaluation tool
 - Lisa Feeney, Senior ECE Program Specialist attended hearing in Palm Beach, as did Penny Westberry
 - Discussed that Dibels should not be used as a tool for VPK readiness rate
 - Discussed need to educate legislators regarding this issue
 - ELC has VPK position paper which has not changed much – same issues
 - Provider Board Members, FCI and ELC ED get together to define information for the Board
 - Chair requested information prior to next ELAC meeting

Action items:	Person responsible:	Deadline:
Proceed with discussions with FAU and bring back to Coalition a written proposal or report	Executive Director	12/15/08
Obtain more information regarding Florida’s People, Florida’s Promise and place on Coalition Agenda	Executive Director	11/30/08
Schedule meeting with Provider Board Members, FCI and ELC ED to define information for the Board regarding DOE rules for readiness rates	Executive Director	11/30/08

Consent Agenda

Deborah Hill requested that the placement from birth to school age on the mission statement be confirmed. A request was made to incorporate the Mission Statement in the minutes.

Motion made by Sidney Calloway to approve the minutes of the August 8, 2008 with confirmation on the placement of wording contained in the amendment of the Mission Statement. **Seconded** by Maria Kuhn Brotton. Unanimously approved.

Action Items	Person responsible:	Deadline:
Place Mission Statement on next Coalition Agenda	Executive Director	11/6/08
Keep minutes on File	Executive Assistant	9/22/08

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Committee Reports and Recommended Action
Items

Executive Committee

2008-2009 Revisions to QRIS Protocol

Motion from Executive Committee to approve the 0809 updated QRIS protocol with content clarity edits and increase the maximum amount of time between pre-assessment and full star rating from one (1) year to eighteen (18) months; and approve the new QRIS FCCH practice where FCCH who volunteer to be part of the QRIS will be pre-assessed and begin an 18 month improvement process until such time that a 5-star rating protocol for FCCH is complete. **Unanimously approved**

Update on Office Space

Harry Duncanson reported that ELC submitted to CSC the ELC office needs. He reported CSC reviewed ELC's needs and determined that CSC would not be able to accommodate ELC. He pointed out that the primary conflict appeared to be meeting space needs. Mr. Duncanson further stated the following:

- ED had discussion with current landlord and some preliminary planning has been completed
- May put together a small committee
- Look at other properties
- Stay in current space if possible if economics could be worked out
 - Current landlord came back with proposal
 - Considering current market – looking for something a little better

Finance Committee

Financial Reports

Sidney Calloway, Chair of the Finance Committee, referred the Coalition to the Financial Statements ending June 2008. He reported that as of the end of the year the Coalition expended most of the dollars and does not see anything in the summary of significance. He stated that the Coalition has done what it set out to do.

Motion made by Sidney Calloway to approve the June 2008 Financial Statements pending the annual audit performed by a qualified independent certified public accounting firm. Seconded by Cindy Arenberg Seltzer. Unanimously approved.

Mr. Calloway gave a brief summary of the July 2008 Financial Statements.

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

Mason Jackson inquired if the balance is a book balance or cash on hand referring to the current financial situation outside of ELC. It was noted that it is cash on hand. Andrea Braynon, Chief Financial Officer, responded that discussions are being held with the bank to address this issue. The Coalition

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discussed the following:

- Question of whether or not funds are government funds
- State level discussing what Coalitions should be doing with regards to funds
- ELC's account opened when CSC was fiscal agent and was opened as a government account
- Proposal for finance committee to meet next week – invite folks who can answer questions
- Could be an investment account and then “sweep it” when needed
- The Executive Committee is empowered by the By-laws to take action if needed
- ELC retirement accounts are with VALIC/AIG, have been communicating

Utilization Report

Ainsworth Geddes, CFO of Family Central, gave an overview of the utilization report. Jeffrey Dwyer questioned the number of children being served and questioned why so much lower than previous years. Mr. Geddes stated that the numbers would be a lower because of the rate increase the Coalition approved last year. He further stated that the projection for loss of slots was approximately 600 where it currently is. Barbara Weinstein also pointed out that the numbers are affected by the fact that children are staying in the system longer

Personnel Committee

ED Goals

Maria Kuhn-Brotton, Chair of the Personnel Committee, pointed out there are two items being brought forward by the Committee. Ms. Kuhn-Brotton gave an overview of the goals which were agreed to by the ED. The following items were discussed:

- Some of the goals are board goals
- How are some of the goals going to be measured – no instruments or baseline assessment of what positive means
- Over next year look at those things that are under the purview of the ED such as employee learning and growth and good programmatic monitoring
- Some of the additional goals were developed around comments from Board Meetings
- Do earlier next year with a proposal at contract
- Board Evaluation will still happen - goals are for bonus

Motion brought forward from Personnel Committee to approve the following ED goals for the 2008-2009 fiscal year:

There will be a demonstrated increase of overall community awareness and commitment to the early care and education system through the following measures:

- A. Increase of 15% in financial commitments for Fiscal Year 2008/2009. **(2007/2008 FY amount collected is \$74,332)** (worth 10% of bonus)
- B. Increase of 15% in community awareness of the Coalition for Fiscal Year 2008/2009 as demonstrated by a 15% increase in the number of hits/visits to the Coalition website. **(2007/2008 FY baseline is 30,527)** (worth 10% of bonus)
- C. Increase in legislators', community and business persons' knowledge of ELC's mission and ECE as demonstrated by a year-end survey. (worth 5% of bonus)

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- D. Increase in School Readiness and VPK Providers positive connection to ELC as demonstrated by a year-end survey. (worth 5% of bonus)
2. There will be demonstrated success of early care and education system services funded by the Coalition through the following measures:
- A. Funded Services must meet an average of 85% of their core contractual services objectives upon monitoring (inclusive of the corrective action process and mitigating factors) (worth 20% of bonus)
3. There will be a demonstrated fiscal soundness of the Coalition as evidenced by the following:
- A. Favorable External Audit (FY 2007/2008). (worth 10% of bonus)
- B. Favorable Fiscal Monitoring by Funders (FY 2007/2008) (inclusive of the corrective action process and mitigating factors). (worth 10% of bonus)
- C. Demonstrated maximum use of available Funds to provide early care and education services to families by the following
- a. School Readiness funds will be spent down to as close to zero as possible for FY 2007/2008 on system and board identified School Readiness unmet needs (worth 10% of bonus)
1. Wait list and/or quality measures
 2. Additional measures added at mid-year and/or end of year
- b. Voluntary Pre-Kindergarten administrative program support funds will be spent down as close to zero as possible for FY 2007/2008 on system and board identified unmet VPK needs (worth 10% of bonus)
1. Quality Initiatives
 2. Additional measures added at mid-year and/or end of year
4. There will be continued demonstrated efforts to positively and directly engage the Board in the larger ECE service system and issues in Broward by the: offering of opportunities for all new and existing Board members to take escorted tours of system services (currently FCI, BCPS, BCCCLE) and child care provider sites and provision of follow up support for questions/concerns/ideas based on the site visits throughout the year, as demonstrated by Board self report. (worth 10% of bonus)

Employee Benefits

Maria Kuhn-Brotton gave an overview of the Personnel Committee recommendation

Motion from Personnel Committee to approve to increase the employer's contribution for dependent health insurance coverage from 50% to 75% and to add the benefit of short term disability for all staff members

The following comments were discussed:

- What other public entity covers spouse
 - CSC covers 100% of dependent care if the spouse has no other option and must attest to it
 - Public policy matter – very important for families to have insurance coverage
 - Some other Coalitions do pay 100%
- Cost of 75% coverage compared to 100% was discussed
- Health insurance goes toward an investment in employees and stabilizing the organization for the future

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- Discussion on disability insurance
 - Policy on sick leave and vacation is pretty generous
 - People don't have 90 days on the books for sick leave because they have taken days
 - Common in private sector to offer short term disability

Motion made by Sidney Calloway to amend the motion to for dependent health care coverage be 100%.
 Seconded by **Cindy Arenberg Seltzer Unanimously approved.**

Vote on motion as amended. Unanimously approved.

Penny Westberry indicated that the additional cost will come from unallocated funds.

Action items:	Person responsible:	Deadline:
Keep Financial Statements on File	Chief Financial Officer	9/22/08
Bring forward 09-10 goals during ED contract	Personnel Committee	5/20/08

Staff Reports and Recommended Action Items

Fiscal Year 2008-2009 Budget Amendment

Motion made by Sidney Calloway to approve the overall agency budget as presented. Seconded by Cindy Arenberg Seltzer. Unanimously approved.

2007-2008 OEL Annual Report

Motion made by Sidney Calloway to approve the ELC Annual Report for 2007-2008 to AWI. Seconded by Cindy Arenberg Seltzer. Unanimously approved.

CRRD Update

Deborah David, Director of CRRD, gave an overview of the Un-event pointing out that the money raised from this event has a potential to be matched by CCEP. Invitations were distributed to board members for distribution.

QRIS Status Update

No discussion

Action items:	Person responsible:	Deadline:
Submit Annual Report to AWI	Chief Program Officer	9/30/08

FYI

No discussion

Unfinished Business

None

Deleted: Coalition 09 19 08 minutes draft (3)final2

New Business
Stacy Angier announced that the VPK conference for 2009 will be held in the convention center and asked the Board for support in soliciting a sponsor for the event. She indicated that more information will be brought forward at the November meeting.
Public Comment
None
Next Meeting: November 10, 2008
Adjourn - 10:40 am

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

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