



Coalition Meeting

10/20/2009

8:30 AM

6301 NW 5th Way, Suite 3400

Ft. Lauderdale, FL 33309

Members in Attendance:

Britt Sikes, Vice Chair, Andrew Bray, Treasurer, Cindy Arenberg Seltzer, Secretary, Stacy Angier, Robin Bartleman, Claudia Dean, Julia Musella, Dr. Barbara Weinstein, Sidney Calloway, Alfreda Coward, Jeffrey Dwyer, Desorae Giles-Smith, Deborah Hill, Mason Jackson, Dr. Kevin Keating, Donna Korn, Nancy Merolla, Robyn Perlman, Dr. Steven Ronik, Mandy Wells

Members Absent:

Larry Rein, Marvin Dejean, Harry Duncanson

Staff in Attendance:

Penny Westberry, CEO, Andrea Braynon, CFO, Lee Tirpak CPO, Lisa Feeney, Senior ECE Program Specialist, Jessica Novak, ECE Program Specialist, Leonardo Almanza, Temporary Accounting Manager, Debbie Bainton, Executive Assistant, Marcie Westover, CRRD Assistant, Inez Webb, Administrative Assistant, Faye Franklin, Office Assistant

Others in Attendance:

Laurie Sallarulo, Khalil Zeinieh, Dianne Robinson, Haydee Rodriguez, Tracy Levinson, R Mary Bonigz, Ilene Gevirtz, Joy Gordon, Ainsworth Geddes, Wendi Siegel, Anita Platt, Patricia Williams, Linda Williams, Tara Khalil, Dosica Johnson, Pamela James

Welcome and Call to order

Brit Sikes, Vice Chair, called the meeting to order at 8:38 am. Mr. Sikes mentioned the waitlist and stated that the CEO will speak about that later in the meeting. Mr. Sikes shared that Robin Bartleman was 2009 FSCA Counselor Advocate of the Year in recognition of her service. She will be receiving the award on October 30, 2009

Roll Call was taken – quorum established

CEO Report

Penny Westberry reported on the following

- Janice Carter is not in today and will introduce herself at the next meeting.
- Introduced Leonardo Almanza who will be with the Coalition while Sandra Martinez is on maternity leave. She shared that Mr. Almanza was previously the Director of Finance at another Coalition
- Update on legislative meetings
 - Continue to meet with both State and Federal Legislators – invited Board members to participate in these meetings.
 - Family Central called a meeting with Rep Ari Porth and Sen Nan Rich who are co-sponsoring a bill on licensing regarding background screening.
 - Leadership of Association of Early Learning Coalitions will be meeting with Rep Ari Porth on Friday at ELC office
- Update on Child Assessment
 - ELAC group concerned with VPK Child Assessment spent months doing research – results are contained in the FYI section of the meeting packet.
 - Office of Early Learning stepping up to plate in terms of quality dollars.
- Update on Florida Chamber
 - Attended a small portion of a conference held earlier this month -early learning advocates were invited to the table – early childhood education is in their scope and recognized the importance to the economy of Florida.

Robyn Perlman shared with the Coalition that this month is Small Business Month, pointing out that Broward County Commission will hold a formal reading of a proclamation at their November 10th meeting. She stressed that Early Care and Education providers have an economic impact of \$2.9 billion in the State of Florida. The Proclamation was read into the record.

Gold Seal Recognition

Robyn Perlman stated that 32 providers are being recognized this month. She presented a certificate to ABC Workshop of Lighthouse Point who was present at the meeting.

Robyn Perlman shared with the Coalition that she had recently visited some providers through Family

Central. She indicated that one provider started a program that any parent who was there prior to the economic situation will be offered free childcare when the parents are going on interviews and looking for a job. She wanted to recognize Jan Mess of Crayons as the provider and asked that a letter be sent to her to congratulate for her efforts.

Sidney Calloway noted that Patricia Williams, one of the small businesses just recognized, is also a sitting commissioner for the City of Lauderdale Lakes.

Action items:	Person responsible:	Deadline:
Send letter to Jan Mess of Crayons	CEO	11/13/09

Consent Agenda

Penny Westberry made a correction to page 9 noting the date of 8/30/09 should be 10/30/09

Motion made by Sidney Calloway to approve the minutes of August 31, 2009 as amended. **Seconded** by Cindy Arenberg Seltzer. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep on File	Executive Assistant	10/21/09

Committee Reports and Recommended Action items

Personnel Committee

Penny Westberry reported in the absence of the Chair of the Personnel Committee that the last scheduled meeting had to be canceled due to a lack of a quorum. She stated that another meeting has been scheduled for October 30, 2009 and the Committee will report back to the Coalition in November.

CRRD Committee Update

Robyn Perlman indicated that the CRRD Committee reported earlier when presenting the Broward County Proclamation and honoring the providers.

Nominating Committee

Donna Korn gave a brief summary of the Nominating Committee meeting, pointing out that everyone being considered for board membership would have been an asset to the Coalition.

Motion from the Nominating Committee to approve Barrington Russell as a private sector board member. **Unanimously approved.**

Motion from the Nominating Committee to approve Laurie Sallarulo as an optional board member. **Unanimously approved.**

Procurement Committee

Britt Sikes indicated that Jeffrey Dwyer is expected to attend today’s meeting and will put off this report until he arrives.

Community Partners System

Stacy Angier gave a brief update on the Community Partners System Gathering. She invited Board members to attend the gatherings.

VPK/Preschool Conference Committee Update

Stacy Angier recognized all those who worked so hard to put together the conference -- in particular Dr. Carol Wasserman. She thanked sponsors including but not limited to CSC and AD Henderson and those Board and staff members that donated. Ms. Angier indicated that over 700 people participated in the event, noting that the feedback has been very positive. This conference has been recognized State-wide.

Ms. Angier reported that the Committee is now working on next year’s conference. She asked if any of the Board members had any contacts at Signature Grand or anywhere else to please contact Lee. She also asked for any contacts for sponsors and grants.

Cindy Arenberg Seltzer indicated that she heard wonderful things about the conference and recognized Borders for all the books that were distributed. Ms. Seltzer pointed out the special needs track that was added this year, noting that CSC is in the processing of applying for a grant to bolster that aspect of the conference for next year.

Action items:	Person responsible:	Deadline:
Add new board members to Board Membership roster, schedule orientation meeting with CEO	Executive Assistant	11/13/09

Staff Reports and Recommended Action

Financial Statements

Andrea Braynon gave a brief overview of the financial statements referring the Coalition to the summary on page two. Mr. Calloway asked if there is anything material that the Coalition should know about. Ms. Braynon responded in the negative.

Motion made by Sidney Calloway to approve the financial statements for July 2009 and August 2009 pending the annual audit performed by a qualified independent certified public accounting firm.
Seconded by Cindy Arenberg Seltzer. **Unanimously approved.**

Utilization Reports

Ainsworth Geddes, CFO of Family Central, gave an overview of the reports. There were no questions

Enrollment Scenarios for Use of ARRA and Carry forward Dollars

Penny Westberry gave an overview of each scenario that was distributed to Coalition members via e-mail and hard copies were distributed at the meeting. She stated that staff recommends scenario 3 on the action statement in the meeting packet.

The Coalition had the following comments:

- Concern raised over further cuts for future years
 - Further cuts would reduce Federal match monies
 - Fair assumption would be no increase in funding next year
- Would like to see Coalition move forward with somewhere between Option 1 and Option 3
 - CEO responded that scenario can be put together however the Coalition will be looking at disenrolling next year
- Worried about holding back any ARRA money – two year life span because it is legislatively required not because Congress wanted to spread over that time period
- Congress looking at unspent ARRA money and presuming there is no need because the funds are not being spent
- Congress looking at perhaps recapturing those funds and turning them back to organizations that can use them
- If Coalitions cushion the impact – also cushioning impact for State
- Need to use funds now and show the need – if you hold them you might lose them
 - CEO indicated that the direction from the State is that it is okay to spread out over two years – State is not seeing that there will be ramifications from spreading it out – not sure if that is valid or not
 - Percentage of ARRA money spent would be met – only 10% carried forward
 - A lot of other Coalitions are spreading out – concern that if Coalition winds up in a deficit situation it will raise questions as to why didn't the Coalition plan better like the other Coalitions
- Can dollars be earmarked for children that will be aged out of the system – enroll 4 year olds who then will be going to kindergarten
 - The projections that include aging out are already in the scenarios
 - Clarification – the suggestion was to enroll 4 year olds rather than just going down the wait list – this would skew the enrolled population to include more children who would age out
 - Does not help the parent with a 4 year old and a 2 year old who needs childcare in order to work
- Concern raised about disenrollment – definitely a catch 22 situation
- Greatest responsibility is to be fiscally accountable and do not want to see Coalition in a deficit role
- Denying people who need help now in favor of keeping people who already have received public assistance
- Leaving people un-served when able to serve is irresponsible
- Providers are losing children because their parents are unable to pay for care. This puts an additional strain on the child care centers and homes which are already having difficulty surviving.
- CSC has always given the Coalition flexibility in drawing down the funding
- Keep making a case that there is a big waitlist – will have hard time to continue to make that case

if there are dollars to attack the problem and the dollars are just shifted around rather than attacking the problem

- The Federal and State and government in general will make funds available for one year and those same funds are not available on a re-occurring basis– enticing the Coalition to spend money the Coalition does not have at the risk of jeopardizing and causing disruption to the stability of the way the organization is run as well as the families that The Coalition helps.

Motion made by Cindy Arenberg Seltzer to delay this decision until the November Coalition meeting for staff to develop further scenarios to include: placing more children in care; use more ARRA dollars; having less money in reserve; and using adjusting the priority list to enroll more children who will naturally age out of care in order to minimize the possibility of disenrolling. **Seconded** by Donna Korn. **Unanimously approved.**

Temporary Expansion of the Quality Assurance/Quality Rating Services Contract.

K Lee Tirpak gave a summary of the action item.

Motion made by Sidney Calloway to approve allocation of \$88,250 to the Quality Assurance/Quality Rating Services contract (ELC 4-1) for the temporary expansion of the contract to assess an additional 56 classrooms, rating an additional 18 child care centers, purchase Quality Counts Broward branding materials to begin marketing efforts, cover costs associated with each rating and allocate \$30,635 to ELC reserve funds for future Quality Initiatives. **Seconded** by Jeffrey Dwyer.

Mandy Wells stated that she is abstaining from voting on the item since it is a county funded program noting that she will contribute as far as information giving.

Unanimously approved.

Procurement Attorney

Britt Sikes indicated that the Procurement Committee was delayed from the agenda earlier in the meeting for the Chair of the Committee to arrive. Jeffrey Dwyer, Chair of the Procurement Committee, indicated that the Committee met on October 12, 2009 and has another meeting scheduled for October 26, 2009. He confirmed that the Coalition received the handouts for the proposed actions.

Motion from the Procurement Committee to Approve a \$5,000 retainer for a procurement attorney to be used on an as needed basis not to exceed \$10,000.00 with the caveat of first trying to find an attorney to provide work pro bono. No second needed coming from Committee.

The Coalition members made the following comments:

- Several inquiries have been made for pro bono attorney with positive feedback – will have an answer at next Procurement Committee meeting – if no response would move forward with motion if approved
- Recalling previous conversations as having General Counsel sit in on meetings and determine if needed special counsel for specific item clarification - requested on how it will work with General Counsel and Special Counsel
 - The Committee agreed unanimously to the following

- Did not feel that Counsel was needed to be present at every meeting - three attorneys sitting on Procurement Committee together with two very qualified business people
- General Counsel would be used for documentation, word smithing, etc
- Imperative to have special Procurement Counsel to rely upon for specific questions
- Might be appropriate to have General Counsel at the meetings to be able to answer general questions but also to pinpoint questions that Special Counsel is needed for
- Do not need Counsel sitting at meetings when most of the meetings are service delivery
- Procurement Committee is trying to keep costs down
- Praised first going for pro bono – if hiring Special Counsel – have General Counsel recommend Special Counsel

Jeffrey Dwyer called the question. Clarification of process – any documentation for word smithing would be completed by General Counsel, specific questions will go directly to the Procurement Counsel. After a few more comments a vote was taken and the **Motion Passed**

Motion brought forward from the Procurement Committee to approve keeping the ELC 4 contract with Broward County for the 2010/11 year with two one year renewal options and approve keeping ELC 6 with the Broward School Board for 2010/11 year with two one year renewal options. Seconded by Sidney Calloway. **Unanimously approved.**

Andrew Bray, Treasurer, proceeded to Chair the meeting upon the departure of Britt Sikes, Vice Chair

Unemployed Clients' 60 Day Suspension Update and Recommendation

Lee Tirpak gave a brief summary of the item

Motion made by Jeffrey Dwyer to approve policy to extend school readiness services to the children of families receiving unemployment compensation benefits for up to 60 days pay and use ARRA Funds, according to the Emergency Rule, 60BBER09-2, effective May 15, 2009. **Seconded** by Donna Korn. **Unanimously approved.**

Quorum was lost at 10:20 am

OEL Annual Report

Lee Tirpak gave an overview of the Annual Report. Since the quorum was lost, this item will be placed on the next Coalition agenda. Already submitted to OEL because of timing of Board meetings – can submit changes if needed

Follow Up Waiting List Comparison Discussion and Messaging

Penny Westberry gave a brief summary pointing out the following:

- May want to discuss this at another time when more members are present
- Different Coalitions track the waitlist differently
- Shows needs in Broward compared to other Coalitions
- The Director of the Office of Early Learning may actually be able to find the original formula – may have for next meeting
- New money such as ARRA – Broward benefits

Action items:	Person responsible:	Deadline:
Keep Financial Statements on file for annual audit	CFO	10/30/09
Place Additional Enrollment Scenarios for Use of ARRA and Carry forward Dollars on next Coalition meeting agenda	CEO	11/13/09
Amend contract for expansion of quality Assurance/Quality Rating Services Contract	CPO	11/30/09
Proceed with process for Procurement Attorney	CEO	11/30/09
Proceed with contracts for ELC4 and ELC6 for FY 2010/11	CPO	7/1/10
Implement new policy for unemployed clients	CPO	10/30/09
Place OEL Annual Report on next Coalition meeting Agenda	CEO	11/13/09
Place Waiting List Comparison Discussion on next Coalition meeting Agenda	CEO	11/13/09

FYI

Stacy Angier pointed out the following two items:

- Two rules that have been put in place regarding attendance is of great concern to providers and need the Coalition support on this
 - Unrealistic that providers do not get paid for services provided for 9 months
- Another policy regarding transfers is also of great concern

Unfinished Business - none

New Business - none

Public Comment
Wendy Siegel stated that it is most challenging for providers to speak at the end of the meeting when many Coalition members have left. She commented about the difficult times providers are currently going through with decrease enrollment and encouraged the Coalition to spend the ARRA dollars.
Khalil Zeinieh shared that Family Central has applied for and has received a grant for 2 millions dollars to serve 50 families over the next four years that are dealing with HIV or substance abuse with the goal of keeping those families together.
Next Meeting Date November 13, 2009
Adjourn
The meeting adjourned at 10:40

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

Penny Westberry, CEO

Britt Sikes, Vice Chair

Andrew Bray, Treasurer

Cindy Arenberg Seltzer, Secretary