



Coalition Monthly Meeting

11/8/2010

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, Robin Bartleman, Sidney Calloway, Alfreda Coward, Claudia Dean, Marvin Dejean, Laura Gambino, Deborah Hill, Mason Jackson, Dr. Kevin Keating, Donna Korn, Julia Musella, Robyn Perlman, Larry Rein, Dr. Steven Ronik, Mayor Barrington Russell, Sr., Laurie Sallarulo, Dr. Barbara Weinstein,

Members Absent:

Desorae Giles-Smith, Britt Sikes, Kimberly Welles, Mandy Wells

Staff in Attendance:

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

Others in Attendance:

Gilbert Rincon, Dr. Carol Wasserman, Dr. Ilene Miller, Mildred Hightower, Ainsworth Geddes, Sharon Cohen, Evelyn Grooms, Anita Platt

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

The Chair called the meeting to order at 8:35 am
Roll call was taken – quorum established

Report of the Chair

Jeffrey Dwyer reported on the following:

- ELAC Meeting
 - AWI is preparing for a 5% reduction in funding
 - Children's Forum did a presentation noting that it is taking the average teacher in daycare facilities 5-7 years to complete their two year degrees
 - May have to look at this and possibly help with scholarship
- Lake County did a match project and set up a fundraising campaign – understand a lot of Coalitions will be taking on that initiative – may be something we should look at

Report of the CEO

Penny Westberry reported on the following:

- Referred to Tab 1 – handout created by OEL
 - Contains potential impact of funding issues
 - In process of preparing a new one – particularly with change in leadership – looking to prepare another one with different information to have a different spin – this one is not for distribution
 - ARRA funding helped for the past couple of years – ARRA funding will be going away
 - Ask all to advocate and educate as previously done which helped in previous years
 - This year will be emphasizing school readiness funds allow people to work
- DCF Workgroup formed – tasked with looking at licensing regulations around the State.
 - AELC has a representative on that group
 - CEO attended meeting last meeting in Palm Beach
 - Group looking at recommending
 - a change in ratios
 - increasing training requirements
 - Gold Seal and quality rating relationship

- ELIS replacement for EFS has run in to some snags – contractor is significantly behind schedule

Alfreda Coward inquired if now is the time to bring forward some meaningful conversation regarding the waitlist, stating that she would be willing to volunteer to serve on a committee. Ms. Westberry indicated that the CRRD Committee is working on this issue. She further stated that attacking the waitlist requires more resources and that is why the CRRD Committee is addressing it. Ms. Perlman indicated that CRRD is working very hard on trying to get children off the waitlist in regards to the technical assistance program. Ms. Perlman indicated she would give more information in her report. The Chair responded that it is a great question and very timely. He indicated he would be interested in revisiting it indicating that can be discussed further..

Leticia Strasser, ECE Program Specialist, introduced herself.

Consent Agenda

Motion made by Andrew Bray to approve the September 13, 2010 minutes. **Seconded** by Sidney Calloway. **Unanimously approved.**

Action items:

Keep minutes on file

Person responsible:

Executive Assistant

Deadline:

11/9/10

Staff Action Items

Recommended Fund Balance Spending Plan

Penny Westberry summarized the recommendation, pointing out that there is no strong argument with OEL to keep the funding. She turned it over to Andrea Braynon, CFO, who outlined the allocation of funds.

The Coalition had the following questions, comments or concerns:

- Does the Coalition have to spend the funds – if not spent AWI indicated it would reduce funding next year by that amount
- What is reasoning behind liquidating the money market account and certificate of deposit – it provides operating cash for ease of operation – will be held in a sweep account
- Concern regarding business partner that did not fund its half of the promised match – although minor – could have been significant – needs to be taken into account for future
 - 2 children from one family were disenrolled
- Questioned reserving \$12,168 - FCI has been informed that their server could crash any day soon noting that the server is used by FCI for making payments
 - Total cost of server 16,000 – \$3,500 is for the server, the remainder is to build the server.

- Questioned if any consideration was given to a virtual server
 - Cannot go toward virtual server must go with the Vendor for the State and they dictate what is required
 - Looking ahead to legislative session – could be an opportunity to broaden that capacity – it should be on the table
 - CSC doing a lot of investigating of the “Cloud” and concern raised that all the processing for payment should not be in the cloud right now

Motion made by Andrew Bray to approve:

- 1) Allocation of \$717,125 of the fund balance to slots, to offset the net reduction in slot funding created by funding allocation changes that have occurred since the FY2010-11 preliminary budget approval;
- 2) Allocation of \$1,657.70 of the fund balance to cover a previous slot expense created when a CCEP business partner did not fund its half of the promised match;
- 3) Reserving of \$12,168 of the fund balance for possible investment in upgrading the EFS server at Family Central, Inc. (FCI), to be brought to the Board for a decision at the December Board meeting and expended in December if approved, or moved to slots if not approved;
- 4) Liquidation of the money market account and the certificate of deposit totaling \$506,348.10 and placing that cash in the Wachovia Banking account for cash flow purposes.

Seconded by Cindy Arenberg Seltzer **Unanimously approved.**

2009-2010 AWI/OEL Annual Report

A Coalition member noted that 28.39% of the children served are school-age children and asked if there is anything that can be done to reduce that percentage of school aged children to serve those children we need to target. It was pointed out that 75% is going to pre-school age range. Ms. Westberry noted the following:

- Board took action to serve children up to age 10 – kicked in this summer – number will change next year
- Coalition could look at it further and bring that number down
- There are a number of school-age children that ELC is mandated to serve

Motion made by Sidney Calloway to approve the Early Learning Coalition of Broward County, Inc. 2009-2010 Annual Report for final submission to AWI. **Seconded** by Andrew Bray. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Proceed with Fund Balance Spending Plan	CFO	12/1/10

Keep Board approved annual report (previously submitted to AWI) on file	CPO	11/12/10
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Committee Reports

Personnel Committee

Marvin Dejean, Chair of Personnel Committee, reported that the Committee met and addressed some issues that the CEO brought to the attention of the Committee, which included looking at bringing in special counsel with HR and labor expertise to look at the ELC Personnel Manual as well as having an HR attorney be ready to deal with HR issues of concern in the future. The Personnel Committee recommended to the CEO that General Counsel contract gives her the purview to review the Personnel Manual. Mr. Dejean stated that as a compromise the Committee agreed to start vetting HR attorneys for possible future use. Mr. Dejean deferred to the Chair as to whether or not the task of vetting an HR attorney would require a motion. Mr. Dwyer agreed with the General Counsel reviewing the Personnel Manual. He stated that he has not read any minutes nor seen any information regarding the second issue and indicated that perhaps the Personnel Committee bring back something in writing to include the foundation and the reasoning and understanding behind the recommendation.

The Board had the following questions, comments, concerns:

- General agreement that General Counsel was competent to review Personnel Manual and was within her contract and scope of work
- Second issue of looking for an HR attorney as a resource for the CEO
 - Premature that Personnel Committee suggested collecting data about possible HR Counsel before the Board identifies a need for HR Counsel
 - If there were an item or issue that required the Board to consider whether or not a special counsel is needed – confident General Counsel would bring it to the Board’s attention.
 - Typically with organizations and procedurally General Counsel determines whether there is a need for Special Counsel
 - Do not need to duplicate work and scope of General Counsel
 - Without identifying what is wanted, the scope of the engagement, the amount of the budget, and the issues to be looked at are integral to a discussion like this – concern it would waste the valuable time of the Committee members and the law firms that would respond to an invitation.
 - Is there back-up on this issue – Chair requested that the Personnel Committee bring forward some back-up as to why it should come forward and where it is going
 - This came from the whistleblower complaint from a couple of months ago
 - Committee questioned whether or not a special HR attorney needed for those kinds of issues – most of the members in the Personnel Committee felt that the GC was more than adequate to deal with those issues
 - Personnel Committee is doing exploratory work
 - If looking at Personnel Manual is an HR expert required?

The Chair stated that he did not think this was an appropriate forum for this issue. He asked the Personnel Committee to bring something forward in writing on the issue. The Chair recognized a staff member

who requested the Board to consider counseling for the ELC staff.

Upon hearing the request from the staff member the Board had the following comments and concerns

- Sounds like there is an internal issue that needs to be dealt with administratively
- Does not sound like a legal issue which does not require legal expertise – more administrative process
- Requested CEO to talk to employees what the concern is for employees to get counseling and what the issue is
- Concern raised as a Board member what is responsibility – requested Chair to find out what is going on here
- Confused and surprised by the turn of the conversation – do not know why Board is having this conversation - the Personnel Committee is looking into some issues and are doing some exploration – do not need Chair to intervene – the Personnel Committee can handle this
- When an employee asks for counseling it is not an issue for a Committee it is an issue for the CEO
 - Personnel Committee is a public meeting and concern was raised that the level of frankness could be limited
- The Co-Chair of the Personnel Committee stated that CEO is asking the Personnel Committee for outside resources not necessarily legal to talk about all of these issues, commenting that the Board should support the CEO.

Jeffrey Dwyer stated that he will meet with the CEO and GC and will bring back a report to everyone. It was noted that a staff member put their neck on the line and hopefully it will lead to a resolution of whatever is going on, adding that the comment is appreciated.

CRRD Committee

Robyn Perlman, Chair of the CRRD Committee, gave a short overview of the projects that the CRRD Committee is working on. She shared the following:

- Working on a Business Technical Assistance Program under Quality Counts
 - Development of better business – more revenue – better services to clients
- Thanked Mark Gross, FCI, Evan Goldman, CSC, Anita Platt, County Licensing, Kelly Kinsell, Wachovia and other business people in the community
- Fact finding and developing the project has taken well over a year
 - A result of the survey -providers are putting out \$20 million a year out of their pocket to serve the population the Coalition serves – if 50% can be captured for those providers by better business practices that is another \$10 million somewhere in the system to take in more children
 - The real key is a systemic change and a partnership between the provider, family, funder and community at large
 - Assessment and benchmarking for all this is very important
- Would like to present to the Board via a workshop to get everyone's input when all the parts are put together which include:

- Program responsibility – curriculum, mentors, how providers selected and participate
- Big part – waitlist - looking at getting 200 children off the waitlist
 - Meeting scheduled this Wednesday at 10:00 to discuss
- Program assessment
- Shared resources
- Suggested that Board take 15 minutes each meeting discussing what is happening in childcare and the waitlist
- It was announced that the Coalition has received \$37,500 from AD Henderson Foundation for scholarships

The Board had the following questions, comments, concerns:

- Asked if the number of children on the waitlist is of “crisis proportions”
 - At “crisis proportions” when the Coalition services fell below 10,000 children – increases waitlist
 - Need to look at other things the Coalition can be doing in addition to the work of the CRRD Committee
 - Addressing at by-laws on whether CRRD should be larger in scope and function
 - Head Start has approximately 4,000 children on the waitlist that could also be on SR waitlist -
 - Head Start families are 100% of poverty rather than 150% for SR
 - Children in Head Start could also be served by SR
 - Head Start families must reapply every year – School Board has asked for more funding to serve 9 additional classrooms

By-Laws Committee

Jeffrey Dwyer reported that the By-laws Committee has met twice. He indicated that a meeting is scheduled for this Wednesday. The By-laws will be sent out to all once the Committee completes its work

Broward’s Early Childhood Educators’ Conference

Stacy Angier reported the following:

- Conference was a big success
- Pointed out the sponsors – referred Coalition to page 9 and thanked all who contributed
 - Round of applause was given to Carol Wasserman, Family Central and Dr. Ilene Miller, the Committee members and volunteers
- 1,000 providers participated
- A power point presentation was shown with pictures from the conference
- This event has become huge – doing it on a wing and a prayer – talked about in other counties –

needs to be a budgeted item by the Coalition

The Chair thanked Yummy in my Tummy who supplied the food for the meeting

Action items:	Person responsible:	Deadline:
Schedule meeting with GC, CEO and Chair	CEO	12/1/10

FYI

Laura Salarullo shared that the County’s Children Service’s Board Needs Assessment Committee had a presentation on youth that have children and are aging out of the system. She shared that the number one need for these children was childcare. She noted that they are not on the priority list and asked if there is something that ELC can do. The Chair responded that he would put this item on the Executive Committee Agenda.

Unfinished Business – no discussion

New Business

It was announced that Gilbert Rincon will be leaving Family Central and joining Polk County ELC.

Deborah Hill stated that she would like to mention the low graduation rate of black males in Broward. She noted that this issue stems from early education, pointing out that that 65% of black males are retained in 3rd grade because they cannot pass the FCAT. She stated that there was a meeting at Dillard High School and she will forward the website that has the presentation. The CEO indicated she would pass it along, stating that this is great information for the Coalition’s advocacy efforts

The Board had the following questions, comments, concerns:

- Issue of graduation rate in Black and Hispanic community has reached crisis proportion.
- Mr. Dejean’s company is bringing together community organizations to start a pilot project – Minority Development, Hispanic Unity and Urban League
 - Willing to bring in other organizations for funding if the three organizations are willing to work together
 - Suggested United Way
- Can target this sub-group as a goal – can count on School Board for help
- School Board has a number of school sites where students bring their children for day care – could be expanded – there is also a center for pregnant teens which includes parenting classes
- Efforts are underway – need to build on what’s out there - no need to create the wheel there are wheels spinning
 - United Way and the School Board has a graduation task force

- Children’s Strategic Plan is looking at early childhood and juvenile crime
 - There is a gap in what Coalition is doing now – currently focusing on environment and need to focus on vocabulary

Barbara Weinstein asked for a point of personnel privilege and recognized Evelyn Grooms, who has spearheaded many programs for children.

Action items:	Person responsible:	Deadline:
Forward website with presentation regarding High School Graduation to Coalition members	Deborah Hill/CEO	12/1/10
Add discussion on Youth with children aging out of the system to the Executive Committee Agenda	Coalition Chair	3/1/10
General Public Comment – No comment		
Next Meeting Date: December 8, 2010		
Adjourn		
Meeting adjourned at 10:15 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