



# Coalition Meeting

11/13/2009

8:30 AM

6301 NW 5th Way, Suite 3400

Ft. Lauderdale, FL 33309

**Members in Attendance:**

Andrew Bray, Treasurer, Robin Bartleman, Claudia Dean, Julia Musella, Larry Rein, Dr. Barbara Weinstein, Alfreda Coward, Marvin Dejean, Jeffrey Dwyer, Desorae Giles-Smith, Mason Jackson, Donna Korn, Nancy Merolla, Robyn Perlman, Laurie Sallarulo, Mandy Wells

**Members Absent:**

Stacy Angier, Cindy Arenberg Seltzer, Sidney Calloway, Harry Duncanson, Deborah Hill, Dr. Kevin Keating, Dr. Steven Ronik, Mayor Barrington Russell, Britt Sikes

**Staff in Attendance:**

Penny Westberry, CEO, Andrea Braynon, CFO, Lee Tirpak, CPO, Deborah David, CRRD Director, Lisa Feeney, Senior ECE Program Specialist, Janice Carter, ECE Program Specialist, Jessica Novak, ECE Program Specialist, Jose Abreu, IT Manager, Leonardo Almanza, Accounting, Debbie Bainton, Executive Assistant, Marcie Westover, CRRD Assistant, Inez Web, Administrative Assistant

**Others in Attendance:**

Burnadette Norris-Weeks, General Counsel, Khalil Zeinieh, Dr. Carol Wasserman, Anita Platt, Ainsworth Geddes

Welcome and Call to Order

Andrew Bray, Treasurer, in the absence of the Chair, Vice Chair and Secretary called the meeting to order at 8:40 am

Roll call was taken and a quorum was established.

Mr. Bray welcomed new board member Laurie Sallarulo.

CEO Report

Penny Westberry asked Janice Carter, ECE Program Specialist, to introduce herself. Ms. Carter gave a brief summary of her career.

Ms. Westberry stated that this will be Deborah David’s last board meeting and thanked her for her hard work. Ms. David thanked the Coalition for the opportunity to work with the Coalition, stating that she has learned a lot. Ms. Westberry announced that Sandra Martinez had a baby girl and will return to work in March.

Ms. Westberry stated that she will be passing around two things:

- an envelope for donations to supply refreshments for the meetings, which has not been done in a while
- list to sign up for child care site visits

Consent Agenda

Ms. Westberry indicated that on page 5 toward the top there is an “h” in Crist and on page 6 under Personnel Committee report “goals” should be added to the last bullet under the CEO control. It was also noted that on page 2 an additional “t” needed to be added to “Brit”

**Motion** made by Jeffrey Dwyer to approve the minutes as amended. **Seconded** by Donna Korn. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep minutes on File	Executive Assistant	11/16/09

Committee Reports and Recommended Action  
Items

Procurement Committee

Jeffrey Dwyer reported that the ITN document will be reviewed by Mel Wilson and be brought forward to the Executive Committee for final approval. Burnadette- Norris-Weeks, General Counsel, reminded the Coalition Members of the Cone of Silence.

CRRD Committee Update

Deborah David reported that ELC and several providers attended the reading of the Broward County Proclamation. It was announced that updates will be on ELC's facebook and everyone was encouraged to log on.

Personnel Committee Update

Marvin Dejean indicated that the Committee will be reporting at the next Coalition meeting.

Community Partners System Gathering Update

Julia Musella reported that the next meeting is scheduled for Wednesday November 18, 2009. Lee Tirpak stated that the meeting next week will be a providers' forum and she invited everyone to attend.

VPK Conference Update

No report given

Staff Reports and Recommended Action

Financial Statements

Andrew Bray stated that there was a typo on page 4 listing the date of 2007 instead of 2009. A corrected sheet was distributed in the beginning of the meeting. Andrea Braynon gave a brief summary of the statements. There were no questions.

**Motion** made by Alfreda Coward to approve the Coalition's September 2009 Financial Statement pending the annual audit performed by a qualified independent certified public accounting firm.

**Seconded** by Donna Korn. **Unanimously approved.**

Utilization Reports

Ainsworth Geddes, CFO Family Central, gave a summary of the School Readiness and VPK Utilization Reports. Julia Musella asked if the data could be broken down to determine the age groups of the children enrolled.

Enrollment Scenarios for Use of ARRA and Carry forward Dollars

Andrew Bray referred the Coalition members to the information contained behind Tab 5, stating that this item was previously discussed at the last meeting and staff was directed to bring back additional scenarios for the Board's consideration. Mr. Bray referred to a letter from Harry Duncanson that was distributed

at the meeting. Ms. Westberry passed around ARRA Guidance from OEL/AWI pointing out that OEL has no plans to “pull back” any Recovery Act funds other than the de-obligation based on June 30, 2010 expenditures. She gave a summary of the additional scenarios. She indicated that staff continues to recommend scenario three with a second choice of scenario six. Ms. Westberry further stated that staff does not recommend enrolling 4 year olds first. Jeffrey Dwyer asked if the Coalition went with scenario three would siblings be able to be served together. Lee Tirpak indicated that the priority list would need to be changed to enroll siblings at the same time.

**Motion** made by Jeffrey Dwyer to approve scenario three which includes:

- 1) Expend all CSC FY08-09 carry forward in FY09-10
- 2) Reserve \$1,266,033 of ARRA/CSC funds in FY09-10 to be spent in FY10-11, which is 2.6% of total slot dollars and of that, the carry forward ARRA funds total 9% of the total ARRA funds
- 3) Continue mandatory enrollments at a rate of 170 a month and income eligible enrollment will end when allocated funds are expended
- 4) Allow normal attrition to occur for income eligible children, without replacement, in FY10-11
- 5) Maintain contingency of \$302,689 (.6% of slot dollars) in FY10-11 for unanticipated slot utilization patterns, loss of CCEP funding and/or match or further cuts in state funding

**Seconded** by Robyn Perlman **Unanimously approved.**

Annual Report

Andrew Bray referred the Coalition to Tab 6.

**Motion** made by Mason Jackson to approve the OEL Annual Report for 2008-2009. **Seconded** by Desorae Giles Smith. Unanimously approved.

Follow-up Waiting List Comparison Discussion

Penny Westberry reported that she has in her possession the original formula and will need some time to go through it and report back to the Coalition. It was noted that the multipliers are an important part of the formula and we should continue to seek that information. Ms. Westberry reported that the wait list has gone down a little, noting that when word gets out that there has been enrollment from the wait list it usually increases. Stressing that it is very difficult to compare waitlists due to the variation on how the list is kept, she reminded the Coalition that the data presented are State funded children and that does not include CSC funded children. She gave a brief summary of the data, pointing out that the list reflects the unmet needs of Broward.

Ms. Westberry stated that starting July 1 the Coalition will start dis-enrolling 10-13 year olds, who have been given a year’s notice. Mason Jackson reiterated that the Ad-hoc Waitlist Committee did not like any of the recommendations for the priority list but presented the ones with the least harm.

Action items:	Person responsible:	Deadline:
Keep financial records on file	CFO	11/16/09

Proceed with Scenario 3 as outlined above	CEO	11/16/09
FYI		
No discussion		
Unfinished Business		
None		
New Business		
<p>Robyn Perlman stated that she had recently attended a Broward County Commission meeting and shared with the Coalition members a form that is used at those meetings for public comment. She pointed out that public comment is at the end of the Coalition meetings when many of the members have left and felt that it is important that the Board hear public comments prior to taking a vote. She also suggested that maybe public comment could be placed in the beginning of the meeting. Andrew Bray, recognizing that he is a temporary Chair suggested that the new Chair decide that issue. He also stated that the Executive Committee sets the agenda and perhaps it should go to that Committee.</p> <p><b>Motion</b> made by Desorae Giles-Smith to have general counsel draft a proposed policy based on comments made at the meeting and submit to the Executive Committee prior to the next Coalition meeting.</p> <p>The Coalition Members had the following comments and concerns:</p> <ul style="list-style-type: none"> <li>• Commission meetings open comments to the public prior to voting</li> <li>• School Board allows public comment after Board discussion with a time limit</li> <li>• The additional expense for legal fees was not necessary when staff could prepare a document for the Executive Committee</li> <li>• Difference between a public meeting and a meeting held in public</li> </ul> <p>Question called. The Chair stated that there is a <b>Motion</b> and a <b>Second</b>. <b>Motion failed</b></p> <p><b>Motion</b> made by Robyn Perlman to have staff prepare a document to allow public comment prior to an action vote and submit to Executive Committee. <b>Seconded</b> Desorae Giles-Smith. <b>Unanimously approved.</b></p>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Prepare a process for public comment at Coalition meetings and place on Executive Committee meeting	Executive Director	12/2/09

Public Comment

Marvin Dejean brought forward the upcoming census count and stressed that it is important that the Coalition do something to get information out to providers. It was noted that this information was brought forward at the Systems Partner meetings. In addition, Family Central has been working with the County to be sure all of the providers are aware of the importance of the census count. Family Central has distributed thousands of flyers to providers and has applied for a grant to obtain promotional materials such a refrigerator magnets. It was noted that Broward County has lost over 65 million dollars since the last census.

Donna Korn requested that Mayor Russell be given a few moments to tell the Coalition who he is.

Next Meeting Date:

Wednesday, December 16, 2009

Adjourn

Motion to adjourn. Meeting adjourned at 9:55 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**

Penny Westberry, CEO

Andrew Bray, Treasurer