



Coalition Meeting

12/8/2008

8:30 AM

6301 NW 5th Way, Suite 3400

Fort Lauderdale

Members in Attendance:

Harry Duncanson, Chair, Robyn Perlman, Vice Chair, Sidney Calloway, Treasurer, Jeffrey Dwyer, Secretary, Stacy Angier, Robin Bartleman, Julia Musella, Larry Rein, Andrew Bray, Mason Jackson, Dr. Kevin Keating, Maria Kuhn-Brotton, Jack Moss, Robyn Perlman, Steven Ronik, Cindy Arenberg Seltzer, Marvin Dejean, Desorae Giles-Smith

Members Absent:

Dr. Barbara Weinstein, Paul Eichner, Michael Elwell, Deborah Hill, Donna Korn, Britt Sikes

Staff in Attendance:

Penny Westberry, Executive Director, Andrea Braynon, Chief Financial Officer, K. Lee Tirpak, Chief Program Officer, Sandra Gonzalez, Accounting/HR Manager, Deborah David, Director of CRRD, Debbie Bainton, Executive Assistant, Marcie Westover, CRRD Assistant, Inez Webb, Administrative Assistant

Others in Attendance:

Burnadette Norris-Weeks, General Counsel, Ilene Gevirtz, Doreen Moskowitz, Carol Fauj, Cynthia Border-Byrd, Dr. Carol Wasserman, Jim Walker, Gilbert Rincon, Ainsworth Geddes, Yanick Goutier, Ronald Thompkins, Maria Hernandez, Nancy Kenny, Claudia Dean, Peggy Goldstein

Welcome and Call to Order

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

Roll call was taken – quorum established

The Chair recognized Julia Musella and Baby Boomers for winning the Best of Pompano Beach Award

Report of the Chair

Mr. Duncanson reported that the Chairs’ meeting will be held this Friday and requested feedback from the Coalition regarding the talking points on VPK testing located behind Tab 1 in the meeting packet. He indicated that he wants to bring this forward at the Chairs’ meeting as coming from the Board. Stacy Angier summarized the points.

Motion made by Sidney Calloway to endorse the following recommendations:

- ✓ Use pre and post child-assessment, administered at the start and end of the VPK program, to determine gains made while in the VPK program
- ✓ Evaluate VPK programs using a valid and reliable program assessment tool
- ✓ Combine these scores for VPK provider Readiness Rates (provider efficacy scores).
- ✓ Use one, whole child, program measure (added value: Teachers cannot teach to the test if it measures the whole child.) And, if discrete skill scores must be added, give greater weight to the whole child score. Additionally, it is recommended to assess skills that are normally products of performance and teachings in preschool NOT in kindergarten.
- ✓ If a separate test for discrete skills must be used, wait until VPK teachers have been introduced to the assessment and have been able to adjust their curricula to prioritize skill-building in a corollary manner before changing the test.
- ✓ Conduct inter-reliability checks between counties and between teachers to ensure that the results are reliable across classrooms and across counties.

Seconded by Robyn Perlman. **Unanimously approved**

Coalition members had the following comments:

- ✓ Need to look at a paradigm shift
 - Question is are they school ready – if not – then stay in the program
 - Mastery should be a constant and time should be a variable
- ✓ Should have assessments throughout the process

Harry Duncanson referred the Coalition to the attendance issue. He pointed out that the member is not present today and is now absent for four meetings. Robyn Perlman expressed the need of the Coalition to have a quorum for voting purposes.

Motion made by Robyn Perlman to accept Marvin Dejean’s resignation as a result of four absences.

Seconded by Sidney Calloway. **Unanimously approved.**

Report of the Executive Director

Penny Westberry pointed out that a representative from FAU is present at the meeting. She stated that FAU is very excited about presenting a proposal to the Board and is planning on bringing one forward at

the February meeting.

Office Space

Ms. Westberry reported:

- ✓ A meeting is scheduled next week with Mr. Duncanson, Mr. Calloway and the current building management. This meeting is a public meeting and has been noticed
- ✓ Other possibilities in Cypress Creek area have been looked at for comparisons
- ✓ There is a lot of office space available

Consent Agenda

Motion made by Sidney Calloway to approve the minutes of November 10, 2008. **Seconded** by Robyn Perlman. Unanimously approved

Action items:	Person responsible:	Deadline:
Keep on File	Executive Assistant	12/10/

Annual System

Lee Tirpak, Janice Carter, Leticia Strasser, and Lisa Feeney, Program Services Staff, presented the annual report. The Coalition members had the following comments and requests:

- ✓ Staff did a great job on the presentation
- ✓ Request for graphs and charts showing how the Coalition has been doing over the years and compared to other urban areas
 - Key Indicator Report for the year has many graphs showing information from year to year
 - Contractual outcomes from County to County are different
- ✓ In the QRIS is there anyway to capture the ability of staff to cope with children with behavioral issues which may be a precursor to health issues
 - Technical Assistance is given to the teachers and directors in this area
- ✓ Regarding the WAGES turnover rate of 13% is this an increase or decrease
- ✓ Sample size for FCI assessments reduced by 32% - should have the ability to track these children better than that and monitor those children – need to do a better job
- ✓ Would like to see measureable results – children in our program from 1-4 – take a sample of those children and a sample of children that were not in our program and look to see how we are doing
 - Looking at FAU report to assist with this

Action items:	Person responsible:	Deadline:
Prepare and distribute an executive summary of the Child Assessments reports at next Coalition meeting	Chief Program Officer	1/30/09

Committee Reports and Recommended Action

Items

Executive Committee**Change of Short Term Investment Bank**

Mr. Duncanson stated that since the last meeting when the Coalition voted to open a CD with Commerce Bank, Commerce Bank has been purchased by a Toronto based bank. The Finance Committee recommended to the Executive Committee that the CD instead be placed at Community Bank of Broward, in order to keep both accounts with local banks. Mr. Duncanson stated that the Executive Committee passed the following motion for immediate action: To open a six month CD at Community Bank of Broward rather than Commerce Bank due to the recent developments. Responding to the question of whether or not the Coalition needed to ratify this, Ms. Westberry stated no that it is done.

Finance Committee**Financial Statements**

Sidney Calloway, Chair of the Finance Committee, stated that on page 4 of the financial statements is a minor correction on one of the headings. The first column entitled September 2007 Actual should be 2008 Actual. Mr. Calloway stated he has reviewed the financials and does not see anything of concern.

Motion from Finance Committee to approve the Coalition's September 2008 Financial Statements pending the annual audit performed by a qualified independent certified public accounting firm.

Unanimously approved.

Utilization Report

Mr. Calloway referred the Coalition to the Utilization Report under Tab 7. He pointed out that the forecast for October was a drop of 285 when actual was 57 and asked Family Central if there is anything the Coalition needs to know going forward. Ainsworth Geddes responded that there was some concern; however, when looking at the dollar figure, the Coalition is still in a good position.

Coalition members had the following comments:

- ✓ Are the kids leaving the system because they can not pay
- ✓ Have not seen the elements of what is going on as strong as expected re: Workforce One children
- ✓ We hear from providers that private pay clients are going down
- ✓ Centers are carrying those that can not afford the co-pay
- ✓ Request for a report for next month showing why kids are dropping – is there something can or ought to be doing as going forward – need to identify the kids being lost
- ✓ Not able to track every reason a child leaves the system
- ✓ Not an unusual drop out rate
- ✓ Private pay who becomes eligible for subsidized – go on wait list
- ✓ CRRD Committee taking a snapshot of what is going on in the community as far as underwriting these fees – will have more detailed information in a month or so
- ✓ FCI is seeing drop-outs not yet reflected in EFS

- ✓ New economic package expected to pass in January – includes number of items – increase in food stamp, increase in Medicare – at State meeting may want to look at subsidized child care money
 - Issue whether or not require match money – if requires match, many states will not be able to take it

Watson & Rice Audit Report

Mr. Ronald Thompkins introduced Cynthia Border-Byrd and then gave a summary of the Audit report noting the responsibilities and reporting requirements of auditing firms. He also noted what items are included in a single audit. An electronic version of the report was distributed to the Coalition members prior to the meeting. A bound copy of the report was distributed at the meeting.

Mr. Thompkins reported that:

- ✓ ELC has strong internal controls
- ✓ ELC Financial statements are fairly stated in all material respects
- ✓ In their opinion, ELC complied, in all material respects, with the requirements that are applicable to each of its major federal programs and state financial assistance projects for the year ended June 30, 2008

Mr. Thompkins distributed a summary of the new requirements of Tax Form 990 and gave a brief summary of those requirements.

Mr. Duncanson asked if there are any issues below materiality of any significance both financial and internal controls that should be brought to the attention of the Committee. Mr. Thompkins stated that in their opinion there were no issues to be reported. Mr. Duncanson stated that he intends to bring to the state the fact that Broward has received an unqualified opinion and no management letter audit. Mr. Duncanson commended Andrea Braynon and staff on a great job.

Motion from the Finance Committee to approve the Audit Report for the FY 2007-2008 as presented. **Unanimously approved.**

Motion made by Sidney Calloway to reconsider the motion made earlier regarding Marvin Dejean's membership. **Seconded** by Robyn Perlman.

Marvin Dejean indicated that the circumstances for his absence from the meetings and stated that he is very committed to this board and is willing to continue to participate and work with the Board.

Unanimously approved.

CRRD Committee

Robin Perlman reported that the Committee is trying to get a snapshot on what is going on in the provider community regarding subsidizing families with tuitions. Should have a complete report in a month or two. Harry Duncanson suggested that the Committee put in an application to the Andy Roddick Foundation.

Community Partners System Gathering Update

Julia Musella gave a brief summary of the systems gatherings.

Wait List Committee

Desorae Giles-Smith indicated that there is no formal report at the present time.

VPK Conference Committee

Stacy Angier distributed a preliminary sponsorship packet pointing out the date selected for the conference is in conflict with another early childhood conference. Still finalizing the date. She welcomes working with anyone on the board to obtain sponsors

Nominating Committee

Cindy Arenberg Seltzer indicated that there is nothing new to report since the last meeting.

Action Items	Person responsible:	Deadline:
Keep Financial Statements on File	Chief Finance Officer	12/20/08
Keep Audit on File	Chief Finance Officer	12/20/08
FYI – no comment		
Unfinished Business - none		
New Business		
Stacy Angier invited the Board members to the Christmas show at her school. Penny Westberry requested that she e-mail her with the information and will distribute.		
Next Meeting Date – February 9, 2009		
Public Input - none		
Adjourn		

Harry Duncanson wished everyone a happy and healthy holiday season. He thanks the service providers, Family Central, the School Board and the County for a job well done.

Meeting adjourned at 10:28 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 as necessary by

Harry Duncanson, Chair

Jeffrey Dwyer, Secretary

Penny Westberry, Executive Director