



Coalition Monthly Meeting

12/16/2009

8:30 AM

Family Central
840 SW 81st Avenue
North Lauderdale

Members in Attendance:

Jeffrey Dwyer, Chair, Andrew Bray, Treasurer, Cindy Arenberg Seltzer, Secretary, Stacy Angier, Robin Bartleman, Claudia Dean, Julia Musella, Larry Rein, Dr. Barbara Weinstein, Sidney Calloway, Jeffrey Dwyer, Desorae Giles-Smith, Deborah Hill, Donna Korn, Robyn Perlman, Dr. Steven Ronik, Mayor Barrington Russell, Laurie Sallarulo

Members Absent:

Alfreda Coward, Marvin Dejean, Mason Jackson, Dr. Kevin Keating, Nancy Merolla, Britt Sikes, Vice Chair, Mandy Wells

Staff in Attendance:

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

Others in Attendance:

Haydee Rodriguez, Doreen Moskowitz, Dr. Carol Wasserman, Pam James, R Rivera, Gilbert Rincon, Khalil Zeinieh, Rose Mary Rodriguez, Anita Platt, Ainsworth Geddes, L. Williams, Natalie Williams, Ryan Richie, Sharon Cohen, Cynthia Border, Ronald Thompkin

Welcome and Call to order

Jeffrey Dwyer, Chair, called the meeting to order at 8:38 am. He welcomed Mayor Barrington Russell to the Board. Mayor Russell gave a brief summary of his background and indicated he looked forward to serving on the ELC Board. Mr. Dwyer thanked Family Central for the refreshments supplied at the meeting.

Roll Call – three additional members needed to establish a quorum

Report of the Chair

Mr. Dwyer gave his first official report as Chair. He reported that he attended the Early Learning Advisory Committee meeting and invited all Board Members to attend if they are able. At the meeting an informative video was shown and he asked that it be placed on the Coalition’s web site. He indicated that it will be shown at the next Coalition meeting.

He passed around a list that each Board Member put their name and any affiliations they have that the Coalition can reach out to and give a brief presentation so that people can understand what ELC is all about.

Report of the CEO

Penny Westberry pointed out that there were some handouts on the table relating to legislative issues. She thanked everyone for their attention to the legislative matters.

Andrea Braynon gave a brief presentation of her background.

Quorum established 8:50 am

Action items:	Person responsible:	Deadline:
Place ELAC video on next Coalition Agenda	CEO	2/12/10

Consent Agenda

Motion made by Sidney Calloway to approve the minutes of November 13, 2009. **Seconded** by Andrew Bray. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep minutes on file	Executive Assistant	12/17/09

Committee Reports and Recommended Action
Items

Executive Committee

Allocation of AD Henderson Grant Funds

Motion brought forward from the Executive Committee to increase scholarship funding for Contract #FCI-10-ELC3 by \$43,750 for approximately 35 additional CDA National scholarships and/or scholarship application fees, at an average of \$1,250 per CDA National Scholarship or \$350 per CDA National Application, with priority for those on the waiting list who currently receive coaching or mentoring from either ELC 3-FCI or ELC 3-SBBC. **Unanimously approved**

Coalition Meeting Format and Procedures

Mr. Dwyer gave a brief summary of the item.

Motion made by Sidney Calloway to approve the Resolution brought forward establishing a policy for public participation during Coalition Board and Committee meetings. **Seconded** by Cindy Arenberg Seltzer.

Mr. Dwyer pointed out that approving this Resolution will mean that the Coalition meetings may last longer and asked for a commitment from the Coalition members to stay a little longer to hear public input.

Unanimously approved

Finance Committee

Financial Statements

Andrew Bray, Treasurer, referred the Coalition to the Financial Statements under Tab 4. He stated that there was nothing of concern in the financials. No questions.

Motion brought forward from the Finance Committee to approve the Coalition's October 2009 Financial Statements pending the annual audit performed by a qualified independent certified public accounting firm. **Unanimously approved.**

Utilization Report

Andrew Bray referred the Coalition to the Utilization Report behind Tab 5, noting that the Coalition is on track and continuing in a positive trend.

Cindy Arenberg Seltzer referring to the budget amendments under Tab 6 noted that the total for child care slots was 44,729,503 and the total in the utilization report indicated 47,987,816. It was explained that the Utilization report includes matching funds that are not included in the ELC budget. The Coalition discussed the future of matching funds. It was indicated that there would be a follow up discussion at the Finance Committee meeting. Penny Westberry indicated that unless something drastically happens with CSC funding, the Coalition is in a good position to pull down all the monies requiring match.

Budget Amendment 2 FT 2009-2010

Andrew Bray gave a brief summary of the amendment. There were no questions

Motion brought forward from the Finance Committee to approve the budget amendment 2 for the fiscal year 2009-2010 as brought forward. **Unanimously approved**

Audit Report FY 2008-2009

Andrew Bray indicated that the Finance Committee reviewed the audit report and was very pleased with the results. Mr. Ronald Thompkin distributed a power point report. He gave an overview of the audit report. During this overview he explained the scope and requirements of the report. He pointed out that there was change since submitting the report to the Finance Committee. He indicated that they found a deposit not being made in a timely matter, noting that there were extenuating circumstances which are written out in more detail on page 21. Mr. Thompkin stated that they did not find any material findings or weaknesses. He also indicated that there were no obstructions while they completed the audit. Mr. Thompkin indicated that new regulations require the full Board to approve the 990 and he will be bringing that forward at a future Board meeting.

Motion made by Sidney Calloway to accept the Audit Report as presented subject to the modification. **Seconded** by Desorae Giles-Smith. **Unanimously approved.**

Personnel Committee

In the absence of the Personnel Committee Chair, Desorae Giles-Smith gave a brief summary of the CEO Goals. No discussion by Coalition Members

Motion brought forward by the Personnel Committee to approve the 2009-2010 CEO Goals as presented. **Unanimously approved.**

Procurement Committee

Mr. Dwyer reported that the ITN document was approved by the Executive Committee. He stated that the next meeting will be held February 8th and invited everyone to attend the meeting.

CRRD Committee

Robyn Perlman reported that Deborah David has left the Coalition and Janice Carter will be taking the position of CRRD Director. Ms. Perlman indicated the Committee will have a comprehensive report at the next Coalition meeting.

The Chair indicated that there are a few items that still need to be voted on and will be skipping to those items before a quorum is lost.

Action items:	Person responsible:	Deadline:
Proceed with contract amendments relating to AD Henderson Grant Funds	CPO	1/29/10
Add public comments during meeting on next Committee and Coalition meetings	CEO	2/12/10
Keep Financial Statements on File	CPO	12/18/09
Place discussion on match funding on Finance Committee Agenda	CFO	1/27/2010

Staff Reports and Recommended Action

School Readiness/VPK Enforcement Policies

Lee Tirpak referred the Coalition members to the draft School Readiness/VPK Enforcement Policies located behind Tab 9. She gave a brief summary of the policy. Penny Westberry added that staff is trying to formalize situations which have been kicked up to staff. Mr. Dwyer indicated that this item is not coming out of Committee but is rather a staff recommendation.

Motion made by Sidney Calloway to recommend approval of the School Readiness/VPK Enforcement policies as brought forward by staff. **Seconded** by Donna Korn

Concerns raised by Coalition Members

- Enforcement Committee or Review Committee should not consist of Board members – Enforcement action is a matter of day to day operations - Board members primary objective is to provide policy direction and insight to guide the organization
- Enforcement is an administrative function
- Guidelines appear to be clear cut – can be done by staff
- Clarification of three occurrences
 - Is this three at the same time or at three separate times
- Request that finished product be brought back to the providers before finalizing
- If the occurrence was significant would expect staff to bring it to the attention of the Board
- Appeal process would be a Board issue and should be a part of the procedure

Dr. Steven Ronik inquired as to what the opinion of General Counsel on this issue. General Counsel responded that she had brought to staff's attention that she did not think it was appropriate for Board members to be a part of the Committee and that it would be best for staff to handle the non-compliance issues. Staffs' understanding is that Board would want to be involved in matters of pulling contracts from providers.

Motion made by Cindy Arenberg Seltzer to table the issue. **Seconded** by Andrew Bray. **Unanimously approved.** Mr. Dwyer indicated that this will give time to redraft the policy and bring back to providers and Executive Committee prior to bringing it back to the Coalition for approval.

The VPK Students from One Step At a Time Learning Academy sang a few holiday songs.

Community Partners Systems Update/VPK Pre-school Update

Stacy Angier gave a summary of the providers' forum held recently, noting that it was a positive opportunity for the providers to share their concerns. The absence policy was also discussed which affects all the VPK providers. Ms. Angier indicated that she does not know of any business that will wait nine months for payment.

Julia Musella indicated that attendance at the Community Partners Systems gatherings have been growing. She indicated that there was a healthy discussion on QRS or QRIS. Ms. Musella stated that there is a divisiveness growing. Ms. Musella indicated that more discussion on QRS is needed and requested that it be added to a future agenda.

Stacy Angier reported that when the budget for the VPK conference was finalized there were funds that were left over and will be used for next year's conference. She indicated that the Committee is looking at next year's conference and requested funding for: (1) a quality keynote speaker; (2) CEU funds; and to (3) underwrite a resource book.

Jeffrey Dwyer stated that QRIS will be discussed at the next Executive Committee meeting.

VPK Absence Policy Discussion

Lee Tirpak stated that Stacy Angier requested that a position paper be put together regarding the VPK Absence Policy. Penny Westberry indicated that this is for information and discussion. Ms. Westberry indicated that using an FTE for funding has been touted since the inception of VPK but has not gotten very far. She explained how the payment process works. Stacy Angier clarified the payment process and what happens to a center and again stressed that no business can wait nine months for payment after services are provided.

Jeffrey Dwyer, noting that this is a legislative issue, stated that at the next AELC meeting this will be discussed. He invited everyone to attend. Robin Bartleman shared the FTE process and indicated that a paper could be written up as a solution and Mr. Dwyer can bring that with him to the next State meeting.

Penny Westberry indicated that there are bigger fish to fry than the FTE this year pointing out that funding is a huge issue this year.

Dr. Carol Wasserman reported that there will be an all day VPK Rules Workshop on January 14, 2010.

Action items:	Person responsible:	Deadline:
Place QRIS on Executive Committee Agenda	CEO	1/27/09
Annual Systems Presentation		
Lisa Feeney, Senior ECE Program Specialist, Janice Carter, ECE Program Specialist and Jessica Novak, ECE Program Specialist gave the Annual Systems Presentation.		
FYI - No Discussion		
Unfinished Business – No Discussion		
New Business none		
Barbara Weinstein thanked everyone who brought toys. She also asked that the Board Members take one second to see the Resource Library. She announced that Family Central has received National Accreditation.		
Public Comment		
Mr. Dwyer indicated that this is the last time public comment will only be at the end.		
Next Meeting Date: Friday, February 12, 2010		
Adjourn		
The meeting adjourned at 10:33 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