



Coalition Monthly Meeting

2/11/2011

8:30 AM

6301 NW 5th Way, 4th Floor
Fort Lauderdale, FL

Members in Attendance:

Cindy Arenberg Seltzer, Dr. Barbara Weinstein, Sidney Calloway, Jeffrey Dwyer, Deborah Hill, Larry Rein, Dr. Steven Ronik, Robyn Perlman, Stacy Angier, Jennifer Gottlieb, Desorae Giles-Smith, Mason Jackson, Dr. Kevin Keating, Julia Musella, Andrew Bray, Claudia Dean, Kimberly Welles, Laurie Sallarulo, Laura Gambino

Members Absent:

Marvin Dejean, Donna Korn, Mandy Wells, Alfreda Coward, Mayor Barrington Russell

Staff in Attendance:

Penny Westberry, CEO, K. Lee Tirpak, CPO, Andrea Braynon, CFO, Janice Carter, Director of CRRD, Jose Abreu, IT Manager, Leticia Strasser, ECE Program Specialist,

Dr. Carmen Nicholas, Temporary ECE Program Specialist, Gordia Ross, ECE Program Specialist, Debbie Bainton, Executive Assistant, Joanne Virgille, CRRD Assistant, Faye Franklin, Office Assistant

Others in Attendance:

Burnadette Norris-Weeks, General Counsel, Khalil Zeinieh, Nadine Gregulft, Angelina Michel, Anita Platt, Yanick Goutier, Sharon Cohen, Elizabeth Gonzalez, Macqui Mogavero, Ainsworth Geddes, Ronald Thompkins, Andrea Zabel, Joy Gordon, Mary Jean Woika, Julie Bergstrom, Monica Pyol-Nassif, Richard Schagrín, Ilene Miller, Ana Maria Malavenda-Garcia, Dr. Carol Wasserman, Terri Shermett

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

Jeffrey Dwyer, Chair, called the meeting to order at 8:35 am

Roll call – a quorum was established.

Report of the Chair

The Chair made the following announcements:

- Mayor Russell was in a car accident and he understands that he is okay and recovering – our thoughts and prayers are with him
- Per request of Board at last meeting, met with Inez Webb and management and confident that the management team is handling the concerns of staff at this time and if anyone has any particular question to see the CEO directly
- Britt Sikes and Robyn Bartleman will be leaving the Board. Mr. Dwyer presented a Certificate of Appreciation to Ms. Bartleman thanking her for all she did as a member of the Board
- Jennifer Gottlieb will now be representing the School Board on the Coalition – Ms. Gottlieb introduced herself

The Early Childhood Educators' Conference Committee members were given certificates of appreciation for their hard work in putting together the conference. Ms. Westberry thanked everyone and informed the Coalition that this conference has taken on a huge life of its own and will be talking about putting some more funding towards this conference to be able to have the conference continue in future years.

Mr. Dwyer reported on the following:

- next ELAC meeting will be in Tallahassee March 9th and 10th and invited all to attend
- Office of Early Learning had recently finished a program monitoring of Broward and one of their comments was Broward was one of the best sites in the State
- Childnet was just recently accredited and of the 72 sites that have been rated so far – Childnet was a shining example of the way a system should be run when you are dealing with abused, abandoned and neglected children

Report of the CEO

Penny Westberry reported on the following:

- Broward has been asked to be a pilot site for the Statewide database system
- Welcomed new staff members – Joanne Virgille, CRRD Assistant, and Gordia Ross, ECE Program Specialist, Dr. Carmen Nicholas who is doing some temporary work for us looking at

QRIS and Accreditation and how they align with one and another

- The Governor’s budget currently is very favorable to school readiness and VPK
- Child Care Development Fund Plan is about to be renewed in 2012 and has more support for quality parameters
- CEO has been participating in Boards in Action as Chair of Healthy Start and finding a lot of resources that will be helpful to ELC – perhaps at a Board Retreat

Jeffrey Dwyer added that Robyn Perlman did a presentation at the Executive Committee meeting on CRRD and will try to incorporate that into a Board Retreat

Consent Agenda - Minutes

Motion made by Sidney Calloway to approve the Minutes of November 8, 2010. **Seconded** by Laura Gambino. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep minutes on File	Executive Assistant	2/11/2011

Executive Committee

Board Member Complaint Policy

Mr. Dwyer stated that this is coming from Executive Committee pointing out that it has been vetted many times. There were no questions regarding the policy.

Motion brought forward from the Executive Committee to approve the Board Member Complaint Policy under tab 2. Unanimously approved.

Revised Dispute Resolution Policy

Mr. Dwyer stated that this policy has been vetted at multiple levels and multiple times. There was discussion.

Motion brought forward from the Executive Committee to approve the Revised Dispute Resolution Policy. Unanimously approved.

Disenrollment Policy and Procedures

Mr. Dwyer indicated that this also is coming from Exec and has been vetted multiple times. He asked if there were any questions. Dr. Barbara Weinstein indicated that she has to abstain from the vote. There were no questions.

Motion brought forward from the Executive Committee to approve the Disenrollment Policy and Procedures. Unanimously approved with Dr. Barbara Weinstein abstaining

Action items:	Person responsible:	Deadline:
Proceed with new policies	CPO	2/1/11

Finance Committee

Financial Statements

Andrew Bray referred the Coalition to Tab 5 containing the Coalition's Financial Statements. There were no questions or comments.

Motion brought forward from the Finance Committee to approve the August, September, October and November 2010 Financial Statements, pending the annual audit performed by a qualified independent certified public accounting firm. Unanimously approved.

FY 2010-2011 Budget Amendment

Mr. Bray gave a brief summary of the budget amendments. There were no questions or comments.

Motion brought forward from the Finance Committee to approve the 2010-2011 Budget Amendment 1. Unanimously approved.

Recommended Fund Balance Spending Plan Update

Mr. Bray gave a brief summary of the item. There were no questions or comments.

Motion brought forward from the Finance Committee to approve the recommended fund balance spending plan update. Unanimously approved. Dr. Barbara Weinstein abstained

Rotation of Auditors

Mr. Bray directed the Coalition members to Tab 9 containing the discussion on the item. He gave a brief summary of the background. The Coalition members discussed the following:

- Every five years will procure out service but does not bar the existing firm from obtaining service contract through that procurement– if same firm there will be a restriction on the use of the same concurrent review partner between two consecutive periods
- recommendation is consistent with current practices in the industry
- checked with AWI.
 - AWI fiscal policy requires ELC provides notification if any auditing firm extends beyond the five years

Motion brought forward from Finance Committee to approve the proposed revised clauses for ELC Fiscal Policy and Procedures Manual as per #7 and #8 of the Action Statement located behind tab 9 of the meeting packet to include in background to ELC policies and procedures conclusions that it is best practices based on having read the Government Finance Officers Association (GFOA) 2002 Recommended Practice – Audit Procurement document and heard the presentation from the present auditor among others that it is a best practice for this organization to not require the engagement partner to be rotated out but to mandate that the concurrent review partner. Unanimously approved.

Presentation of Audit and 990

Mr. Bray stated that the audit and 990 tax form have been vetted through Finance and Executive Committees. Mr. Ronald Thompkins gave a brief presentation explaining the process and requirements of the audit. He reported the following:

- ELC is considered to be a low risk auditee
- This year and proceeding two years have had no findings
- 990 tax form – IRS now requires this document to be reviewed by the Board

Mr. Dwyer thanked Mr. Thompkins for his work. Mr. Bray reported that Mr. Thompkins gave a very detailed report on the 990 to the Executive and Finance Committee as well as going through the Financial Statement. The Committee was very pleased that ELC remains a low risk auditee. Mr. Bray thanked Andrea Braynon and the financial staff for their hard work.

Motion brought forth from Finance Committee to approve and accept the Coalition’s 2009-2010 fiscal year annual audit report and the 2009 Exempt Organizations Tax Return IRS 990 form. Both items were performed by the qualified independent certified public accounting firm TCBA Watson Rice LLP

Unanimously approved.

Action items:	Person responsible:	Deadline:
Keep financial Statements on File	CFO	2/12/11
Proceed with Budget Amendments, Fund Balance Spending Plan	CFO	2/12/11
Update Fiscal Policy and Procedures with new Rotation of Auditors policy	CFO	2/12/11
Process Audit Report and 990 Tax Form	CFO	2/12/11

Staff Action Items

Change in TOTS Contract

Motion made by Cindy Arenberg Seltzer to approve the acceptance of the Children’s Services Council Contract #11-2582 Amendment #001 and approval to amend the ELC 2 Contract to reflect relevant changes. **Seconded** Laurie Sallarulo. **Unanimously approved.**

Additional CCEP funding allocation for Fiscal Year 2010-2011

Mr. Dwyer gave a brief summary of the item noting that staff has presented two options. He asked the CEO which option staff would recommend. Penny Westberry indicated that staff would recommend option 2 to keep stability.

Motion made by Laura Gambino approve option 2, to allocate the additional CCEP funding of \$443,689 to Family Central, Inc. for use in slots and reallocate CSC funds in the amount of \$233,689 from this year’s ELC budget into ELC’s next fiscal year budget for slots. **Seconded** by Mason Jackson. **Unanimously approved.** Dr. Barbara Weinstein abstained from voting.

Action items:	Person responsible:	Deadline:
Process changes in TOTS Contract and ELC 2 Contract	CPO	3/1/11
Allocate additional CCEP Funding	CFO	3/1/11

Committee and Staff Reports

By-Laws Committee

Jeff Dwyer thanked the dedicated Board members that are working on this Committee. He stated that the Committee is close to bringing this item forward.

Nominating Committee

Penny Westberry reported that there is a meeting scheduled for February 24th

CRRD Committee

Jeffrey Dwyer reported that Robyn Perlman gave a presentation at the Executive Committee. Ms. Perlman indicated that she held another workshop with Wachovia and the Financial Literacy Center.

Personnel Committee

Penny Westberry reported that Committee meeting is being scheduled for later in the month and will have a report at the next meeting.

Ad Hoc Accreditation Steering Committee

Larry Rein, Chair of the Committee, reported that the Committee met once before the holidays. He stated that all members of the Committee including staff are very enthusiastic in principal about the idea of getting accreditation for this body. He pointed out that Broward would be the first Early Learning

Coalition to get accredited. He stated that staff was instructed to have preliminary discussions with several accreditation bodies.

Waitlist Committee

Penny Westberry reported the Committee has met and defined what their tasks will be and the follow-up will be defining what data is needed to be able to schedule the next meeting to look at some data on the waitlist.

Community Partners

A visual presentation was made including the children from Stacy Angier’s school.

Broward’s Early Childhood Educators’ Conference Update

Stacy Angier thanked the Coalition for all they do not only for her center but for the 480 other sites throughout Florida. Penny Westberry indicated that during the Blue Bus tour two of the providers conveyed to her that ELC is a blessing to them.

Introduction of Staff

Due to some technical difficulties that staff experienced when trying to do a dry run this presentation will be made at the next Coalition meeting.

Unfinished Business

Mason Jackson stated that he would like to volunteer to serve on the Nominating Committee.

Motion made by Laurie Sallarulo to appoint Mason Jackson to the Nominating Committee. **Seconded** by Andrew Bray. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Update Committee List	CEO	2/12/11

New Business

No discussion

General Public Comment

Khalil Zeinieh introduced Nadine Gregulft , a new staff member at Family Central

Elizabeth Gonzalez stated that she is a VPK Provider, stating that she has 96 students in the Pre-K program with 36 of those children leaving after the three hour program. She thanked Carol Wasserman for the conference and she appreciates anything they can get with regards to materials.

Next Meeting Date: April 8, 2011
Adjourn
The meeting adjourned at 9:30 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