



# Coalition Monthly Meeting

4/8/2011

8:30 AM

6301 NW 5th Way, Suite 3400

Fort Lauderdale, FL

**Members in Attendance:**

Jeffrey Dwyer, Chair, Andrew Bray, Treasurer, Cindy Arenberg Seltzer, Secretary, Stacy Angier, Sidney Calloway, Claudia Dean, Laura Gambino, Desorae Giles-Smith, Jennifer Gottlieb, Deborah Hill, Mason Jackson, Dr. Kevin Keating, Donna Korn, Julia Musella, Robyn Perlman, Larry Rein, Dr. Steven Ronik, Mayor Barrington Russell, Laurie Sallarulo, Dr. Barbara Weinstein, Mandy Wells, Marvin Dejean via phone

**Members Absent:**

Alfreda Coward, , Kimberly Welles

**Staff in Attendance:**

Penny Westberry, CEO, Andrea Braynon, CFO, Lee Tirpak, CPO, Janice Carter, CRRD Director, Sandra Martinez, HR/Accounting Manager, Jose Abreu, IT Manager, Gordia Ross, ECE Program Specialist, Leticia Strauss, ECE Program Specialist, Debbie Bainton, Executive Assistant, Inez Webb, Administrative Assistant, Joanne Virgille, CRRD Assistant

**Others in Attendance:**

Burnadette Norris-Weeks, General Counsel, Khalil Zeinieh, Anita Platt, Sharon Cohen, Ainsworth Geddes, Dr. Carol Wasserman, Audrey Gagus, Layne Polakoff, Nicole Carter, Richard Schagrin, Michelle Barbaran, Anita Platt, Empe Aleix, Nicole Carter, Elizabeth Gonzalez

### 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 8:30 am

Roll call – quorum established

### Report of the Chair

Mr. Dwyer shared the following with the Coalition:

- Kicked off Children's Week Monday at the Broward County Commission Meeting
  - Cindy Arenberg Seltzer and Mandy Welles spoke on behalf of ELC
  - Children from Jack & Jill sang
  - Dr. Weinstein and a number of other special guests
- This is Children's Week – our focus
- Denim Days on Tuesday to recognize the Program for the Sexual Assault Treatment Center – encouraged participation

### Report of the CEO

Debbie Bainton introduced herself through a presentation

Ms. Westberry gave a legislative update pointing out the following:

- Two major issues that will impact ELC
  - Where will the Office of Early Learning land administratively at the state level
    - ELC supports keeping SR and VPK together
  - State Budget in flux
  - Calls from Providers and Parents are making an impact

The Committee discussed some of the issues surrounding VPK being place with the Department of Education.

### CRRD Committee Update

Recognizing that Ms. Perlman had to leave, the Chair took the CRRD Committee item out of order on the agenda. Robyn Perlman referred the Coalition to Tab 8. She gave a little background and asked the Coalition members to participate in a workshop to understand and get feedback on the Business Technical Assistance Program. Will poll the Coalition members for available dates and times next week.

### Report of CEO con't

Ms. Westberry noted the following:

- Patted Fiscal and Program Staff on the back for a stellar fiscal monitoring from AWI
- Handed out exit conference memo and an internal control questionnaire
- The Chair added from a State level – Broward is considered one of the model Early Learning Coalitions of the State our ED is considered a model of ED/CEO of the State of Early Learning as is our staff – accolades are frequently praised upon us – they see us as being on the forefront of changes.
- Responding to a question regarding providers in Broward, the Chair indicated that he does not hear anything regarding providers.
- CEO indicated that she does hear about the level of engagement of providers in the system in Broward
- Need to promote providers at the State level– ELC is the administrative end – work is completely about what the providers are doing – what are the opportunities to promote that
  - Chair indicated that he would bring it forward on the Agenda of AELC -

Action items:	Person responsible:	Deadline:
Bring forth promoting providers at the State Level	Coalition Chair	5/27/11
Consent Agenda		
<p><b>Motion</b> made by Sidney Calloway to approve the minutes of February 21, 2011. <b>Seconded</b> by Andrew Bray. <b>Unanimously approved.</b></p>		
Action items:	Person responsible:	Deadline:
Keep on File	Executive Assistant	4/11/11

## Committee Reports and Recommended Action items

### Executive Committee

#### FPL Rate Recommendation

The Executive Committee was at an impasse over the two options. Mr. Bray asked for clarification with respect to the change in staff's recommendation noting that at Executive Committee meeting staff recommended option 1 and now staff's recommendation to the Coalition is option 2. Penny Westberry indicated that since that time staff had conversations with the State regarding the budget and decided to save the money for next year. Mr. Bray pointed out it was not noted that there was a change in the recommendation from Executive Committee to Coalition which created a little confusion for him.

**Motion** made by Sidney Calloway to approve Option 2, the Proposed Parent Co-Payment Sliding Fee Schedule, maintaining current fees and direct staff to prepare the Amendment for the ELC of Broward County, Inc.'s Early Learning Coalition Plan for submission to the Agency for Work Force Innovation/Office for Early Learning for approval, submitting proper justification of how the sliding fee scale meets the federal requirement that the co-payment be affordable. **Seconded** by Donna Korn – **Motion passed.**

#### Mid-Year Budget Modifications and Recommendations

Mr. Dwyer referred the Coalition to Tab 3 stating that this is ELC's normal mid-year budget modifications.

**Motion** made by Laura Gambino to approve staff recommendation for mid-year budget allocations of School Readiness (SR) and Voluntary Prekindergarten (VPK) funds as stated above choosing Option B and make corollary adjustments to overall budgets:

Option B: For current slots in current fiscal year, holding a similar amount of CSC dollars in reserve to offset potential fiscal impact from proposed fee change for fiscal year 2011-12 or possible budget cuts for FY2011-2012.

Additionally authorize ELC staff to reallocate any unexpended AWI/OEL VPK administrative and service dollars at the end of the fiscal year to the budget for VPK quality enhancements for providers and/or necessary recruitment and registration services and to reallocate any unexpended AWI/OEL SR administrative and service dollars at the end of FY 2010-2011 to slots and hold a similar amount of CSC dollars to offset possible budget cuts for FY2011-2012. **Seconded** by Andrew Bray No vote taken

The Committee discussed the following

- This is a mid-year reallocation – savings should go to the children
- Would have to disenroll in June if add 225 more children
- How do we ever fill more slots – maybe some of these could go to slots – maybe just 100 slots
- Only two more months in fiscal year – not truly a mid-year budget correction
- Will not increase slots with decreasing resources – need to change the way business is done – important for members to attend workshop by CRRD

- Give to 4 year olds – know they will be going into kindergarten – may not have aftercare – still something
- Were there any projections on how many children will be disenrolled if 225 children were enrolled now – CEO did not have an answer now
- Could put in approximately 30 children that could be sustained – would be meaningful for those families
- Can we do it with the stipulation that the parents are informed that we have some funding to do this – we cannot guarantee beyond June 30<sup>th</sup>.
- Attrition has slowed down in the past few years

**Motion** made by Cindy Arenberg Seltzer to fill 35 slots off the waitlist. **Seconded** by Sidney Calloway. **Motion passed.**

It was asked that this mid-year allocation actually being done mid-year. The CEO responded that the process starts at mid-year (January 25<sup>th</sup>) – negotiations proceed and then it is brought to the next board meeting.

**Motion** made by Laura Gambino to allocate the remainder of the funds as recommended by staff under option b with the reduction and other changes. **Seconded** by Deborah Hill **Motion passed**

#### 2011-2012 Contract Recommendations for School Board Broward County – Florida First Start

**Motion brought forward from Executive Committee** to Renew ELC 6: Florida First Start contract with the School Board of Broward County for FY 2011-2012.

School Readiness Funding: \$ 504,790.00

- Revise curriculum to meet PAT standards;
- Revise staffing model to include 7% Early Head Start (EHS) Early Childhood Specialist, 1 Teacher Specialist, 1 Social Worker, 7 Parent Educators, 50% Bookkeeper III, 1 Secretary III;
- Revised curriculum to meet revised PAT requirements
- Revised objective #14 to increase outcome percentage from 50% to 75%: *75% of Florida First Start families shall participate in a Family Needs Assessment.*
- Allow for increase of staff salaries up to 2% within the budget; and
- Maintain current deliverables and all other performance outcomes implementing the Parents as Teachers (PAT) curriculum and enhanced evidenced based strategies.

Release a procurement document for home based parenting services by early January 2012 to begin July 1, 2012. **Unanimously approved** Some members abstained – form 8B attached to minutes

#### 2011-2012 Contract Recommendations for Broward County Child Care Licensing

**Motion brought forward from Executive Committee** to

Renew ELC 4-1: Quality Assurance Services/Quality Rating System contract with Broward County for FY 2011-2012,

School Readiness Funding: \$529,351.00 (flat funding)

- Revise contract language to include the Classroom Assessment Scoring System (CLASS) as one of the assessments conducted in early care and education sites according to the approved Coalition 5 star Protocol;
- Allow for increase of staff salaries up to 3% within the budget; and
- Maintain current contract staffing, deliverables (inclusive of CLASS), and related performance outcomes.

Renew ELC 4-2: Quality Assurance Services/Health and Safety and VPK Monitoring with Broward County for FY 2011-2012,

VPK Funding: \$64,719.00 (flat funding)

School Readiness Funding: \$11,422.00 (flat funding)

- Allow for increase of staff salaries up to 3% within the budget; and
- Maintain current contract staffing, deliverables, and related performance outcomes.

**Unanimously approved** Some members abstained Form 8B attached to the minutes

## **Finance Committee**

### Financial Reports

Mr. Bray referred the Coalition members to Tab 6.

**Motion brought forward by the Finance Committee** to approve the Coalition's December 2010 and January 2011 Financial Statements pending the annual audit performed by a qualified independent certified public accounting firm.

No discussion

**Unanimously approved.**

### Utilization Report

Mr. Bray referred the Coalition members to Tab 7 noting that everything is tracking along in a positive direction and there are no material concerns or variances. It was noted that 175 children were taken off the waitlist midyear.

## **Personnel Committee**

### CEO Goal Report, Performance Pay

Mr. Dwyer noted that the Chair of the Personnel Committee is in Tallahassee and asked Laura Gambino to give the report. He noted that there are two people that signed up for public comment. Mr. Dejean, Chair of the Committee, was in attendance by telephone.

Ms. Laura Gambino gave a brief description of the action item.

**Motion brought forth from Personnel Committee** to approve performance pay of \$8,500 for the Chief Executive Officer for the 2010/2011 employment year, based on Board approved performance goals relating to 85% of the performance pay having been met.

The Chair recognized members of the public who signed up to speak on this issue. Layne Polakoff shared his comments stressing the partnership that has developed over the years with the providers and requesting that when raises are discussed for the Coalition staff the Board needs to take into consideration the providers. Audrey Gagus who has the first center in Broward County that cares for children 24 hours a day and also takes children on an hourly basis in addition to teaching children. Ms. Gagus agreed with Mr. Polakoff's statement and added that it is the providers that are doing the work that enable the ELC to meet its goals.

The Coalition members discussed the following:

- The item currently before the Board relates to a contract that was signed last year
- Introduce concept of segmented or partisan compensation package – known as total cash compensation – TCC
- Goals and matrix that is set is very soft – not truly goals that can be effectively measured – difficult job to say whether the goals were met or not
- Requests were sent out to the board regarding goals – did not get much response
- Can the Board hold off until the discussion includes staff compensation
  - Stressed that this is for a contract signed last year
- Organization is running, it is fiscally sound, contracts are meeting the objectives, AWI is saying that we came through completely clear – find it unconscionable that this discussion is happening

Laura Gambino called the question

The Chair called for a vote on the recommendation brought forward by the Personnel Committee  
**Motion passed** - Barbara Weinstein abstained from voting.

The Coalition members continued to discuss the following:

- Agreed that this discussion occurs every year which suggests that something needs to be tweaked one way or the other to get at the real issue
- No so much about the CEO but the overall process
- Where does the contract fit within the organization and the economy
- The Board needs to take action on a discussion in terms of what responsibility should be attached to the CEO for fundraising.
- Concerns to be raised today or at any other Board meeting by a member certainly is appropriate

The Chair announced that a workshop has been scheduled for June 10<sup>th</sup> on Board Governance.

#### CEO Evaluations and Contract Renewal Recommendation

Laura Gambino introduced Tab 10 – Contract Renewal – She stated that a **Motion is brought forward by the Personnel Committee** to Renew the CEO contract for FY 2011/2012; Eliminate performance pay of up to \$10,000 for FY 2011/2012; Add \$5,000 of the previous performance pay to base salary FY 2011/2012

The Coalition members discussed the following:

- Applauded Personnel Committee for elimination of performance pay/bonus – always been a discretionary element of the compensation package –

- 3.9% reduction is playing game with percentages that shouldn't play
- An analysis was passed out by a Coalition member of the fringe benefits and retirement
  - Total benefit cost per employee on an average is \$21,577.36
  - Total Retirement plus fringe cost is \$301,628 equating to 68 ½ slots
- Benefit and Retirement package is out of line with the real world
- Personnel Committee realized the performance based compensation is confusing to people and cannot wrap their arms around segmented compensation packages
- CEO offered to split the performance pay – reducing it to \$5,000
- The analysis has no benchmarks – nothing to compare it against
  - Benchmarking generally – lower than public fringe benefits and higher for non-profit – depends what you are comparing it to
  - In past used other ELC's in the State
- All these benefits were prior Board decisions
- Last year there was a big discussion regarding 7% retirement
- Coalition members stated that the comments are no reflection of staff's performance – reiterated a few times
- What we do for the CEO does reflect for staff however there still can be a separation
- Have to answer to the mission and to the public
- Need to be mindful the fringe benefits are to help compensate for lower salaries that are paid in public service
- Cutting Health, Dental, Life is real cuts – as far as cut to retirement is not taking more money out of the paycheck –
- Open to looking at new hires – supported by other Coalition members

The Chair is looking to send this item back to the Personnel Committee. The Committee requests that those who have concerns to please attend the meeting or at least send a note to the CEO who can pass your comments along.

The discussion continued with the following comments:

- Could the evaluation go directly to the Chair of the Personnel Committee rather than to CEO
- If it is one way communication – there is no problem
- General Counsel indicated it was not a sunshine violation – however GC would not advise it
- If evaluations are to be directed to chair – they should be sent directly to the chair and no other Coalition members
- Can another staff person be identified – just procedural
- CEO stated that these are public records and she sees them anyway questioning why this would be done
- Sidney Calloway requested that he be appointed to the Personnel Committee
- Administrative costs are well within the benchmarks
- Need to think about options
- \$20,000 seems to be double than what the cost should be
- Requested information regarding staff salaries, length of service, individual benefits
- Request CEO to shop benefits – CEO indicated that the company will not give prices until a month or two before open enrollment– Chair responded that one can always go someplace new

The Chair noted that he believed everyone was in an agreement for this to go back to Personnel Committee – he asked to get a vote to bring back to Personnel. Majority of Coalition voted to bring back to Committee

The Chair entertained public comments which included the following

- As a provider -- had to reduce all his staff salaries this year – did not give staff salary increase in four years
- Because of the economy there should not be anything financially grandfathered in

#### Ad Hoc By-Laws Committee

No comments

#### Nominating Committee

Donna Korn, Chair of the Nominating Committee reported that the Committee decided not to put anything forward for the vice chair position because by-laws was making significant changes to that position. Requests to fill vacancies have been put out. Ms. Westberry indicated that there are applications trickling in. Coalition members will be receiving a form to nominate members for officers.

#### Ad Hoc Accreditation Committee Update

Larry Rein, Chair of the Accreditation Committee, reported that the Committee did not meet but things are moving forward carefully. CEO is participating in a webinar next month with COA which will give a much better idea of what is needed.

#### Ad hoc Waitlist Committee

Penny Westberry reported that the Committee had one meeting and they made a decision that the Committee Chair will be letting the CEO know what data she would like to gather to discuss at the next meeting. She indicated she is not aware of what is wanted as yet. Donna Korn brought forward the idea of another category -- those who are in active service in the military – whether it is a single parent or both parents. It was pointed out that there is funding from other agencies however a gap still exists to assist those in the military.

#### ECE System Community Partners Gathering Update

Julia Musella indicated that things are going great with the Community Partners Gatherings. She stated that a committee has been formed with School Board, CSC, NSU, ELC staff, Family Central staff and providers that are looking at QRIS and Accreditation.

#### Broward's Early Childhood Educator's Conference Update

Stacy Angier reported that Carol and company are working on the 2011 conference. There is a meeting at Piper High school at the end of April. Funding for the conference was approved earlier.

Action items:	Person responsible:	Deadline:
Submit FPL Rate to AWI for approval	CPO	4/29/11
Proceed with enrolling 35 additional children	CPO/Family Central	4/11/11
Amend budget to approved mid-year budget medications	CFO	4/11/11
Proceed with 2011-2012 Contract with School Board Broward County	CPO	4/11/11
Proceed to develop procurement document for parenting program	CEO/CPO	1/15/12
Proceed with 2011-2012 Contract for Broward County Child Care Licensing	CPO	4/11/11
Keep Financial Statements on File	CFO	4/11/11
Process \$8,500 performance pay for CEO	CFO	4/11/11
Place CEO Contract on Personnel Committee Agenda	CEO	5/5/11
<b>Staff Reports and Recommended Actions</b>		
<u>CCEP Reallocation</u>		
<p><b>Motion</b> made by Sidney Calloway to add \$264,994 to ELC CCEP revenue for FY 2010-2011, Re-allocate \$237,494 of CSC revenue from FY 2010/2011 to FY 2011-2012. Add \$27,500 in ELC's allocation to FCI ELC 2 Contract FY 2010-2011 for CCEP match to business employees' slots. <b>Seconded. Unanimously approved.</b></p>		
<u>Unemployment Clients' 60 Day Suspension Status Update</u>		
<p>Lee Tirpak gave a brief update. She indicated more information will be brought back to the Coalition once staff has received guidance from the Agency for Workforce Innovation as to the policies continuation, after the ARRA funds are no longer available.</p>		
<u>AWI/OEL Broward Accountability Review AU09-10.18</u>		
<p>Lee Tirpak stated that this was included for information. The Chair congratulated everyone for a great job.</p>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Modify Budget to include CCEP reallocation	CFO	4/11/11
<b>FYI</b>		
No comment		

Unfinished Business

Stacy Angier raised her concern about spending funds for a Board retreat at this point in time. She indicated that Ms. Westberry indicated that staff is looking at obtaining a grant. Mr. Chair indicated the retreat will be on fundraising. Ms. Westberry indicated that the amount would be \$2,500.00

New Business

Dr. Barbara Weinstein announced that Broward College is sponsoring a fundraiser for Family Central. She also announced that Family Central is moving forward with Sterling.

Stacy Angier introduced Michelle Barbaran who is one of her VPK teachers

Dr. Barbara Weinstein introduced Family Central's Treasurer, Richard Schagrin

Sidney Calloway asked to be appointed to the Personnel Committee.

General Public Comment

Audrey Gagus requested that in the next month or two to have the conversation on increase in funding for providers pointing out it has been five years since the providers have had any increase. She pointed out that everything is going up even toilet paper costs more and of course there are concerns about quality.

Khalil Zeinieh asked for the Board's help in crafting a letter to the State regarding VPK rules. He indicated concerns for two rules which include:

- One transfer allowed
- Explained that because of economic times a child care center closes and if a vpk child has spent 70 percent of their hours in that center before closing they cannot go to another center

Ms. Angier suggested that the letter also be distributed to the providers so that they can chime in.

The Chair agreed to have a letter written. He took a vote of the members asking if they agree to write a letter - **Unanimously passed.**

Next Meeting Date: May 13, 2011

Adjourn

The meeting adjourned at 10:45 pm

Approved June 27, 2011

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