



Coalition Annual Meeting

6/27/2011

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, Alfreda Coward, Marvin Dejean, Laura Gambino, Deborah Hill, Mason Jackson, Robyn Perlman, Larry Rein, Mayor Barrington Russell, Laurie Sallarulo, Dr Barbara Weinstein, Kimberly Welles, Mandy Wells, Julia Musella, via skype

Members Absent:

Claudia Dean, Desorae Giles-Smith, Jennifer Gottlieb, Dr. Kevin Keating, Donna Korn, Dr. Steven Ronik

Staff in Attendance:

Penny Westberry, CEO, Debbie Bainton, Executive Assistant, Lee Tirpak, CPO, Andrea Braynon, CFO, Sandra Martinez, Accounting/HR Manager, Tamara Baker, Accounting, Jose Abreu, IT Manager, Gordia Ross, ECE Program Specialist, Inez Webb, Administrative Assistant, Joanne Virgille, CRRD Assistant, Carmen Nicholas, ECE Program Specialist

Others in Attendance:

Dr. Carol Wasserman, Sharon Cohen, Michele Cabrera, Khalil Zeinieh, Andrea Zabel, Dr. Wendi Siegel, Joy Gordon, Anita Platt, E Alaix

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 8:40 am.

Mr. Dwyer recognized Sidney Calloway for his 9 years of volunteer service to the Early Learning Coalition by presenting him with a Certificate of Appreciation. Mr. Calloway thanked the Coalition and shared his thoughts on the importance of getting involved in the Community.

The Chair announced that Penny Westberry was leaving the Coalition and presented her with a Certificate of Appreciation. He also presented a gift certificate to a day at a spa from the Board and Staff. Ms. Westberry thanked everyone.

Report of the Chair

Mr. Dwyer stated that he put out a request for the Search Committee and took the first 11 names that were received to form the Committee. He noted that Julia Musella was among the first 11, however she was going to be out of town until August and substituted another member. He stated that Miami-Dade graciously offered their second in command for 90 days to fill in on an interim basis.

Mr. Dwyer thanked everyone for attending the Board Retreat and referred the Coalition Members to tab 1 containing a governance document for review. He stated that the Board will need to make a decision on the direction they would like to take with regards to fundraising. One priority that came out of the retreat was to have a Strategic Planning Committee. Mr. Dwyer indicated that the Strategic Planning Committee will be put in place once the Coalition has a permanent CEO.

Report of the CEO

Penny Westberry reported on the following:

- There may be more CCDBG money than expected which may give ½ million more for Broward but will not have the authority to spend until August.
- Saw screen shots of ELIS data base
- Early Learning Challenge Grant (Race to the Top)
 - States will compete against one another
 - Requires assessments of children be done in certain ways – FLKRS does not meet those parameters
 - Looking at State-wide quality programs
 - Money needs to be distributed by December 2011
- Jose Abreu, IT Manager – will be staying in Broward for one day a week
- Referred to a letter wanting Coalitions to look at Gold Seal Rates considering budget cuts
- Found a systems glitch at the eligibility level in terms of how providers have been informed of the special needs provider rate and the documentation needed to get that rate
 - Decided it was a bigger systems issue in terms special needs
 - Workgroup has been formed to look at this issue
 - Limitations at State level which may factor into the program

Penny Westberry did a self-introduction presentation

Consent/Action Items

Motion made by Andrew Bray to approve the minutes of April 8, 2011 and May 13, 2011. **Seconded** by Sidney Calloway. **Unanimously approved.**

Executive Committee

Recommendation for Temporary Unemployed Suspended Service Variance

Motion brought forward from Executive Committee to approve the submission of a variance to the new Office for Early Learning at the Department of Education, requesting the Early Learning Coalition of Broward County, Inc. be allowed to maintain clients who have lost their jobs on a suspended calendar for a period of 30 days after they are no longer eligible to receive financial assistance to allow the client a 30 day extension for continued job search. The variance shall be requested for the FY2011-2012. **Unanimously approved.**

FY 2011-2012 Budget and Contract Recommendations

Motion made by Sidney Calloway to:

1. Approve \$ 77,541,638 for:

- **School Readiness slots¹ - \$32,206,322**
- **Children's Services Council slots² - \$6,571,108**
- **Children's Services Council TOTS slots - \$42,650**
- **VPK slots - \$38,721,558**
- **ELC administrative budget - \$1,618,888**

2. Renew ELC 1: Resource and Referral and Family Education and Supports contract with Family Central, Inc. with a budget of:

School Readiness Funding: \$1,613,529

Voluntary Pre-kindergarten Funding: \$67,010

- Maintain the current contract staffing pattern.
- Revise Service Coordinator position to focus on families increasing the average number of families served monthly from 70 families to 72 families and eliminating serving providers directly; thus, removing Outcome #23:
 - “75% of providers using the linkages service shall report successful linkages made as a result of this service and shall report that these linkages strengthened their ability to support children's school readiness and to support family stability.”
- Reduce the approximate number of providers recruited to licensing from 35 to 25 providers; revise the number of potential providers receiving telephone technical assistance to from 35 to 65 providers; and revise the number of additional potential providers receiving face to face home visits from 65 to 35 providers maintaining the total of 100 potential providers engaging in the recruitment process.
- Remove outcome #9 which relates specifically to offering families screening for financial assistance since the contract responsibilities include this activity as a component of child care

¹ School Readiness Slots: projected allocations from AWI, CCEP, and local ELC business generated CCEP match.

² Children's Service Council slots: FY2011-2012 CSC allocation for slots and projected carry forward from FY 2010-2011.

resource and referral (CCR&R) services when the client speaks to a counselor.

- Remove outcome #18 related to community presentation participants increasing understanding of school readiness services and measure responsibility of activities through existing outcomes related to clients who contact counselors for Resource and Referral services.
- Revise Outcome #27 to adjust the amount of time (from 48 hours to three (3) business days) a customer who leaves a message for CR&R services will wait to receive a call-back. A higher number of calls are addressed when the client calls the R&R hot line and this adjustment will meet Florida Child Care Resource and Referral Program requirements “to provide CCR&R services within three (3) business days of the individuals’ request for services.”
- Reduce postage and printing costs for provider newsletter and Handbook printing costs by 50%
- Eliminate Conference Travel
- Eliminate So FL Parent Magazine advertising
- Maintain balance of scope of service delivery components and all other performance outcomes.

3. Renew ELC 2: Eligibility Determination, Application Processing, Slot Management and Provider Payment contract with Family Central, Inc. with a budget of:

School Readiness Funding: \$ 3,679,946

Voluntary Pre-kindergarten Funding: \$1,164,389

- Maintain current contract staffing pattern and hold vacant EDE Manager and Intake Technician vacancy until additional funds available
- CCEP position reduced to .75FTE
- Revise outcome #16 to adjust the number of business days from two (2) to three (3) days, providing more time for the ELC 2 contractor to respond to providers seeking assistance with the application or Provider Service Agreement process
- Reduce the # of out-posting sites for VPK registration and reduce seasonal and temporary staff employed for this purpose
- Maintain scope of service delivery components and all other performance outcomes including the *Teaching Oppositional Toddlers to Success* (TOTS) program funded by the Children’s Services Council of Broward County, Inc.
- Serve children with ELC budgeted dollars as follows:
 - School Readiness/CSC Slots: 9,958
 - VPK Slots: 14,577 School Year program and 1,000 Summer program

4. Renew ELC 3: Quality Improvement Supports contract with Family Central, Inc. with a budget of:

School Readiness Funding: \$1,767,184

- Maintain current contract staffing pattern.
- Maintain scope of service delivery components and related performance outcomes including mini-grant opportunities for providers who have reached their Quality Improvement Goals.
- Reduce Conference Travel and local mileage
- Reduce Provider assistance: Program supplies, Resource Library supplies, and mini-grants: Centers reduced from \$750 to \$600 and Family Child Care Homes reduced from \$400 to \$250

5. Revise ELC 4: Quality Assurance contracts with Broward County as follows:

Reduce ELC 4-1: Quality Assurance/Quality Rating System by (\$18,890)

School Readiness Funding: \$510,461

- Reduce Conference Travel
- Reduce Program supplies; use state provided materials
- Eliminate advertising in Family Resource guide
- Eliminate raise increases

**Maintain ELC 4-2: Quality Assurance/Health and Safety and VPK Monitoring
School Readiness Funding: \$76,141**

**6. Renew ELC 5: Child Screening and Assessment contract with Family Central, Inc. as follows:
School Readiness Funding: \$876,358**

- Replace Child Development Specialists worn-out lap top computers

Child Screenings

- Maintain current contract staffing pattern and hold vacant Child Development Position vacancy through October 1st.
- Remove *Screening and Referral Service* outcome #8 since in year one all providers will have received the ASQ kits to access the Ages and Stages Questionnaires and Social Emotional Questionnaires for use with the School Readiness children they serve; thus, in year two the responsibility of the ELC 3 Service provider will be to provide the ASQ kits to new providers with an outcome related to the completion of screens for appropriate children.
- Remove *Provider Training* outcome #1 related to 100% of providers with service agreements serving children due for a developmental screen will have received training. This objective will have been achieved in year 1. For year 2 the responsibility to offer training to all providers and train new providers will be in place with the outcome to receive appropriate screens for children from providers.
- Continue to work with providers to conduct ASQ screenings on all eligible children receiving financial assistance from School Readiness Funds and implement Agency for Work Force Innovation (AWI) approved software.
- Maintain scope of service delivery components and all other performance outcomes.

Child Assessments

- Continue to wait for AWI guidance to implement Child Assessments.
- Adjust performance outcomes to reflect AWI guidance when appropriate.

7. Reduce ELC 6: Florida First Start contract with the School Board of Broward County by (\$30,013) as follows:

School Readiness Funding: \$474,777

- Elimination of field trips, program materials, and office supplies
- Reduction in fringe benefits

8. Renew ELC 7: Professional Development Supports contract with the Children's Forum, Inc. as follows:

Child Care WAGES[®] (ELC 7-1)

School Readiness Funding: \$486,741

- Maintain current contract staffing pattern.
- Add objective to address participant eligibility: 100% of the Broward Child Care WAGES[®]

recipients enrolled during this contract will be employed by a provider who participate in the Broward Quality Counts project.

- Maintain scope of service delivery components and related performance outcomes.
- Distribute and manage eligibility for \$394,628 in Child Care WAGES® stipends.
- Serve approximately 547 active participants at any one time who continue to teach in the early care and education facilities that employ them and who enhance their education. (180 facilities have participants as of 3-31-11 for FY 2011).

Scholarship Administration (ELC 7-2)

School Readiness Funding: \$212,548

- Revise staffing model to include 50% Registry/Scholarship Coordinator, 10% VP Information Technology, and 15% MIS Programmer.
- Distribute and manage eligibility for \$163,747 in scholarship awards.
- Maintain scope of service delivery components and related performance outcomes for the FY 2011-2012.

Seconded by Laura Gambino Barbara Weinstein and Mandy Wells abstained from

Finance Committee

Financial Statements

Andrew Bray, Chair of the Committee, gave a brief overview of the Financial Statements for March 2001 and April 1022. There were no questions.

Motion made by Andrew Bray to approve the Coalition’s March 2011 and April 2011 Financial Statements pending the annual audit performed by a qualified independent certified public accounting firm. **Seconded** by Sidney Calloway. **Unanimously approved**

Utilization Report

Andrew Bray stated that Ainsworth Geddes, CFO Family Central, reported at the Finance Committee that everything is tracking fine and the Coalition is moving forward as expected and had no concerns about the report.

No motion needed for the Utilization Report

Action items:	Person responsible:	Deadline:
Keep minutes on File	Executive Assistant	6/28/11
Submit Variance to Office of Early Learning	CPO	7/1/11
Proceed with Budget and Contracts for 2011-2012 FY	CPO/CFO	7/1/11
Keep Financial Reports on File	CFO	7/1/11

Committee and Staff Reports

Nominating Committee

In the absence of the Nominating Committee Chair, Mason Jackson referred the Coalition to Tab 7 noting the slate of officers submitted by the Nominating Committee. He asked if there were any nominations from the floor.

Laura Gambino nominated Cindy Arenberg Seltzer for the position of vice chair. Seconded by Larry Rein. Ms. Gambino stated that the Coalition should consider the Children's Service Council financial commitment. She also stated that Cindy Arenberg Seltzer has served for many years on the Board. The Chair pointed out that Children's Services Council gives the Coalition 15% of its budget.

Ms. Coward stated that the Nominating Committee believed that both candidates were qualified for the position noting that the Nominating Committee had long conversation and wanting to add some diversity to the Executive Committee in addition to other factors.

Mr. Mason stated that there are two nominations for the vice chair – Cindy Arenberg Seltzer and Andrew Bray. The nominations were closed After giving each candidate an opportunity to speak on their behalf a ballot vote was taken. The votes were tallied with Barbara Weinstein abstaining. General Counsel stated that the Coalition Members should put their names on the ballots.

8 Votes for Cindy Arenberg Seltzer, 7 votes for Andrew Bray and 1 vote for Sidney Calloway. Mr. Dwyer indicated that there will be a second vice chair if the by-laws move forward.

Motion made by Sidney Calloway to approve the nominations for Treasurer – Laurie Sallarulo and for Secretary – Laura Gambino. Unanimously confirmed. Barbara abstained from voting

Motion brought forward from the Nominating Committee to elect Julia Musella for a second four year term. **Unanimously approved.**

Readiness Rates

Penny Westberry referred the Coalition to Tab 8 containing Kindergarten Readiness Test Results. She gave an overview of the readiness rates pointing out that those who attended VPK did better than those who did not attend. A question and answer period followed.

Coalition Member Sidney Calloway was given a standing ovation for his dedication to the Early Learning Coalition. He thanked everyone and encouraged them to work together collectively to move this Board to the next level.

Key Data Report

Lee Tirpak gave a summary of the 9 month Key Indicators report. She stated that recommendations will be forthcoming regarding the quality services. Penny Westberry indicated that there is nothing in the report that is outstanding.

Financial Monitoring Report by AWI

Penny Westberry stated that the final report is located behind Tab 10 She pointed out that there were no findings and one minimal observation which had to do with not having a direct deposit form on file that was about 10 or 11 years old. The Chair acknowledged the great job done by staff.

Personnel Committee

Marvin Dejean gave a brief summary of the status of the Committee. He stated that the Committee will need to meet a few more times before bringing back any recommendations to the Coalition.

CRRD Committee

Robyn Perlman stated that there is nothing new to report. Mr. Dwyer asked that he be included on the invitation to the next CRRD Committee meeting.

By-Laws Committee

Cindy Arenberg Seltzer gave an updated on the status of the By-laws Committee. It was requested that a strike through version be submitted to the Coalition when completed.

Waitlist Committee

Alfreda Coward stated that she will be calling a meeting together at the end of the summer.

Accreditation Committee

Larry Rein reported that the CEO has been doing some leg work in terms of on-line training. The challenge now is transferring that knowledge to the next CEO.

Broward Early Childhood Educators Conference Update

Stacy Angier introduced the BAEYC President Andrea Zabel and Board Member Michelle Cabrera who gave a presentation.

The Chair interrupted the presentation to tend to New Business before a quorum is lost.

He stated that Penny Westberry's last day will be July 15th and the Coalition needs to make a few decisions including:

- Does the Coalition want an interim person in place?
 - Miami Dade offered to have their second in command – Tabatha Cullen for 90 days – common for all Coalitions to do to help out
 - Would release her for 90 days
 - Need to have person in place until permanent position filled whether it takes 60 or 120 days
 - Does the Coalition want to look outside for an interim CEO
 - Would like clarification of what this person would be doing for the 90 days

Motion made by Alfreda Coward to approve a policy that whoever serves in the capacity of Interim CEO position will not be able to apply for the permanent position. **Seconded** Andrew Bray. **Motion failed**

Motion made by Cindy Arenberg Seltzer to empower the Executive Committee to select an Interim CEO. **Seconded** by Laurie Gambino. **Unanimously approved.**

Sharon Cohen shared with the Coalition an opportunity to obtain a Federal Grant that is available and is asking the Early learning Coalition to join the collaborative effort at no cost to the Coalition.

Motion made by Cindy Arenberg Seltzer to join in the collaborative federal grant. **Seconded** by Mason Jackson. **Unanimously approved.**

A question asked if future opportunities for grants be available will it be required to get approval from the Coalition. Penny Westberry responded that this instance requires a formal partnership and just wanted the Coalition to be aware of it.

The representatives of BAEYC proceeded with their presentation.

Stacy Angier announced that October 15th is the date set for the conference and will be located at Piper High School. Money is needed to put on the conference and a hat will be passed around at each Coalition meeting to collect donations. She asked for Board participation as presenters and volunteers at the conference.

Robyn Perlman requested that the Coalition sponsor a business track that could come out of quality funds for \$5,000. Mr. Dwyer asked that this item be placed on a future Coalition meeting agenda when there is a better idea of the budget.

Action items:	Person responsible:	Deadline:
Move forward with new officers -	CEO	7/1/11
Schedule Executive Committee to proceed with hiring an Interim CEO	CEO	7/15/11
Proceed with Grant Opportunity	CPO	7/1/11
Place sponsorship of a business track for the Early Childhood Educators Conference on future Coalition Agenda	CEO	8/1/11

FYI

No comment

Unfinished Business		
<p>The Chair indicated that he would like to set up a meeting regarding provider rate increase to bring forward recommendations at a future Coalition meeting.</p>		
Action items:	Person responsible:	Deadline:
Schedule provider meeting to discuss rate increase	CEO	8/30/11
New Business		
<p>Barbara Weinstein announced a wonderful opportunity for representatives of Broward to attend a White House meeting</p> <p>Mr. Dwyer shared with the Coalition that the School Board has just recently set up a process for hiring a new CEO which the Coalition can benefit from. He indicated that it is his goal to have complete public input on this process and for it to be very transparent.</p>		
General Public Comment		
<p>Request was made to spread the word on the Interim Director position.</p>		
Next Meeting Date: TBD		
Adjourn		
<p>Meeting adjourned at 11:15 am</p>		

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