



Coalition Monthly Meeting

5/8/2009

8:30 AM

6301 NW 5th Way, Suite 3400
Fort Lauderdale

Members in Attendance:

Harry Duncanson, Chair, Robyn Perlman, Vice Chair, Larry Rein, Dr. Barbara Weinstein, Andrew Bray, Sidney Calloway, Harry Duncanson, Paul Eichner, Mason Jackson, Dr. Kevin Keating, Donna Korn, Maria Kuhn-Brotton, Robyn Perlman, Britt Sikes, Mandy Wells, Jeffrey Dwyer, Dr. Steven Ronik, Alfreda Coward, Cindy Arenberg Seltzer, Tanisha McFarlane (Head Start Representative)

Members Absent:

Shukree Cha Jua, Sidney Calloway, Treasurer, Julia Musella, Stacy Angier, Robin Bartleman, Marvin DeJean, Desorae Giles-Smith, Deborah Hill, Jack Moss

Staff in Attendance:

Penny Westberry, Executive Director, Andrea Braynon, Chief Financial Officer, Lee Tirpak Chief Program Officer, Sandra Gonzalez, Staff Accounting/HR Manager, Lisa Feeney, Senior ECE Program Specialist, Janice Carter, ECE Program Specialist, Leticia Strasser, ECE Program Specialist, Deborah David, CRRD Director, Marcie Westover, CRRD Assistant, Inez Webb, Administrative Assistant

Others in Attendance:

Ilene Gevirtz, Joyce Krzemienski, Khalil Zeinieh, Ainsworth Geddes, Carol Wasserman, Joe Tammy, Doreen Moskowitz, Sharon Cohen

Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 8:31 am

Roll Call was taken – quorum established

Mr. Duncanson noted the new Head Start appointment (temporarily appointed) Tanisha McFarlane.

Report of the Chair

Legislative /Budget Update

Harry Duncanson referred the members to the handout with information on current legislative topics. He gave a brief overview of the topics.

- Bottom line is the School Readiness funding will be a little ahead due to the federal stimulus dollars. This achievement is related to advocates raising the volume on the importance of early learning at the legislative level. Mr. Duncanson thanked all of those who advocate on behalf of early childcare. Still there is the issue of more than 12,000 children on the waiting list.
- The VPK rates established at the special session in January will remain.
- The legislation trying to disband the Coalition structure has failed.
- Continue to look at changes on how VPK and School Readiness are enacted, and this should come from those inside the organization, as opposed to outside forces.
- The Coalition Chairs have formed a task force to look at some issues, perhaps with a proposal in the fall.
- ELIS is approved and moving forward.

Penny Westberry, Executive Director, added the following:

- The bill Senator Nan Rich championed for positive changes to Kid Care was passed. She is much appreciated and will be thanked officially for the help this provides to children.
- Governor Charlie Crist also sent out recognition for provider appreciation as well.
- The Department of Education budget for VPK there oversight/administration took a hit, so there VPK facilitators will be reduced from 7 to 4 statewide. This is a hit to the aid to local providers. T

Additional Info: Tanisha McFarlane was welcomed to the meeting at 8:40 a.m.

Report of the Executive Director

Ms. Westberry gave information regarding:

- ELAC Board has a subgroup working on a recommendation for the process of assessing children and providers. The recommendation could come in June.
-

Federal Stimulus Funding

- Now know the funding figure for this year, and the tentative number for next year. She referred to

the budget outline in the packet.

- The federal stimulus funding as a 13% quality requirement with it, normally there is a 4%. The state is holding the 13% and looking at some state-wide projects.

The Personnel and Executive Committee expressed a wish to get to know the staff a little bit better. Each month a staff member will introduce themselves. Lisa Feeney, Senior Early Care and Education Program Specialist introduced herself to the Board.

Action items:	Person responsible:	Deadline:
None		

Consent Agenda

Motion made by Maria Kuhn-Brotton to approve the minutes of April 13, 2009. **Seconded by** Cindy Arenberg Seltzer.

Mandy Wells noted at the last meeting she should have abstained from two voting measures (for the Resolution to County Commission to Child Care Licensing and also the vote for the County QRS contract) at the last meeting. Ms. Wells said she filed conflict form (which is in the Board Packet FYI section).

Unanimously approved

Action items:	Person responsible:	Deadline:
Keep minutes on file	Executive Assistant	5/15/09

Committee Reports and Recommended Action Items

Executive Committee

CCEP Reallocation Funding

Motion brought forward from the Executive Committee to allocate the additional CCEP funding of \$91,109 to Family Central, Inc. for the use in slots and related costs. **Unanimously approved.**

Ms. Westberry stated this funding is from the reallocation of CCEP money from other Coalition who under spent. There will be a third allocation next money, which Broward may be the only one to apply. She noted this allocation used a different formula. Ms. Westberry said there will be a CCEP retreat next month to further education the Board Members, which is an opportunity to meet local funders.

Finance Committee

Finance Statements

Andrea Braynon referred the Coalition members to Tab 3 for a brief overview of the financial statements.

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

Utilization Reports

Ainsworth Geddes gave a brief overview of the Utilization Reports. He noted as of March 31st the VPK program has served 11,969 children. Mr. Geddes stated the School Readiness report does not reflect the stimulus funding.

Ms. Westberry said the notation at the end report the CSC dollars will be replaced by the stimulus dollars.

Audit Contract Extension

The Board Members reviewed Tab 5 for the audit contract extension. **Motion brought forward from the Finance Committee** to extend the existing external auditing services agreement by three months from May 8, 2009 to August 8, 2009. **Unanimously approved.**

Suggested Delegated Administrative Finance Functions

Ms. Braynon referred the Board Members to the executive summary. Mr. Duncanson said most of it is changing some words and practical suggestions. There were some missing delegation to the CFO, which was added. Ms. Westberry noted the packet is under Tab 11. Ms. Braynon said reason to bring forward were from the AWI monitoring from last year.

Motion made by Jeffrey Dwyer to approve the final version of the fiscal policies and procedures manual. **Seconded by Robyn Perlman.**

Unanimously approved.

Personnel Committee

Recommendation Staff Compensation Actions

Maria Kuhn-Brotton referred the Coalition Members to Tab 7 to review the recommendations for staff contributions.

Discussion:

- Personnel Committee extensively discussed how to compensate the valuable work the staff does.

- Highlighted the longevity of staff at the Coalition.
- Gave history of staff compensation.
- Inquired if there was a formal policy for compensation for advanced degrees. Personnel Committee wants to meet this summer to possibly create more formal standards.

The recommendations from the Personnel Committee include:

1. Approve a 5% increase to the current CRRD Director salary retroactive to the awarding of the Masters degree on 8/8/08.
2. Approve a 3.5% Coalition staff salary increase (inclusive of full time staff, other than the ED) as of July 1st 2009, with an additional .5% (half a percent) for employees with 4 years or more of service, and a recommendation that all subcontractors follow the same guideline.
3. Approve a Flexible Spending Account (FSA), inclusive of both medical and dependent care expenses, to be set up for use by Coalition staff with the Cornerstone Company.

Motion from the Personnel Committee to approve the above three recommendations. Unanimously approved.

Ms. Westberry said the staff is very appreciative of this measure, as well as the range of benefits.

Recommend ED Contract Terms

Maria Kuhn-Brotton referred the Coalition Members to Tab 8 regarding the Executive Director Bonus. Ms. Kuhn-Brotton highlighted the goals, which each had a percentage. All goals were met but one, for the hits to the website. Mason Jackson stated the Executive Director need to be accountable for things under control, not items like hits to the website.

Mr. Duncanson noted in the past a portion of the ED contract and defined it as bonus, and such takes less of salary. He stated do want measurable items she can be held accountable for, since it is not a typical bonus.

Friendly Amendment made by Mason Jackson and Seconded by Cindy Arenberg Seltzer to the Personnel Committee recommendation to change the bonus to \$10,000 for the Executive Director for the 2008/2009 employment year. Unanimously approved.

Amended Motion from the Personnel Committee to approve the bonus of \$10,000 for the Executive Director for the 2008/2009 employment year. Unanimously approved.

Ms. Westberry noted the Personnel Committee ran out of time to discuss the ED contract, so that item will be coming before the Board in June.

CRRD Committee Update

Deborah David directed the Coalition Members to Tab 9 for the Framework for the Early Care and Education Site Owners' Business Technical Assistance Program. Ms. David said this is a framework will

be used to move forward, as there is community interest. This program will maximize existing sources. Robyn Perlman asked the Board to review the framework and to e-mail any ideas. Ms. Westberry stated a foundation funder has expressed interest.

Community Partner Systems Gathering Update

Lee Tirpak gave the report. Ms. Tirpak said the group is focusing on professional development. She noted more and more providers are coming to participate at the gatherings.

VPK/SR Conference Committee Update

Carol Wasserman gave the update on the conference. Ms. Wasserman noted they are now offering a pre-conference to 225 owners and directors. The main conference is fore 700 teachers. The committee received a \$15,400 for CEU’s as well as money for resource books. The Children’s Services Council is also a sponsor. Cindy Arenberg Seltzer noted the recent campaign with Borders will mean an additional 3,000 books will be donated to the conference. Robyn Perlman suggested recognition for Borders for their donations at a Board meeting. Ms. Wasserman said Kaplan is sponsoring the key note speaker.

Mr. Duncanson complimented Cindy Arenberg Seltzer and the CSC board for their commitment to the community.

Staff Reports and Recommended Actions

FY 2009-2010 Budget and Contract Recommendations (Tab 10)

Mr. Duncanson noted the reason the budget is late is because of the legislative and stimulus issues. Ms. Westberry noted other Coalitions are not bringing budgets forward yet. She noted there is net increase in revenue on the School Readiness and the VPK areas. Ms. Westberry noted CSC has asked to reserve 10% of the revenue number. She also noted there is also the third reallocation of the CCEP money.

Motion made by Jeffrey Dwyer to approve the following:

1. Approve \$81,531,556 for:

- **School Readiness Slots (\$39,676,250)**
- **Children’s Services Council slots (\$5,323,750)** *This represents almost a 6% increase in School Readiness slot dollars as compared to this 2008/2009 preliminary slot budget.*
- **VPK Slots (\$34,277,967)** *This represents a conservatively projected 3% increase in VPK slot dollars, based on anticipated increased participation, but a decreased FTE provider rate and a decreased administrative/support rate.)*
- **FAU Research (\$106,500)**
- **Reserve Funds: Future CSC slots (\$476,250)**

- **ELC administration budget plus unallocated reserve (\$1,670,839)**
2. **Renew W.A.G.E.\$ contract with The Children’s Forum, Inc. with a budget of: School Readiness Funding: \$524,026**
 - Continue distributing stipends to approximately 450 participants who continue to teach in one of 178 early care and education facilities and who enhance their education.
 3. **Renew ELC 1: Resource and Referral and Family Education and Supports contract with Family Central, Inc. with a budget of: School Readiness funding: \$1,752,591, Voluntary Pre-kindergarten Funding: \$118,177** *(An overall increase of \$175,726 as compared to the original 2008-2009 allocation)*
 - Adjust current contract staffing pattern to remove one Administrative Assistant and add one parent Counselor (17 total) to serve additional live calls and out-posting potential.
 - Maintain scope of service delivery components and related performance outcomes.
 - Reduce the approximate number of providers recruited to licensing from 50 to 35 providers; providing telephone technical assistance to 35 providers and face to face home visits to an additional 65 providers for a total of 100 potential providers engaging in the recruitment process.
 - Increase postage allocation to accommodate increased costs and required AWI mailings.
 - Allow for increase of staff salaries up to 4% within the budget.
 4. **Renew ELC 2: Eligibility Determination, Application Processing, Slot Management and Provider Payment contract with Family Central, Inc. with a budget of: School Readiness Funding: \$3,808,739, Voluntary Pre-kindergarten funding: \$1,256,261** *(An overall increase of \$185,453 as compared to the original 2008-2009 allocation.)*
 - Expand current contract staff pattern to add ½ FTE Service Agreement Assistance to accommodate the increase number of Service Agreements
 - Maintain scope of service delivery components and related performance outcomes.
 - Serve Children with ELC budgeted dollars as follows:
 - School Readiness/CSC Slots: 10,227 (not inclusive of children served with match dollars that do not flow through ELC)
 - VPK slots: 12,1000
 - Allow for increase of staff salaries up to 4% within the budget.
 5. **Renew ELC 3: Quality Improvement Supports contract with Family Central, Inc. with a budget of: School Readiness Funding: \$1,826,860** *(An overall increase of \$48,199 as compared to the original 2008-2009 allocation.)*
 - Maintain current contract staffing pattern.
 - Maintain scope of service delivery components and related performance outcomes.
 - Increase the per-scholarship amount of college-credit scholarships from \$330 to \$350 to align with current State college tuition rates.
 - Continue mini-grant opportunities for providers until June 30, 2010, to providers who have

reached their Quality Improvement Goals, continuing to waive the match requirement through 6/30/10.

- Allow for increase of staff salaries up to 4% of within the budget.

6. Renew ELC 5: Child Screening and Assessment with Family Central, Inc. as follows:

School Readiness Funding: \$962,995 (*An overall increase of \$78,738 as compared to the original 2008-2009 allocation.*)

- Allow for increase of staff screenings up to 4% within the budget.

Child Screenings

- Increase the number of children receiving a developmental screen from 5,250 to 5,700 children.
- Expand staffing pattern to include ½ FTE Assessment Specialist to accommodate the increased number of children receiving a developmental screen.
- Purchase additional supplies to replenish developmental screening assessments required to accommodate various age groups.
- Maintain scope of services delivery components and the balance of related performance outcomes.

Child Assessments

- Maintain current contract staffing to complete 265 curriculum based-child pre and post assessments with on-going curriculum support training.
- Change the service delivery of on-going child assessments to the child's early care and education provider providing 100% of these assessments, rather than FCI Assessment Specialists providing 25% of the children with ongoing child assessments.
- Adjust performance outcomes to reflect changes in children receiving developmental screens and service delivery for ongoing child assessments.

Seconded by Cindy Arenberg Seltzer Unanimously approved

Discussion

- Mr. Duncanson noted the administration budget is 1.7%, which is very lean. He requested for next year a new format to see the actual budget column on next year's budget for comparison.
- Mandy Wells had a question on temporary personnel. Due to staff situations there will be a need for temporary personnel.
- Cindy Arenberg Seltzer inquired about ELC 5 and funding for quality in VPK. Ms. Westberry stated there is no funding specifically for quality in VPK.

Cindy Arenberg Seltzer noted the CSC is looking at a worst case scenario of a \$12 million hit.

Fiscal Policies and Procedures, Recommended Updates (Tab 11)

Already approved in Tab 6.

Allocation of FY2008-2009 Unallocated/Reserved Dollars (Tab 12)

Motion made by Jeffrey Dwyer for the following:

(The following summarizes the effects of proposed recommendations on the ELC 1, ELC 2, ELC 3(FCI) and ELC 5 contracts):

- **ELC 1 (Resource and Referral and Family Education and Supports):** The current contract amount for fiscal year 2008-2009 is \$1,590,811 for Resource and Referral and Family Education and Supports services and \$122,797 for VPK services. The contract is recommended to be increased by **\$10,319** for Resource and Referral and Family Education and Supports services and **\$348** for VPK services to incorporate staff increases. Additionally, the contract is recommended to be increase by **\$33,000** to engage in additional community VPK outreach activities and purchase some materials to improve VPK classroom instruction. With the recommended funding, the contact with total \$1,757,275.
- **ELC 2 (Eligibility Determination, Application Processing, Slot Management, and Provider Payment):** The current contract amount for fiscal year 2008-2009 is \$3,677,463 for the delivery of eligibility determination, application processing, slot management, and provider payment services related to school readiness funding and \$1,246,017 for VPK slot management and provider payment services; the contract amount used exclusively for slots related to school readiness funding is \$44,532,699. To incorporate staff increases, the contract is recommended to increase eligibility determination, application processing, slot management and provider payment services by **\$6,462** totaling \$1,252,479; and increase school readiness slots by **\$76,909** totaling \$44,609,608.
- **ELC 3 FCI (Quality Improvement Supports):** The current contract amount for the fiscal year 2008-2009 is \$1,843,661. The contract is recommended to be increased by **\$10,068** in school readiness funds to incorporate staff increases and **\$104,150** to incorporate CDA and College Scholarships. With the recommendation, the contract would total \$1,957,879.
- **ELC 5 (Child Screening and Assessment):** The current contract amount for the fiscal year 2008-2009 is \$894, 257. The contract is recommended to be increased by **\$5,994** in school readiness funds to incorporate staff increases. With the recommendation, the contract would total \$900,251.

Seconded by Robyn Perlman **Unanimously approved.**

No discussion.

FY2008-2009 ELC Administration Budget Update

<p>Motion made by Jeffrey Dwyer made the motion to approve the FY 2008-2009 Administration Budget Update #1. Seconded by Maria Kuhn Brotton. Unanimously approved. No discussion.</p>		
Action items:	Person responsible:	Deadline:
Keep on file		
FYI		
No discussion		
Unfinished Business		
No discussion		
New Business		
<p>Ms. Westberry brought to the Board's attention; the Coalition's now has the ability a waiver from the state in terms of how long a person can receive financially assisted child care while they are unemployed. It is has always been 30 days. She said a waiver can be requested for longer; Family Central is collecting data on this topic. However, once the waiver is requested, to cancel it can take several months to complete the rescinding process. This issue will come before the board in June.</p> <p>Dr. Barbara Weinstein thanked the Coalition and Khalil for partnering on getting the contracts fair and equitable. She also invited every to participate in the Mayor's Gala on October 24th.</p> <p>Ms. Westberry congratulated Harry Duncanson for being nominated as volunteer of the year.</p>		
Public Comment		
No comments		
Next Meeting June 26, 2009		
Adjourn		
<p>Motion to adjourn by Cindy Arenberg Seltzer and Seconded by Mason Jackson. Unanimously approved. Meeting adjourned at 10:14 a.m.</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
Marcie Westover
Reviewed and Edited as necessary by
Harry Duncanson, Chair
Penny Westberry, Executive Director