

<p>CRRD and SREL-Finance/Advocacy Joint Meeting October 13, 2009 10:08AM 6301 NW 5th Way, Suite 3400 Fort Lauderdale, FL 33309</p>		
<p>Board Members in Attendance:</p> <p>Staff in attendance:</p> <p>Others in attendance:</p>	<p>Robyn Perlman, Coalition Board Vice-Chair</p> <p>Deborah David, Director of Community Relations & Resource Development; Marcie Westover, Community Relations and Resource Development Assistant</p> <p>Linda Flynn, Monica Pujol-Nassif, Ann de las Pozas, Yanick Goutier, Mark Gross, Sharon Cohen, Joy Gordon, Pam James, Andrea Nelson, and Wendi Siegel.</p>	
<p>Welcome and Introductions</p>		
<p>Robyn Perlman called the meeting to order at 10:08 a.m.</p>		
<p>Public Comment</p>		
<p>None.</p>		
<p>Approval of Minutes from August 25, 2009 (Tab 1)</p>		
<p>Participants reviewed the minutes. Ann de las Pozas made the motion to approve the minutes; Monica Pujol-Nassif seconded the motion. The minutes were unanimously approved.</p>		
<p>Action:</p>	<p>Person Responsible:</p>	<p>Deadline:</p>
<p>Place final minutes on website</p>	<p>CRRD Assistant</p>	<p>October 14, 2009</p>
<p>Revised Interview Discussion Tool (Tab 2)</p>		
<p>Deborah David gave the background on the interview discussion tool for the early care and education business technical assistance program. After the last meeting, the tool was e-mailed for further review. Ms. David said questions were eliminated.</p> <p>Linda Flynn met with Lorrain Bernath, from the Mailman Segal Institute, one of the creators of the Building Literacy Tool Kit. She noted that project was a four year study. Ms. Flynn said the group used a cross section of providers to test the kit. She suggested looking for an existing tool kit, instead of creating a new one for the group.</p> <p>Two changes were requested for the tool:</p> <ul style="list-style-type: none"> • Reword question one to state: What procedures do you utilize for employee recruiting, hiring, orientation, and retention? • To the fiscal section add the question: Do you have a budget? <p>Ms. Perlman said the goal is to help providers implement a business model. She said the group needs to explore existing models before creating a new one.</p>		

Brief introductions were made by attendees.

Ms. Perlman asked if Family Central, Inc. (FCI) and the Coalition could work together to write a grant for this tool. Mark Gross said this was a possibility, and spring time would be the best to look for funding. Mr. Gross noted FCI is having a basic grant writing training for providers.

Ms. David circled back to the tool, stating Florida and Broward County are unique, so it is important to tailor the tool to meet the identified needs of local providers. Ms. Flynn suggested looking at places like KPMG for existing models, instead of starting from scratch.

Participants agreed to have Ms. David use the tool with four or five providers drawn from a random sample. The gathered information will be presented at the next joint meeting.

Action:	Person Responsible:	Deadline:
Conduct 4 or 5 interviews with providers from random sample	Director of CRRD	Next meeting

Wachovia/Wells Fargo, KPMG

Ms. Perlman invited other group participants to further explore the opportunities available at KPMG and Wells Fargo. This information will also be shared at the next meeting.

Action:	Person Responsible:	Deadline:
Explore existing business opportunities	Members of the Committee/Subcommittee	Next meeting

Provider Recognition

Ms. Perlman said providers should be recognized during small business month. She suggested placing an advertisement. She also showed them a letter written to Governor Crist about Small Business Month.

Monica Pujol-Nassif said she recently met with Bank Atlantic. She said the representative was very interested in helping. Ms. Perlman encouraged Ms. Pujol-Nassif to contact the representative about the group, and donating ad space to recognize providers. Ann de las Pozas said she will pursue having an article written. Mark Gross suggested having the Coalition create a nomination process to recognize categories of providers as small business representatives of the year.

The Coalition will receive a proclamation from the County Commission in recognition of providers as vital members of the small business community. Ms. Perlman suggested creating a press release providers can personalize and disseminate to the press.

The participants discussed Provider Recognition Month, which is in May. Ms. Perlman suggested having the item placed on the next meeting agenda for further discussion.

Action:	Person Responsible:	Deadline:
1. Place an advertisement	1. Group members	1. No determined date

2. Create press release for providers	2. CRRD Department	2. October 19th
New York Times Article with CEO Penny Westberry's Response Letter (Tab 3)		
Ms. Perlman directed the group to the New York Times Article and CEO Penny Westberry's Response letter.		
Action:	Person Responsible:	Deadline:
None.		
Next Steps		
This item was addressed above.		
Public Comment		
None.		
Next Meeting		
The next meeting date is yet to be determined.		
Adjournment		
The meeting adjourned at 11:45 a.m.		

These minutes contain the action items of the CRRD Committee and the SREL-Finance/Advocacy Subcommittee. They do not include all the facets of each issues discussed. A tape recording of the meeting is held in the Coalition office.

Submitted by Marcie Westover CRRD Assistant
 Reviewed by Deborah David, Director of CRRD