



Executive Committee Meeting

1/12/2011

5:30 PM

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

Members in Attendance:

Jeffrey Dwyer, Chair, Andrew Bray, Cindy Arenberg-Seltzer, Marvin Dejean

Donna Korn

Members Absent:

Staff in Attendance:

Penny Westberry, CEO, Lee Tirpak, CPO, Andrea Braynon, CFO, Janice Carter, Director of CRRD, Leticia Strasser, ECE Program Specialist, Gordia Ross, ECE Program Specialist, Debbie Bainton, Executive Assistant

Others in Attendance

Burnadette Norris-Weeks, Dr. Barbara Weinstein, Robyn Perlman, Ainsworth Geddes, Sharon Cohen, Ronald Thompkins, Khalil Zeinieh

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 5:58 pm
Quorum established

Approval of September 1, 2010 minutes

Motion made by Andrew Bray to approve the September 1, 2010, minutes

Chair moved on to Committee reports and minutes did not go to a vote

Action items:

Person responsible:

Deadline:

Place Minutes on next meeting agenda

CEO

3/23/11

Committee Report

Finance Committee

Andrew Bray, Chair of Finance Committee, noted that Marvin Dejean joined the Finance Committee on the first 1/3 of the auditor's report. He indicated that there were no other items, (the utilization report or financial statements) that presented any material concerns or variance. There were no questions.

Motion made by Cindy Arenberg Seltzer to accept the audit report that has been brought forward.

Seconded Andrew Bray. It was noted that it was a Finance Committee motion. The Chair indicated that if it is not needed that is fine but it's on the floor we can vote on it and then it would be duplicative and it really doesn't matter. **Motion passed unanimously.**

Budget Amendment

The Chair referred the Committee to the Budget Amendment behind tab 3. Andrea Braynon, CFO, reported that this budget amendment cleans up actual incurred or awarded dollars from the State and incorporates it into the budget. The Chair noted that this was moved at the last Finance Committee meeting. There were no questions

Recommended Fund Balance Spending Plan Update

Andrea Braynon reported that this is a follow-up to previous discussions by the board and this item is being brought forward for informational purposes.

Utilization Report

There were no questions or concerns.

Consideration of Rotation of Auditors

Jeffrey Dwyer stated that his understanding that best practices is now to rotate auditors every five years and asked if it is necessary to rotate this year. Andrew Bray, Chair of Finance Committee, reported the following:

- Difference between what the public perception is and what the actual requirement is
- Mr. Thompkins explained that an organization does not need to rotate out the entire auditing firm but to rotate out one of the partners overseeing the audit
- Recommendation from Finance Committee that it be required to rotate the concurrent review partner
- Would still go out to bid – but does not preclude the current audit firm from applying

External Audit

Mr. Dwyer stated that he believed everyone who is sitting on Executive at this time was present for the bulk of the audit presentation.. The Finance Committee made a motion to accept the audit and it was noted that there is no need for another presentation. Mr. Dwyer thanked Mr. Thompkins for all of his hard work and services. Mr. Dwyer also thanked Andrea Braynon and staff for a great job.

Committee Report

Community Relations and Resource Development (CRRD)

Robyn Perlman, Chair of the CRRD Committee, reported on the following:

- Thanked Janice Carter for taking the CRRD Committee on this journey and for putting the Power Point together
- Mark Gross from Family Central and Evan Goldman from Children's Services Council were instrumental with bringing this forward. Ainsworth Geddes was also important on this journey together with many others in the community including Wachovia
- Ms. Perlman outlined the steps that the Committee has taken to get to this point which started with a survey that was distributed a year ago to 1,000 childcare providers to find out what was their financial snapshot in the community with 111 providers responding. Focus groups were conducted with phone interviews and on site interviews were conducted with 4 providers.

The results of this survey included:

- \$2,827 per month per center was given by providers either through waivers, scholarships, not getting co-pay, discounting care which equals approximately \$20 million that providers are contributing in kind
- Centers not making a profit due to fiscal management
 - Non-collection of fees
 - Low enrollment – cost of real estate not covered
 - Limited use of marketing strategies
 - No strategies to bring in additional revenue
 - Primarily a women's business – love of children
- Need to explain to Board exactly what the CSC money means to the Coalition

Proposed project to tackle the problem

- Create an institute with program goals of child care centers establishing a healthy business
 - Have a curriculum geared to childcare providers
 - Create a business program in the universities in conjunction with early care educators
 - Geared for owners or administrators of the centers
- Utilize shared resources
- Collections of unpaid co-pays
- 100 providers to be approved for the program for free – must agree to take 2 children off the waitlist in order to participate
- Duration of program is 1 year which would include a mentor
- Test in Broward and can be duplicated nationally if successful

Ms. Perlman finalized her presentation with the following comments and questions:

- Requested another discussion on how to make this doable
- Does ELC want to take it on

- Does ELC want to take on procurement or give that stewardship to Family Central
- Can we negotiate with University without going through procurement
- Ultimately does ELC want to do this

Committee’s comments questions

- What about establishing a mentor program with child care providers who are successful in the business
 - Committee also discussed that idea and agree
- Commended Robyn for bringing this forward
- Is there a commitment from Wachovia on this
- Businesses paying attention is a significant breakthrough
- Can we capitalize on something that already exists rather than reinventing the wheel
- Can do something with a State University without going through procurement
- Will take a long time to create something
- Using curriculum already there – can be done in a short period of time
- Creating curriculum can take a long time with all the details involved
- What is ELC being asked to invest – time, money, energy into what – to have what - in what time frame
 - Should we even move forward in discovery phase
- What is the Committee asking ELC

Action items:	Person responsible:	Deadline:
Send Power Point to Executive Committee Members	CRRD Director	3/23/11
Place CRRD Committee Project on next Executive Committee Agenda for further discussion	CEO	3/23/11

By-Laws

Mr. Dwyer reported that Britt Sikes has resigned from the Coalition because he has been appointed to another board by the Governor. Another by-laws meeting is scheduled.

Personnel		
<p>Marvin Dejean, Chair of the Personnel Committee, stated that there has been nothing since the last meeting. He indicated a meeting will be scheduled in the near future.</p>		
Action items:	Person responsible:	Deadline:
Schedule Personnel Committee Meeting	CEO	3/23/11
Ad hoc Accreditation		
<p>Penny Westberry, CEO, reported that the Committee had their first meeting and the Committee has charged the CEO with exploring COA. The CEO has a conference call set with COA next week to see where ELC would fall under their accreditation and do some fact finding and then will take it from there.</p>		
Staff Updates and Recommendations		
<p><u>Board Member Complaint Policy</u></p> <p>Mr. Dwyer stated that he thought the last discussion on this item that it was not going to be in resolution form. He asked if any more language got added to the document. Burnadette Norris-Weeks stated that the document represents the last discussion the Committee had and that she has no authorship on the document.</p> <p>The Committee had the following comments and concerns:</p> <ul style="list-style-type: none"> • Switch (3) and (4) • May want a step in between that says that the Committee could decide that there is no basis or does not arise to a reasonable complaint • No process for the validity of the Complaint • If valid what is the process for handling it afterwards • Make it a policy and not a resolution <p>Motion made by Cindy Arenberg Seltzer approve the Board Member Complaint as a policy rather than a resolution with the following amendments to switch 3 with 4, with number 4 reading The Coalition Board, in its sole discretion, may decide to act or take no action pursuant to its procedures. Seconded by Andrew Bray. Unanimously approved.</p> <p>Mr. Dwyer stated that ELC policies need to be footnote referenced as to the section, sub note as to what they refer to, revision dates and past dates. He indicated that procedures need to be similarly formatted.</p>		

Revised Dispute Resolution Policy

Burnadette Norris-Weeks indicated that this Dispute Resolution Policy is required by the State. Penny Westberry noticed that there are places where it says business days and places where it says days – for consistency probably would want to say business days. The Chair stated that he didn't see any ambiguities with the policy that the Committee can pass the policy now and then the governance body can clean it up.

Motion made by Andrew Bray to approve the policy with the amendment that any reference to 10 days or less shall be referenced as business days and more than 10 days shall be calendar days. Seconded Marvin Dejean. Unanimously approved.

Disenrollment Policy

Penny Westberry indicated that the language in the policy is given specifically by the State and it must read this way. Burnadette Norris-Weeks indicated that a draft was sent to the State who in turn returned it with some changes which were made.

Motion made by Andrew Bray to approve the School Readiness Funds Management/Disenrollment of Children Policy and Procedures. Seconded by Cindy Arenberg Seltzer. Unanimously approved.

Action items:	Person responsible:	Deadline:
Prepare new Board Member Complaint document and place on Coalition Agenda	GC/CEO	2/11/11
Amend dispute resolution policy and place on Coalition Agenda	GC/CEO	2/11/11
Place School Readiness Funds Management/Disenrollment of Children Policy and Procedures on the Coalition Agenda	CEO	2/11/11

Unfinished Business

Discussion re: Procuring Parenting Program

Penny Westberry reported that during last year's procurement process there was some opinion expressed that the Coalition should look at procuring the parenting program. She asked for the Committee's direction of whether or not staff should pursue procuring a parent program.

Lee Tirpak indicated that the Coalition is serving 210 families with a budget of a little over \$500,000 under Florida First Start. Ms. Westberry indicated that it was the only contractual commitment with the School Board.

Mr. Dwyer requested that more information be brought back. Ms. Westberry indicated that the timing is going to be such that the School Board is going to have to let go of staff if this item waits until the next Executive Committee meeting.

Ms. Westberry stated that her recommendation at this time is not to procure this out for this coming year. She stated that it is a cost effective program, it is a successful program based on monitoring, it is our only contractual connection to the School Board, and do not think it is worth the investment that it would take to procure at this point in time.

Mr. Dwyer reiterated the request to bring back to the Committee more information regarding this issue including who, what, when, why.

Action items:	Person responsible:	Deadline:
Place Florida First Start on next Executive Committee Agenda together with more information	CEO	2/11/11

New Business

Cindy Arenberg Seltzer stated that CSC staff is recommending to the CSC Board a change to the TOTS contract that CSC has with the Early Learning Coalition. She explained that CSC staff is recommending that TOTS pilot program be expanded to include ages of children served through age 5 years who are not yet in kindergarten and expand the eligible sites to include child care sites who have received a 5 star rating in the Quality Counts rating improvement system and child care sites participating in the Positive Behavior Support model.

Public Comment

No Comment

Next Meeting: March 23, 2011

Jeffrey Dwyer noted that the meeting was long due to the fact that there has been no quorum and asked if there is a need for a new meeting time. He asked the CEO to explore different times. Ms. Westberry indicated that there was going to be a scheduling issue with the June meeting because of State meeting.

Mr. Dwyer indicated that there has been a request to equip the Board room with wireless internet which costs \$2,000. Penny Westberry indicated that some Board members had requested wireless. Ms. Seltzer asked how much it would be for a wireless router. She asked if anyone spoke to her IT staff noting that CSC plugged in 11 people during their meetings.

Motion made by Andrew Bray to not move forward to spend \$2,000.00 for wireless access. Seconded by Cindy Arenberg Seltzer. Unanimously approved.

Blue Bus Tour

Penny Westberry stated that another Coalition is wanting to kick off a bus tour around the State. It is not definite whether the tour will move forward or not due to some funding issues.

Action items:	Person responsible:	Deadline:
Consult with CSC IT people to determine how they hooked up all the computers while located at 6301 NW 5 th Way	IT/Accounting	3/23/11
Adjourn		
Meeting adjourned 7:50		

These minutes contain the action items of the Executive Committee meeting of the Early Learning Coalition. 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