



# Executive Committee

2/27/2008

6:00 PM

6301 NW 5th Way, Suite 3400

Fort Lauderdale

**Members in Attendance:**

Robyn Perlman, Vice Chair, Sidney Calloway, Treasurer, Cindy Arenberg Seltzer, Maria Kuhn Brotton

**Members Absent:**

Harry Duncanson, Chair, Jeffrey Dwyer, Secretary

**Staff in Attendance:**

Penny Westberry, Executive Director, Andrea Braynon, Director of Finance, Lee Tirpak, Director of Program Operations, Lisa Feeney, Senior ECE Program Specialist, Leticia Boswell, ECE Program Specialist, Janice Carter, ECE Program Specialist, Deborah David, Director of CRRD, Sandra Gonzalez, Accounting & HR Manager, Debbie Bainton, Executive Assistant

**Others in Attendance:**

Burnadette Norris-Weeks, General Counsel, Doreen Moskowitz, Dr. Barbara Weinstein, Ainsworth Geddes, Maria Kuhn-Brotton

Welcome and Call to Order

In the absence of the Chair, Robyn Perlman, Vice Chair, called the meeting to order at 6:30 pm  
Quorum was established

Approval of minutes November 26, 2008

**Motion** made by Cindy Arenberg Seltzer to approve the minutes of November 26, 2008. **Seconded** by Sidney Calloway. **Unanimously approved**

**Action items:**

Keep on File

**Person responsible:**

Executive Assistant

**Deadline:**

2/29/08

Committee Reports and Recommended Action  
Items

Finance Committee

Financial Statements

Ms. Perlman recognized that everyone on the Committee was also present during the Finance Committee meeting and felt there was no need to reiterate what was said during that meeting. There being no questions, she moved on to the next item on the agenda.

Utilization Report

Ms. Perlman asked about the numbers showing those that enrolled but did not attend. Ms. Westberry explained that at the current time there is a large amount of enrollment going on, and the overall number change is likely due to that, however she noted that the percentage of those enrolling but not attending has not likely changed. FCI concurred.

CRRD Committee (Community Relations & Resource Development)

**Spring into Health Fair**

Deborah David reported that the Spring into Health Fair will be held on April 12 and encouraged everyone to reach out for sponsorships. The Committee discussed the following:

- \$14,200 was earned last year and a little bit more the previous year
- Part of the fair is to service families – immunizations, health screenings, and distribution of information for VPK
- Recognized the amount of work that is put in to hold the event – could ELC be a sponsor and participate in other health fairs
- Suggestion made to look to business partners
- Board recognizes the need for other funding resources
  - Believe fundamentally funding is from State
  - More emphasis on resource development through partnering such as Wachovia
  - Fund raising still a part of Coalition’s business
- Desire to get away from event planning
- Need to get at the heart strings of potential contributors
- Certificates for Accreditation are being sponsored by Wachovia and will be distributed at Board Meetings
- Program under development: Scholarships for children to fill empty seats at a centers – possible stipends for center to participate
  - CCEP match challenges – client restricted to the site participating in program
  - Servicing children – ultimate goal

**Action items:**

**Person responsible:**

**Deadline:**

Solicit from Board Members for a list of contacts	Director of CRRD	3/30/08

**Staff Reports and Recommended Action Items**

CCEP

Committee was referred to Tab 4.

**Motion** made by Sidney Calloway to allocate the additional foundation dollars received by the Coalition of \$63,340 and the CCEP match of \$198,340 to Family Central, Inc. for use in slots. The projected number of additional children served in slots this year is 180 children. **Seconded** by Maria Kuhn Brotton. **Unanimously approved.**

Reallocation of Unspent Funds

The Committee was referred to Tab 5.

**Motion** made by Sidney Calloway to approve the following reallocation of unspent funds:

<b><u>Decrease in Funding:</u></b>		
1	ELC3 – School Board of Broward County Quality Improvement	(\$61,678)
2	ELC4-2 Broward County Quality Assurance Services	( 58,726)
<b><u>Increase in Funding:</u></b>		
1	ELC3 FCI – 70 CDA National scholarships	\$84,000
2	Fund 9 AS TEACH scholarships administered by Florida Children’s Forum	24,048
3	Fund 10 TEACH Director Credential scholarships administered by the Florida Children’s Forum	11,420
4	Allocate additional to ELC Unallocated Reserve	936
<b>TOTALS</b>		<b>(\$120,404)      \$120,404</b>

**Seconded** by Cindy Arenberg Seltzer. **Unanimously approved.**

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Amend FCI contract to reflect additional funding	Director of Program Operations	4/11/08
Amend budget to reflect actions taken	Director of Finance	4/11/08

Unfinished Business		
<p>Penny Westberry corrected the information contained in the minutes where it was stated that 40% of the funding goes toward school age children. She indicated that was said at the meeting, however the percentage of school aged children served is actually 30%.</p> <p>Ms. Westberry also reported on the VPK numbers</p>		
New Business		
<p><b>Motion</b> made by Cindy Arenberg Seltzer to move the start time of the March 7<sup>th</sup> Coalition meeting to 8:45 am. <b>Seconded</b> by Maria Kuhn-Brotton. <b>Unanimously approved.</b></p>		
Action items:	Person responsible:	Deadline:
Notify Board Members new start time for Coalition meeting	Executive Director	3/7/08
Send Public Meeting notice with corrected start time	Executive Assistant	2/29/08
Public Input - none		
Next Meeting - March 26, 2008		
Adjourn		
<p>Meeting adjourned at 7:00</p>		

These minutes contain the action items of the 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/Revised as Necessary by**  
Penny Westberry, Executive Director