



Executive Committee

2/28/2007

6:00 PM

6301 NW 5th Way, Suite 3400

Ft. Lauderdale, FL 33441

Members in Attendance:	Harry Duncanson, Chair, Cindy Arenberg Seltzer, Mason Jackson, Alan Levy, Robyn Perlman
Members Absent:	Sidney Calloway, Jeffrey Dwyer
Staff in Attendance:	Penny Westberry, Executive Director, Ainsworth Geddes, Director of Finance, Lee Tirpak Director of Program Operations, Lisa Feeney, Senior ECE Program Specialist, Janice Carter, ECE Program Specialist, Leticia Boswell, ECE Program Specialist, Deborah David, Director CRRD, Debbie Bainton, Executive Assistant
Others in Attendance:	Burnadette Norris-Weeks, General Counsel, Doreen Moskowitz, Ann de las Pozas, Ken Dresner, Dr. Barbara Weinstein, Claudia Dean

Welcome and Call to Order

Harry Duncanson called the meeting to order at 6:07 pm

Approval of January 24, 2007 minutes

Motion made by Robyn Perlman to approve the minutes of January 24, 2007. **Seconded** by Mason Jackson. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep on file	Executive Assistant	3/1/07

Committee Reports and Recommended Action
Items

Finance Committee

The Chair pointed out that all the members present were at the finance committee meeting and did not feel the need to repeat the information.

Community Relations and Resource Development Committee

Spring Into Health Fair

Corey Hicks, Chair of the CRRD Committee, referred the Executive Committee to Tab 4. Mr. Hicks gave a brief report on the status of the Health Fair. He stated that Deborah David, Director of CRRD, is doing a good job. He noted that a Title Sponsor still needs to be acquired. He thanked CSC and Cindy Arenberg Seltzer for their contact at Bank of America. He also thanked Harry Duncanson and Robyn Perlman for their contacts.

Chambers of Commerce

Mr. Hicks presented the CRRD Committee's request for approval to join some Chambers of Commerce. He stated that by joining the Chambers, Coalition staff will have regular opportunities to speak one-on-one with members of the business community regarding the early care and education system. The Chambers will also serve as venues to publicize upcoming events. Robyn Perlman suggested trying to join just a few of them and figure out what the moving parts are and then build it out. Harry Duncanson indicated the Coalition should have a program that would be interesting to Chambers pointing out that the Coalition does not have to be a member to present a program. He also mentioned that Broward County Chamber basically does a table top trade show and he is not sure what else they are involved in. Ms. Perlman indicated that what the Coalition is looking for should be categorized and then look for that in the Chamber.

Motion made by Robyn Perlman to recommend to the Coalition to join five Chambers of Commerce as chosen by the Committee. Seconded by Cindy Arenberg Seltzer. Unanimously approved.

Procurement Committee

Jack Moss, Chair of the Procurement Committee, gave an overview of the recommendations of the Procurement Committee. The following Procurement Evaluation Committee Negotiating Proposal was distributed for the Executive Committee's approval for the Committee to move forward on negotiations:

ELC 1 – Resource and Referral and Family Education and Supports

- Overall Evaluated Score: Family Central, Inc.: 2,124.00
- Unanimous motion passed to move forward on negotiating with Family Central, Inc., the sole respondent for ELC 1, based upon evaluated scores and recommendation of staff.
- Staff will hold pre-negotiation meetings with Family Central, Inc. with regards to ELC 1, taking

into consideration staff and committee concerns and questions, and will bring results and recommendations back to the Procurement Committee for determination as to further negotiations and recommendations to bring to the Coalition. Subject matter experts in the IT area will be involved in pre-negotiation and negotiation meetings as necessary.

ELC 2 – Eligibility Determination, Application Processing, Slot Management and Provider Payment

- Overall Evaluated Score, Family Central Inc.: 2,199.00
- Unanimous motion passed to move forward on negotiating with Family Central, Inc., the sole respondent for ELC 2, based upon evaluated scores and recommendation of staff.
- Staff will hold pre-negotiation meetings with Family Central, Inc. with regards to ELC 2, taking into consideration staff and committee concerns and questions, and will bring results and recommendations back to the Procurement Committee for determination as to further negotiations and recommendations to bring to the Coalition. Subject matter experts in the IT area will be involved in pre-negotiation and negotiation meetings as necessary.

ELC 3 – Quality Improvement Services

- Overall Evaluated Scores: Family Central, Inc: 2,157.61
Broward County Public Schools: 2,061.95
- Unanimous motion passed to approve negotiating with both bidders on ELC 3 collaboratively, based on evaluated scores and recommendations of staff, with the intent of resulting in one or two agreements pulling the best from both proposals.
- Staff will hold fact finding meetings with Family Central, Inc. and the Broward County Public Schools with regards to ELC 3, taking into consideration staff and committee concerns and questions, and will bring results back to the Procurement Committee for determination as to further negotiations and recommendations to bring to the Coalition. Subject matter experts in the IT area will be involved in fact finding and negotiation meetings as necessary.

ELC 5 – Child Screening and Assessment

- Overall Evaluated Scores: Family Central, Inc.: 2,159.88
Broward County Public Schools: 1,989.82
- Unanimous motion passed to approve negotiating with both bidders simultaneously on ELC 5, based on evaluated scores and recommendations of staff.
- Staff will hold fact finding meetings with Family Central, Inc. and the Broward County Public Schools with regards to ELC 5, taking into consideration staff and committee concerns and questions, and will bring results back to the Procurement Committee for determination as to proceeding with further negotiations and recommendations to bring to the Coalition. Subject matter experts in the IT area will be involved in fact finding and negotiation meetings as necessary.

Robyn Perlman stated that she would like to be a part of the Negotiating Committee. Harry Duncanson stated that it is a public meeting and she may attend all the meetings if she would like to. Jack Moss also invited any board member to attend the meetings and indicated that notices will be sent out. Penny Westberry stated that she would send Ms. Perlman the staff summaries.

Motion made by Cindy Arenberg Seltzer to accept the Procurement Committee recommendations. Seconded by Mason Jackson. Unanimously approved

Action items:	Person responsible:	Deadline:
Place membership in five Chambers of Commerce on Coalition Agenda	Executive Director	3/9/07
Send staff summaries for procurement to Robyn Perlman	Executive Director	3/9/07

Staff Reports and Recommended Action Items

VPK Monitoring Expansion Protocol

Penny Westberry reminded the Committee that the Coalition has received additional funds for VPK monitoring and noted that staff has now developed a monitoring protocol to include those funds

Motion made by Cindy Arenberg Seltzer to approve the VPK Monitoring Initiative Protocol developed by staff and allocate \$34, 3112 to VPK monitoring. Seconded by Robyn Perlman. Unanimously approved

Reallocation of Unspent Funds

Motion made by Cindy Arenberg Seltzer to approve items as follows:

1. Move \$ 3,432 from ELC unallocated funds to the ELC 1 Contract.
2. Move \$41,103 from ELC 2 contract to ELC unallocated funds.
3. Move \$17,431 from ELC unallocated funds to the ELC 3 Contract.
4. Move \$19,925 within the ELC 4 contract from under-spent line items into the Awards/Grants category, with a forthcoming incentive plan to be approved by ELC staff.
5. Move \$ 5,361 from ELC unallocated funds to the ELC 5 Contract.
6. Release \$225,863 from ELC unallocated funds to ELC2 School Readiness slots for approximately 243 slots.

Seconded by Robyn Perlman. Unanimously approved.

Revised FPL for Co-Payment Sliding Fee Scale

Lee Tirpak gave an overview of the FPL sliding fee scale. Cindy Arenberg Seltzer pointed out some inequities that she noticed in the fees. She pointed out that from the 50-75% FPL to the next category of 75-100%FPL is \$2.06 which is proportionately out of line with the other transitions. She asked staff to look at this to see if they could even it out a little so the transition from one to another is smoother.

Penny Westberry indicated that this is brought forward now for approval so that some families will not fall out of care based on the use of the old FPL rates. Ms. Westberry also noted that approving this FPL

level now and then changing the daily fee in a month would create a lot of work for Family Central. Family Central also noted that this could be confusing for families. It was noted that this does not prevent the Coalition from re-examining the fee structure in the coming months.

Motion made by Cindy Arenberg Seltzer to approve the revised Parent Co-Payment sliding fee scale for staff to forward, as an Amendment to ELC of Broward County, Inc.'s Early Learning Coalition Plan to the Office of Early Learning with proper justification of how the sliding fee scale meets the federal requirement that the co-payment be affordable. Seconded Robyn Perlman. Motion passed unanimously.

Quarterly Key Indicators Report

Lee Tirpak gave an overview of the Report

Action items:	Person responsible:	Deadline:
Place VPK Monitoring protocols on Coalition Agenda	Executive Director	3/9/07
Place reallocation of Funds on Coalition Agenda	Executive Director	3/9/07
Place FPL for Co-Payment Sliding Fee Scale on Coalition Agenda	Executive Director	3/9/07

Unfinished Business - none

New Business

Cindy Arenberg Seltzer has been contacted by the School Board to form a partnership to be sure there is after school care for VPK children. She stated that the Children's Service Council through their MOST program will be funding aftercare for all but one of the schools providing VPK.

Harry Duncanson reported that two bills have been filed in the legislation. One deals with quality care and has been filed in the House and Senate and is going forward. The other bill is looking to create an Office of Early Learning in the Governor's office to consolidate all issues relative to early learning in one place. Also in the bill are issues relative to pre-k instruction and times.

Public Input - none

Next Meeting date March 28, 2007

Adjourn

Meeting adjourned at 6:55 pm

These minutes contain the action items of the meeting of the Executive Committee of the Early Learning Coalition. They do not include all facets of each issue discussed. A tape recording of the meeting is

Approved March 28, 2007

held in the Coalition office. Corrections from the Committee will be taken prior to approval at the next meeting.

Submitted by
Debbie Bainton

Reviewed by
Penny Westberry, Executive Director
Harry Duncanson, Chair
Mason Jackson, Secretary