



Executive Committee Meeting

3/24/2010

5:30 PM

6301 NW 5th Way, Suite 3400

Ft. Lauderdale, FL 33309

Members in Attendance:

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

Members Absent:

Donna Korn, Britt Sikes

Staff in Attendance:

Penny Westberry, CEO, Andrea Braynon, CFO, K. Lee Tirpak, CPO, Lisa Feeney, Senior ECE Program Specialist, Jessica Novak, ECE Program Specialist, Leticia Strasser, ECE Program Specialist, Debbie Bainton, Executive Assistant

Others in Attendance:

Burnadette Norris-Weeks, General Counsel, Ronald Thompkins, Steve Gardner, Ainsworth Geddes, Khalil Zeinieh, Valerie Kiffin Lewis

Agenda topics

Welcome and Call to Order

Jeffrey Dwyer, Chair, called the meeting to order at 5: 56 pm

The chair read the public comment policy into the record.

Quorum established

Approval of January 27, 2010 minutes

Motion made by Andrew Bray to approve the minutes of January 27, 2010. **Seconded** by Cindy Arenberg Seltzer. **Unanimously approved.**

Action items:

Keep on File

Person responsible:

Executive Assistant

Deadline:

3/25/10

Committee Reports

Finance Committee

Andrew Bray, Chair of the Finance Committee, gave a recap of what transpired at the Finance Committee meeting. He pointed out that Ronald Tompkins of Watson Rice reviewed the 990 Form with the Committee and that form is available to anyone who would like to review it.

Personnel Committee

Marvin Dejean, Chair of the Personnel Committee, stated that the last Personnel Committee meeting was cancelled due to a lack of a quorum. He indicated another meeting is scheduled for April 1st.

By-Laws Committee

Penny Westberry, CEO, stated there was no quorum at the last meeting and it is being rescheduled.

CRRD Committee

Penny Westberry, CEO, stated that the CRRD Committee met and is working on the provider business technical assistance model. She reported that a group of providers met and had lots of good ideas on how to move forward.

Procurement Committee Update

Cindy Arenberg Seltzer, Procurement Committee member, reported that the Committee met last week. She gave a summary of the meeting stating that after much deliberation the Committee voted unanimously to continue negotiating with Family Central. She commented that ELC was very fortunate to have two very good proposals for ELC 1. She also indicated that Barbara Weinstein came up with an idea for FCI to work with 211 on another project. The next meeting is tentatively scheduled for April 5th for approximately 6 hours to finish Committee work and bring it to the May Coalition meeting.

Unfinished Business

Provider Enforcement Policy Update

Lee Tirpak, CPO, reported that staff has been working with General Counsel and will be bringing it forward to the Coalition in May or June.

New Business

Parent Grievance

Lee Tirpak gave a summary of the parent grievance. Back-up materials for this were sent out by email and distributed at the meeting. Penny Westberry added that this item did go through Family Central’s grievance process who asked direction from the State and it then came to ELC who also asked for direction from the State. The State indicated they could not reimburse the Coalition for this parent’s VPK, but that it was a Board decision as to how to proceed. It is staff’s recommendation to not reimburse the parent, noting that there were other options for the parent to take advantage of VPK. General Counsel stated that she is working with staff to develop a grievance procedure policy and advised that ELC proceed with an abundance of caution. The Committee members asked many questions to obtain an understanding of the situation, which staff responded to. Jeffrey Dwyer stated that this type of issue should not come to the Board level, noting that this should be addressed in the new grievance procedure policy.

Cindy Arenberg Seltzer recognized that the parent made a decision to keep her child in the same school which was based on the well being of her child, noting that there were consequences to that decision. She further commented that providers are not obligated to make parents aware of the program.

Motion made by Andrew Bray to approve staff’s recommendation not to reimburse the parent.
Seconded by Marvin Dejean. **Unanimously approved.**

Jeffrey Dwyer stated that Valarie Kiffin Lewis, an HR attorney, is present at the meeting. Mr. Dwyer indicated that Ms. Lewis was assisting the CEO on a staff issue. He stated that a staff member indicated in writing that they will be filing a formal complaint. The complaint has not been filed as yet but is being brought to the Executive Committee on advice of Counsel. Supporting documentation was distributed at the meeting.

Action items:	Person responsible:	Deadline:
Proceed with complaint process with Counsel’s guidance	Board Chair	TBD

Public Comment - none

Next Meeting: April 28, 2010

Adjourn

Motion to adjourn. Meeting adjourned 6:20 pm

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