



## Executive Committee

3/28/2007

6:00 pm

6301 NW 5th Way, Suite 3400  
Fort Lauderdale

**Members in Attendance:**

Harry Duncanson, Chair, Cindy Arenberg Seltzer, Jeffrey Dwyer, Robyn Perlman

**Members Absent:**

Sidney Calloway, Mason Jackson, Alan Levy

**Staff in Attendance:**

Penny Westberry, Executive Director, Ainsworth Geddes, Director of Finance, Lee Tirpak, Director of Program Operations, Deborah David, Director of CRRD, Sandra Gonzalez, Staff Accountant, Leticia Boswell, ECE Program Specialist, Janice Carter, ECE Program Specialist, Debbie Bainton, Executive Assistant.

**Others in Attendance:**

Doreen Moskowitz, Ken Dresner, Ann de las Pozas, Claudia Dean, Dr. Barbara Weinstein, Roget Bryan for Burnadette Norris-Weeks, General Counsel

Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 6:00 PM

Approval of February 28, 2007 minutes

**Motion** made by Cindy Arenberg Seltzer to approve the minutes of February 28, 2007. **Seconded** by Jeffrey Dwyer. **Unanimously approved.**

**Action items:**

Keep minutes on File

**Person responsible:**

Executive Assistant

**Deadline:**

3/30/07

Committee Reports and Recommended Action Items

Finance Committee

Harry Duncanson noted that this information was just reviewed and all is in good order and as there is nobody new present at this meeting who was not at the Finance Committee meeting, he stated that if there was no objection he would move on with the rest of the agenda. Jeffrey Dwyer stated that it should be put on the record the commendation that the Finance Committee made regarding the Director of Finance and fiscal staff.

**Motion made by Jeffrey Dwyer to endorse the commendation of the Ainsworth Geddes, Director of Finance and Sandra Gonzalez, Staff Accountant, for an outstanding job. Seconded by Robyn Perlman. Unanimously approved.**

Community Relations

**Health Fair**

Deborah David, Director of Community Relations and Resource Development, gave an update on the Spring into Health Fair. She stated that Calvin Giordano and Associates will be a bronze partner for \$2,000.00. Ms. David also stated that she has heard from Wachovia indicating that they were unable to sponsor the Health Fair but they are very interested in supporting the Early Learning Coalition. Robyn Perlman asked how much has been raised for the Health Fair this year. Penny Westberry responded that there is a total of \$6,000.00 in corporate sponsorships thus far. Deborah David stated that the goal is \$30,000.

**Children's Week**

Deborah David gave a brief report on Children's Week. She passed around pictures of the children's artwork that were hung in the rotunda of the Capital in Tallahassee.

Personnel Committee

Jeffrey Dwyer, Chair of the Personnel Committee, stated that the Committee will be moving their recommendations to the Board. Responding to questions, Mr. Dwyer stated that the Personnel Committee brings their recommendations directly to the Board. Robyn Perlman asked why it was on the agenda. Penny Westberry stated that it was on the agenda to report that the Committee did meet and will be bringing their recommendations to the Board.

Staff Reports and Recommended Action Items

Key Indicators Report

Lee Tirpak, Director of Program Operations gave an overview of the Key Indicators Report pointing out that the report is a monthly snapshot of what is going on. Cindy Arenberg Seltzer asked and received clarification regarding the number of families served, total unduplicated children paid and total children enrolled.

Health and Safety Funds

**Motion** by Jeffrey Dwyer to approve the reallocation of \$182,900 dollars from the Coalition’s Health and Safety line item to fund:

1. 83 additional CDA scholarships (**\$104,264**); amending the ELC3: Technical Assistance/Training contract and increasing the number of CDA scholarships from 110 to 193.
2. A two day infant/toddler early care and education conference for at least 250 people (**\$39,920**) as outlined in the attached proposal; amending the ELC3 Technical Assistance/Training contract to add the provision of this service.
3. The purchase of a minimum of 350 Social/Emotional/Literacy packets (**\$17,500**) for distribution to early care and education providers serving children receiving financial assistance. Priority will be given to providers who meet all of the following criteria, followed by those who meet three of the criteria, then two, and finally one of the following criteria:
  - Scored below average on the social/emotional/literacy area(s) when rated by the ELC4: Quality Rating System service provider between December 2004 and present
  - Located in regions with significant numbers of children not yet demonstrating appropriate skill development when screened with the ECHOS tool
  - Located in at-risk zip codes
  - Choose not to charge additional fees to families receiving financial assistance
4. Up to 1,200 additional health screens (**\$21,216**) for Broward children, birth to school-age, with a concentrated effort to serve children receiving financial assistance; amending the ELC5: Developmental Screening contract to include funds specifically for additional health screens.

**Seconded** by Robyn Perlman. **Unanimously approved**

Procurement Attorney Fees

Robyn Perlman asked at what point is the Coalition with the attorney. Penny Westberry responded that if there is no protest and everything goes well, the Committee will just need him to come to the Procurement Negotiating Committee. Ms. Westberry stated that she has reviewed the billing and thought the number of hours billed for conflict of interest questions was a little high. She stated that she has asked Mr. Wilson to comp some more of that time.

**Motion** made by Jeffrey Dwyer to recommend to the Coalition that it increase the Procurement Committee’s spending authority for Procurement Counsel to \$30,000.00 **Seconded** by Robyn Perlman. **Unanimously approved.**

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
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Place increase of Procurement Counsel's fee on Coalition Agenda	Executive Director	4/13/07
Unfinished Business		
<p>Harry Duncanson stated that there is a lot of stuff going on in Tallahassee and he will give a report at the Coalition meeting including a report of the Chair's meeting. He commented that nothing was done in Tallahassee at the Chair's meeting other than meeting there. He stated that some of Chairs went around and pounded on doors. He said that there a couple of big issues such as the reorganization of the Office of Early Learning under the Governor's office, the admin percentage and quality rating. He noted that the appropriations have been removed from the quality rating bill.</p> <p>Penny Westberry stated that the VPK proposed allocation is still at the 5% admin amount but she understood that there was a part in one of the bills to have OPPAGA look at the 5% admin amount.</p>		
New Business - none		
<p>Penny Westberry stated that the County gives the ELC system just under \$1.3 million through Family Central which is used as a CCEP match. She indicated that the County is feeling pretty shaky about funding at the present time, due to what is happening at the state level re: local taxes. She stated that the Coalition needs to work to keep that funding in the County's budget. Dr. Barbara Weinstein indicated that she has been pretty successful in speaking with County Commissioners noting that she has met with three commissioners and the Mayor. She has additional appointments next week. Cindy Arenberg-Seltzer stated that a few of the County Commissioners believe that one way of solving their budget woes would be to give this responsibility to the Children's Services Council. Ms. Seltzer noted that the CSC is a separate government and taxing authority and the County can not give to CSC any responsibilities. Ms. Seltzer stated that she has met with them and has been able to convince them to keep the money in that category for now. Ms. Seltzer indicated that she does not know if there is any will on behalf of the Council to add to the budget for child care should the County Commissioner decide to cut that funding.</p> <p>Ms. Arenberg Seltzer informed the Committee that if legislation is passed pushing back the tax year to 2000 or 2001 the Children's Services Council does not exist. There have been statements in the press that the Children's Services Council would be considered like schools, as to a hold harmless, at least with the roll back.</p> <p>Dr. Barbara Weinstein referred to the possibility of the homestead exemption being increased for people 65 and over which would create an inequitable situation for Broward.</p> <p>Penny Westberry stated that another match that the Coalition needs to keep on eye on is the United Way.</p> <p>Cindy Arenberg Seltzer reported that the Children's Summit will be on April 18<sup>th</sup> and hoped that</p>		

everyone will attend. She indicated that the 2006 Plan will be unveiled. Ms. Seltzer reported that Deborah David is co-chairing this event with regards to early learning with Katherine Danio of A.D. Henderson Foundation. Ms. Seltzer discussed the DCA plan for early literacy and stated that when the plan is broken down there are areas of the plan that should be owned by the Early Learning Coalition. Penny Westberry informed the Committee that Ms. Danio will be at the next Board meeting to present the plan. Ms. Seltzer stated that formal invitations will be sent out next week for the summit.

Public Input - none

Next Meeting - April 25, 2007 6:00 pm

Adjourn

Motion made by Jeffrey Dwyer to adjourn. Meeting adjourned at 6:35 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 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