



Executive Committee Meeting

4/2/2008

6:00 PM

6301 NW 5th Way, Suite 3400
Fort Lauderdale, FL 33309

Members in Attendance:

Harry Duncanson, Chair, Sidney Calloway, Maria Kuhn-Brotton, Alan Levy, Dr. Kevin Keating, Cindy Arenberg Seltzer, Robyn Perlman

Members Absent:

Jeffrey Dwyer

Staff in Attendance:

Penny Westberry, Executive Director, Andrea Braynon, Director of Finance, Lee Tirpak, Director of Program Operations, Deborah David, Director of CRRD, Sandra Gonzalez, Accounting/Human Resources Manager, Leticia Boswell, ECE Program Specialist, Debbie Bainton, Executive Assistant

Others in Attendance:

Burnadette Norris-Weeks, General Counsel, Doreen Moskowitz, Gilbert Rincon, Jill Quman, Dr. Barbara Weinstein, Ainsworth Geddes, C. Tauci, Richard Schagrin, Justo Rey, Todd Schemm, Steven Holt

Welcome and Call to order

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

A quorum was established

Approval of February 27, 2008 minutes

Motion made by Sidney Calloway to approve the February 27, 2008 minutes. **Seconded** by Maria Kuhn-Brotton. **Unanimously approved.**

Action items:

Keep on File

Person responsible:

Executive Director

Deadline:

4/5/08

Committee Reports and Recommended Action
Items

Finance Committee

Mr. Sidney Calloway, Chair of the Finance Committee, indicated that he did not see the need to rehash the information from the Finance Committee. He underscored his concerns regarding the Broward County monitoring contract. He stated that he did not have a comfort level regarding the overall objectives noting that he will meet with staff to discuss.

The Committee discussed the following:

- Staff confident that objectives for VPK monitoring will be met
- Request for a letter be sent to the Mike Elwell with the Coalition's position
- OPPAGA considers it best practice to have child care licensing do monitoring

Harry Duncanson stated that reports were handed out on the current legislation. The Committee discussed the following:

- State financial situation continues to get worse
- ELC has seen no increases for the past 8 years
- Latest estimate for Broward will be a little over \$1 million cut
- New data system on cutting block
 - Money freed up from data system may not go to School Readiness
- Advocacy from Coalition members is being heard – continue to speak out
 - Monesia Brown is a good voice from AWI – stressing the loss of Federal dollars if cut is made
- Need to look at raising revenue that is not dependent on State or Federal Funding

CRRD Committee

Robyn Perlman, Chair of the CRRD Committee, stated that the Coalition's entry into the community needs to be well thought out.

Chambers of Commerce

Robyn Perlman stated that Deborah David has evaluated the benefits of being a member of the Chambers and is recommending renewing membership with the following Chambers of Commerce and Kiwanis Club: Greater Fort Lauderdale Chamber of Commerce, Greater Hollywood Chamber of Commerce, Miramar Pembroke Pines Chamber of Commerce, Kiwanis Club of Ft. Lauderdale. Mr. Calloway shared with the Committee that at the present time he is General Counsel to the Ft. Lauderdale Chamber and is the Chair elect for 2009.

Motion made by Robyn Perlman to approve renewing membership in the above stated chambers and Kiwanis Club. Seconded by Cindy Arenberg Seltzer. Unanimously approved.

Spring Health Fair

Ms. Robyn Perlman reported that the Committee discussed looking at partnering with other organizations for next year. Deborah David, Director of CRRD, reported that the Health Fair will be held next Saturday at the Signature Grand from 9:00 am to 1:00 pm. Ms. David stated that she is still taking Partnerships for the event.

Ms. Perlman stated that at the next Coalition meeting Gold Seal Providers will be receiving a certificate of recognition.

Action items:	Person responsible:	Deadline:
Prepare and send letter to Michael Elwell regarding VPK Monitoring	Executive Director/Director of Program Operations	4/25/08
Renew membership in Chambers of Commerce and Kiwanis Club as noted above	CRRD Director	4/30/08

Staff Reports and Recommended Action Items

Revised FPL for Co-Payments

Motion made by Sidney Calloway to approve the revised Parent Co-Payment sliding fee scale for staff to forward, as an Amendment to ELC 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** by Maria Kuhn-Brotton. **Unanimously approved.**

Proposed Budget FT 2008-2009 and Contract Recommendations

Penny Westberry stated that because of the Coalition’s fiscal year, the Coalition needs to move forward on contracts even though there are a lot of unknowns. The Contract recommendations are based on a flat budget and will have to be amended when more firm budget figures come in. Ms. Westberry indicated that the budget may be known by the June retreat, at which time the Board can make amendments.

Lee Tirpak, Director of Program Operations, reviewed each Contract. Staff pointed out the following:

- Contracts include School Readiness (flat funding) and VPK Funding (contains 10% increase in VPK due to increase enrollment)
- Amendment to School Board Contract and Broward County Contract freed up additional monies to be used in other contracts or ELC administrative budget
- Staff met with service providers on each contract and talked about flat funding, what flat funding meant to difference services and what the needs were
- ELC 5 – consideration for putting it out to bid or not
- Have been conservative for CCEP funding estimated
- \$800,000 from Workforce will be used for slots this year, so likely to be more CSC carryforward

The Committee discussed the following items:

- Increase in ELC 2 Contract of \$39,000 to maintain current staffing pattern – no raise increase for 2008-2009 Fiscal Year in Family Central contracts.
- Request made for breakdown of additional monies for VPK
- Lease for office space ends April 2009 – CSC moving to new location - \$80,000 set aside for moving expenses or other contingencies
 - Do not have costs from CSC as yet
 - Staff discussing with building costs of staying
 - Request for discussion by Coalition members on the pros and cons of moving
 - Questioned whether there would be a committee to look at office space
 - Executive Committee can handle
 - CSC needs to know if ELC will be staying with CSC
 - Request for breakdown of expenses – not enough information at present time
 - \$80,000 is in contingency – will return to Committee and Board with details when more is known

Motion made by Robyn Perlman to approve the following budget recommendations excluding ELC 5 contract (Actions 8 & 9). **Seconded by** Sidney Calloway

1. Approve \$80,728,177 for:
 - School Readiness slots (\$39,275,802)
 - Children’s Services Council slots (\$6,100,000)
 - VPK slots (\$33,283,089)
 - W.A.G.E.\$[®] (\$524,026)
 - ELC administrative budget plus reserve (\$1,545,260)
2. Renew ELC 1: Resource and Referral and Family Education and Supports contract with Family Central, Inc. with a budget of:
 - School Readiness Funding: \$1,577,504
 - Voluntary Pre-kindergarten Funding: \$117,538
 - Maintain current contract staffing and related performance outcomes
3. Renew ELC 2: Eligibility Determination, Application Processing, Slot Management and Provider Payment contract with Family Central, Inc. with a budget of:
 - School Readiness Funding: \$3,633,530
 - Voluntary Pre-kindergarten Funding: \$1,246,017
 - Maintain current contract staffing and related performance outcomes
4. Renew ELC 3: Quality Improvement Supports contract with Family Central, Inc. with a budget of:

School Readiness Funding: \$1,778,661

- Maintain current contract staffing and related performance outcomes
 - Incorporate technical assistance services allocated to the C-Quell project into the general QRIS technical assistance model
5. Renew ELC 3: Quality Improvement Supports contract with the School Board of Broward County with a budget of:
School Readiness Funding: \$947,410
- Maintain current contract staffing and related performance outcomes
6. Renew ELC 4-1: Quality Assurance: Quality Rating System with Broward County, Child Care Licensing and Enforcement Section with a budget of:
School Readiness Funding: \$529,351
- Maintain current contract staffing and related performance outcomes
7. Renew ELC 4-2: Quality Assurance: Health and Safety and VPK Monitoring with Broward County, Child Care Licensing and Enforcement Section with a budget of:
School Readiness Funding: \$11,422
Voluntary Pre-kindergarten Funding: \$64,719
- Reduce the approximate number of informal provider monitoring visits to 8 providers and increase the number of VPK monitoring visits to 212 providers
 - Adjust current contract staffing and related performance outcomes
10. Renew ELC 6: Florida First Start with the School Board of Broward County with a budget of:
School Readiness Funding: \$501,632
- Maintain current contract staffing and related performance outcomes

Unanimously approved

Motion made by Sidney Calloway to approve the following action (8 & 9) and putting ELC 5 out to bid with staff outlining the scope of services in the rebid. **Seconded** by Alan Levy.

8. Renew ELC 5: Child Screening and Assessment with Family Central, Inc. as follows:
- a. Child Screening for six (6) months with a budget of:
School Readiness Funding: \$340,951
 - Maintain current contract staffing and related performance outcomes
 - b. Curriculum based-Child Assessments for twelve (12) months with a budget of:
School Readiness Funding: \$202,356
 - Maintain current contract staffing and related performance outcomes to complete 264 curriculum based-child pre and post assessments with on-going curriculum support training.

9. Procure ELC 5: Child Screening and Assessments contract for developmental screens effective January 1, 2009 and Curriculum-based Child Assessments effective July 1, 2009 with a budget of:

School Readiness Funding: \$340,950

- Distribute the *Child Screening and Assessment* section of the 2006 ITN (previously approved by the Coalition Board) for the procurement process
- Hold \$340,950 in reserve for developmental screening to be procured

The committee discussed the following:

- Before bid goes out – need feedback from staff
- If putting out the same bid – questioned if anything different will come back
- A different instrument may need to be used in order to meet the requirements
 - Maybe use an RFP
- Money very prescribed for this bid
- Bid needs to be better defined – is there more direction from state?
- Need to make policy decisions and then put item out to bid

UNANIMOUSLY APPROVED

Meeting packets

Penny Westberry gave a brief overview of some options that can reduce the meeting packet. Harry Duncanson indicated that this would be a board decision and asked staff to put the options in writing and bring forward at the Coalition meeting.

Mr. Duncanson asked that the budget items in the next meeting packet be pointed out to Coalition members requesting them to contact staff prior to the meeting if they have any questions regarding the budget.

Action items:	Person responsible:	Deadline:
Place Revised FPL for Co-Payment Sliding Fee Scale on Coalition Agenda	Executive Director	4/11/08
Prepare memo regarding meeting packets and add to Coalition Agenda	Executive Director	4/11/08
Unfinished Business none		

New Business

Mr. Duncanson indicated that the Coalition received a complaint regarding membership on the Coalition. A copy of the response from Mike Elwell is contained in the meeting packet stating that he would be replacing Shawn Lamarche on the Board. A printed version of an e-mail from the State was distributed stating that the Early Learning Coalition of Broward County has been operating within the parameters of section 411.01(5) (a) 6. F.S.

Harry Duncanson noted that Patricia Good will not be renewing her term as the County Commission appointment. Ms. Good term expires in June 2008. Mr. Duncanson also announced that Britt Sikes has been appointed by the Governor to the Board.

Action items:	Person responsible:	Deadline:
Revise membership list to include Michael Elwell as replacement for Shawn Lamarche	Executive Director	4/11/08
Add Britt Sikes to Membership roster	Executive Assistant	4/11/08

Public Input

Dr. Barbara Weinstein thanked ELC staff regarding contract talks. She also introduced Family Central's Chair, Justo Rey, and board members, Richard Schagrin, Todd Schemm and Steve Holt. She thanked them for being incredibly great board members.

Howard Bakalar stated that Family Central has developed a data system a few years ago and is willing to donate it to the cause statewide and asked the Coalition for help in moving forward.

Sidney Calloway questioned whether or not there should be some legal review of what the Coalition is required regarding developmental screening what mandated versus what the Coalition can do. Penny Westberry responded that all the ED's have been requesting rules from the State and it is very frustrating working without further direction.

Cindy Arenberg Seltzer requested that the Finance Committee meet at 5:00 pm and Executive Committee start at 5:30. Mr. Duncanson responded that he did not see a problem with that.

Action items:	Person responsible:	Deadline:
Follow up with FCI regarding data system	Director of Program Operations	5/30/08
Schedule Finance Committee meeting to start at 5:00 and Executive Committee at 5:30	Executive Director	4/23/08

Next Meeting: April 23, 2008

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Adjourn

Meeting adjourned at 7:50

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 by

Harry Duncanson, Chair

Penny Westberry, Executive Director