



# Executive Committee Meeting

8/19/2009

5:30 PM

6301 NW 5th Way, Suite 3400

Ft. Lauderdale, FL 33309

**Members in Attendance:**

Harry Duncanson, Chair, Cindy Arenberg Seltzer, Andrew Bray, Marvin Dejean, Britt Sikes

**Members Absent:**

Donna Korn

**Staff in Attendance:**

Penny Westberry, CEO, Andrea Braynon, CFO, Lee Tirpak, CPO, Sandra Gonzalez, Accounting/HR Manager, Deborah David, CRRD Director, Lisa Feeney, Senior ECE Program Specialist, Janice Carter, ECE Program Specialist, Debbie Bainton, Executive Assistant

**Others in Attendance:**

Burnadette Norris-Weeks, General Counsel, Ainsworth Geddes, Dr. Barbara Weinstein, Khalil Zeinieh, Gilbert Rincon, Doreen Moskowitz

Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 5:30 pm

Quorum established

Approval of June 10, 2009 minutes

Motion made by Andrew Bray to approve the minutes of June 10, 2009. Seconded by Cindy Arenberg Seltzer. Unanimously approved

**Action items:**

Keep on File

**Person responsible:**

Executive Assistant

**Deadline:**

8/20/09

Committee Reports and Recommended Action Items

**Finance Committee**

Harry Duncanson stated that usually everyone from Executive is at the Finance Committee meeting and would like to move everything for discussion. Mr. Duncanson noted that Mr. Arenberg Seltzer was not at the Finance Committee meeting and asked if she had any questions. Responding to Ms. Seltzer's questions, Mr. Duncanson confirmed that Family Central is starting to enroll. Penny Westberry stated that Family Central is being very cautious with enrollment considering the trend for the past year.

Auditor's Agreement

**Motion** made by Andrew Bray to take immediate action on the approval of the engagement of TCBA Watson Rice LLP for external auditing purposes for a term of one year, with a 90 day extension option and/or an option to renew for one additional year. **Seconded** by Britt Sikes. **Unanimously approved**

**Personnel Committee**

Penny Westberry reported that the Personnel Committee met on August 18, 2009 and discussed the CEO goals for fiscal year 09-10. She indicated that the Committee is not prepared to bring forward any recommendations because they would like to have some preliminary discussion with the Board because they are taking a little bit different tactic on the goals.

**Community Relations and Resource Development Committee**

Deborah David, CRRD Director, gave an update on the CRRD Committee, pointing out the following:

- Have adopted the business technical assistant program as one project for this year
  - First step to meet with providers with an interview discussion tool to determine providers' needs
- Finance Sub-Committee of SREL and CRRD Committee will be meeting next week

Harry Duncanson stated that the Tallahassee Democrat paper had two articles about Early Learning. One article was on Quality Rating which mentioned Broward. The other article referred to outreach initiatives.

Cindy Arenberg Seltzer mentioned a Statewide group that is working together on the Quality Rating System. Penny Westberry indicated that ELAC on voted on a statewide QRS protocol that came out of this group.

Action items:	Person responsible:	Deadline:
Place ratification of Audit Agreement on Coalition Agenda	CEO	8/31/09

Staff Updates and Recommended Actions

**Professional Development Scholarship Policy**

Lee Tirpak, CPO, gave a brief summary of the refined scholarship policy. She indicated that the revisions are brought forward to address limited funds, the on-going need for QRIS participation incentives, and the need to spread resources effectively to applicants in a manner that meets regulation and encourages career planning.

Cindy Arenberg Seltzer inquired how this policy is different from the policy that is now in place and would like to see the changes. Ms. Westberry indicated that some of the changes include the following:

- QRIS sites have priority and then given to non QRIS sites – changing to hold money for QRIS sites that come on board later in the year rather than distributing to non QRIS sites in the beginning of the year
- Other changes include how many classes for how many people

**Motion** made by Cindy Arenberg Seltzer to approve the Professional Development Scholarship Policy as outlined in the meeting packet. **Seconded** by Andrew Bray. **Unanimously approved.**

**Unemployment Clients’ 60 Day Suspension**

Lee Tirpak gave a brief summary of the background for item and reported on the data collected. She indicated that staff is working with Family Central to determine the costs related to this item. It was noted that some clients are not aware that when they drop out because of unemployment they have 30 day extension.

**Key Indicator Nine-month Report**

Lee Tirpak gave a brief summary of the report pointing out the following:

- Report is through March 31<sup>st</sup>
- Information is to show who is being served, the ages serving and what is happening with the scholarship funds
- Graph 8 shows number of providers involved with quality rating

<b>Action Item:</b>	<b>Person Responsible</b>	<b>Date</b>
Place revised Scholarship Policy on Coalition Agenda	CEO	8/31/09

Unfinished Business - none

New Business

Cindy Arenberg Seltzer shared that CSC will be discussing at tomorrow's meeting an item to give \$600,000 to help improve quality in Centers to assist children with mental health issues to ELC. CSC is looking to piggyback on ELC's procurement done 1 ½ years ago.

Penny Westberry stated that ELC is starting the procurement process again. She stated that a committee has not as yet been appointed noting that Mr. Duncanson would prefer that the new chair appoint the committee. In an attempt to not delay the process, Ms. Westberry asked if the Executive Committee could move forward to request the Coalition empower them to put the procurement attorney in place. Cindy Arenberg Seltzer questioned whether a procurement attorney is necessary. Ms. Burnadette Norris-Weeks indicated that since the Coalition has been through this process twice and she is experienced in procurement work with other clients she could offer that service to the Coalition as General Counsel. She further indicated that if an issue came forward that she would not be able to handle she would certainly recommend obtaining outside counsel.

Ms. Westberry stated that things come up that have not been addressed previously, pointing out what has transpired in the past. Harry Duncanson stated that this would be a Coalition decision and to place the item on the Coalition Agenda.

Britt Sikes asked when would the next openings on the Board noting that when he is recruiting for Board members people are not available at this time but could be in the future. Ms. Westberry said that information would be sent to him.

Public Input - none

Next Meeting: October 7, 2009

Adjourn

Meeting adjourned at 6:10 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**  
Harry Duncanson, Chair  
Penny Westberry, Executive Director