



# Executive Committee Meeting

8/27/2008

5:30 PM

6301 NW 5th Way, Suite 3400  
Fort Lauderdale

**Members in Attendance:**

Harry Duncanson, Chair, Robyn Perlman, Cindy Arenberg Seltzer, Sidney Calloway

**Members Absent:**

Jeffrey Dwyer, Maria Kuhn Brotton

**Staff in Attendance:**

Penny Westberry, Executive Director, Lee Tirpak, Chief Program Officer, Deborah David, Director of CRRD, Andrea Braynon, Chief Financial Officer, Sandra Gonzalez, Accounting/Human Resources Manager, Lisa Feeney, Senior ECE Program Specialist, Leticia Boswell, ECE Program Specialists Debbie Bainton, Executive Assistant

**Others in Attendance:**

Burnadette Norris-Weeks, General Counsel, Dr. Barbara Weinstein, Gilbert Rincon, Ainsworth Geddes

Welcome and Call to Order

Harry Duncanson, Chair, called the meeting to order at 6:55 pm

Quorum present

Penny Westberry noted that Maria Kuhn-Brotton, a committee member, had planned surgery today and should be out of the hospital next week.

Approval of July 23, 2008 minutes

Motion made by Sidney Calloway to approve the minutes of July 23, 2008. Seconded by Cindy Arenberg Seltzer. Unanimously approved.

**Action items:**

Keep on File

**Person responsible:**

Executive Assistant

**Deadline:**

8/29/08

Committee Reports and Recommended Action Items

Finance Committee

The Chair indicated that the financial statements and utilization report were just discussed in the Finance Committee meeting and there being no new attendees at the meeting, did not feel the need to repeat the discussion.

CRRD Update

Robyn Perlman, Chair of CRRD Committee, indicated that there was nothing new to report

FACCM

Mr. Duncanson reported that the petition by the Florida Association for Child Care Management was dismissed for lack of standing. Responding to questions, Ms. Westberry read the following statement:

In view of the foregoing findings of fact and conclusions of law, it is hereby: Ordered: That the petition by the Florida Association for Child Care Management, Inc., be dismissed for lack of standing; that Early Learning Coalition of Duval County is not a state agency for the purposes of Chapter 120, Florida Statutes; and that the QRIS, otherwise known as the Guiding Starts program, is not a rule as defined by Section 120.52(15), Florida Statutes

Staff Reports and Recommended Action Items

08-09 Revisions to Quality Rating and Improvement Systems (QTIS) Protocol

**Motion** made by Cindy Arenberg Seltzer to approve the 08-09 updated QRIS protocol with content clarity edits and increase the maximum amount of time between pre-assessment and full star rating from one (1) year to eighteen (18) months; and approve the new QRIS FCCH practice where FCCH who volunteer to be part of the QRIS will be pre-assessed and begin an 18 month improvement process until such time that a 5-star rating protocol for FCCH is complete. **Seconded** by Sidney Calloway.

**Unanimously approved.**

Action items:	Person responsible:	Deadline:
Put on Coalition agenda	Executive Director	9/19/08

Unfinished Business		
<u>Office Space</u>		
<p>Mr. Duncanson reported that at the August meeting of the Coalition, he was authorized to negotiate with the Children's Services Council for potential co-location in their new building. In accordance with that, the Chair and the Executive Director prepared a list of terms and forwarded it to CSC. After carefully reviewing ELC's requested terms, CSC determined that it was not a good fit for the two organizations.</p> <p>Mr. Duncanson indicated that the ED will be discussing terms with the current landlord as well as others and will bring forward the information received at a future meeting. It was noted that the current lease term ends on April 1, 2009.</p>		
Action items:	Person responsible:	Deadline:
Continue to research Office Space options	Executive Director	
New Business - none		
Public Input - none		
Next Meeting: October 22, 2008		
Adjourn		
The meeting adjourned at 6:07 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 Revised by**  
Harry Duncanson, Chair  
Penny Westberry, Executive Director