



Executive Committee Meeting

9/1/2010

5:30 PM

6301 NW 5th Way, 4th Floor
Fort Lauderdale, FL

Members in Attendance:

Jeffrey Dwyer, Cindy Arenberg Seltzer, Donna Korn, Marvin Dejean

Members Absent:

Andrew Bray, Britt Sikes

Staff in Attendance:

Penny Westberry, CEO, Andrea Braynon, CFO, Lee Tirpak, CPO, Sandra Martinez, Accounting/HR Manager, Tamara Baker, Accountant/ Financial Analyst, Lisa Feeney, Senior ECE Program Specialist, Jessica Novak, ECE Program Specialist, Leticia Strasser, ECE Program Specialist, Janice Carter, CRRD Director, Debbie Bainton, Executive Assistant

Others in Attendance:

Gilbert Rincon, Khalil Zeinieh, Sharon Cohen, Dr. Barbara Weinstein, Laura Gambino, Ainsworth Geddes, Willie Cameron

Welcome and Call to order

Jeffrey Dwyer, Chair, called the meeting to order at 5:30 pm.

A quorum was established

Mr. Dwyer read the public comment policy.

Approve minutes of June 24, 2010

Motion made by Donna Korn to approve the minutes of June 24, 2010. **Seconded** by Cindy Arenberg Seltzer. **Unanimously approved.**

Action items:

Keep minutes on File

Person responsible:

Executive Assistant

Deadline:

9/2/10

Committee Reports

Finance Committee

Financial Statements

Mr. Dwyer stated the financial statements were just moved at the Finance Committee Meeting and asked if anyone had any questions. There were no questions.

Utilization Report

School Readiness

The Committee discussed the following

- Number of children projected to be served under 10,000 – number of children have gone down
 - Last year had extra ARRA money
 - Three years ago – increased rate
 - Decided to focus on younger children
 - Younger children more expensive to serve
- School Readiness money stayed flat – ARRA money down – CCEP money down – CSC money stayed the same in budget, but will be going down
- Need to look at how ELC can serve more children

VPK

There were no questions regarding VPK slot utilization

By-Laws Committee

Cindy Arenberg Seltzer reported that the Committee met and outlined the process and timeline for the Committee to bring forth revised by-laws. Mr. Dwyer expressed his concern that when the by-laws were approved the thought was that ELC was a government entity and now ELC is looked at under governance as a non-profit organization. He noted that under Federal Laws that Board Members are now responsible and can be held liable for actions of the Board as a whole. Mr. Dwyer stated that he wants to make sure that the Coalition's governance is in accordance with 501(3)c. He noted as such the organization could be accredited. The Committee had the following comments and concerns on accreditation:

- Why would ELC want to be accredited
- Higher standard of governance
- FCI is accredited – invited Board members to FCI to look at process
- Burdensome administratively
- Focus is on programs
- Part of statute dictates much of ELC's governance

CRRD Committee

Janice Carter, Director of CRRD, gave a brief update on the CRRD Committee pointing out the following:

- Working toward building a program and model on business technical assistance
- Time has been spent on fact finding and moving forward
- Committee has been updated –last Committee meeting was March
- CRRD Committee Chair will be reporting to the Board with a Strategy and Plan

The Committee had the following comments, questions or concerns:

- Down 2,000 children from a couple of years ago -- need additional funds to serve more children
- Need to engage the Committee in the fact finding process
- Fundraising – current economic situation has limited ability to fundraise
 - Has been a goal of the Coalition since inception
 - Traditional fundraising will not get 2,000 children off waitlist
- Need to look at new ways to get children into care that does not involve fundraising
 - Convince businesses – add incentives to keep staff happy to assist lower paid staff with childcare
- CRRD – ad hoc committee – would like to see Standing Committee so Chair is part of the Executive Committee.

A Committee member needed to leave early and the Committee agreed to take Action items out of order.

Revised Board Member Complaint Policy

Burnadette Norris-Weeks, General Counsel, indicated that the changes made in the policy come from the comments made at the last Board meeting. Responding to a question of who investigates the Complaint, Ms. Norris-Weeks stated that it was not clear noting that it could be done by the ED or by an outside person. She also stated that the Board could decide how the investigation would proceed. The Committee had the following comments, concerns, questions:

- Suggested change: Section 2 #2 – all complaints should be placed on the next scheduled Executive Committee meeting and the Executive Committee whether there should be an investigation and whether it should go further and then it could go to the Board

Motion made by Donna Korn to table the item. **Seconded** by Cindy Arenberg Seltzer. **Unanimously approved.**

Change in Resolution: Public Comment

Motion made by Donna Korn to approve the revised public comment resolution. **Seconded** by Cindy Arenberg Seltzer. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Place Change in Resolution for Public Comment on the Coalition Agenda	Executive Director	9/13/10

Staff Updates and Recommendations

Discussion: Need for Resolutions

Penny Westberry indicated there have been discussions on whether or not Board Motions should be in resolution format. She stated that it is General Counsel’s recommendation that the Board use resolution format. Ms. Norris-Weeks referred the Committee to Robert’s Rules of Order – and read that portion that addresses Resolutions noting that Miami-Dade does Resolutions for everything. The Committee made the following comments, concerns and questions:

- Complete waste of time, energy and money
- Not sure as non-profit – resolutions associated with government
- When certain things meet a threshold – perhaps then there would be a requirement for a resolution because of its complexity
- Resolution honoring someone – or a special event – in support of something – okay

Update on PBS Funding

Penny Westberry informed the Committee that the CSC Positive Behavior Support funding that has been given to the Coalition in the past will now be going directly to Family Central. This is being done for logistical reasons.

Unfinished Business

CEO Response to Complaint

There were no comments made. Mr. Dwyer referred to an e-mail from Andrew Bray noting that he needs to discuss his comments himself. He stated that if it needs to be brought up again, it will. General Counsel stated that there was nothing else necessary to do with this issue in response to the Chair’s question if it needs to go to the Board or anything else.

Accreditation

The Chair indicated he would like to look at accrediting ELC. The Committee had the following comments:

- What kind of accreditation – COA
- Are other ELCs accredited – not in this State
- To make sure governance meets national standards
- Need to look at as a positive for ELC

- Will cost money, staff time and no child will benefit from it
- ELC not involved in direct programs with children
- Do the benefits outweigh the costs – cannot answer right now
- Does elevate the agency
- May need to hire an outside consultant
- Worth exploring

The CEO stated that she would love to look at the pros and cons and would love to consider doing it – it is a resource and financial issue – in terms of whether it strengthens the agency – she believed it would. The Chair asked the CEO to take the lead on this issue.

New Business		
<p>With reference to the Childcare center in Palm Beach County where a child was left in a vehicle, Palm Beach ELC Executive Committee defunded the center where this happened. Penny Westberry shared with the Committee that the owners also own a center in Broward and Childcare licensing has already visited the Broward site. Ms. Westberry also noted that the center is part of ELC quality improvement.</p>		
Public Comment		
No comments		
Next Meeting Date: October 20, 2010		
Adjourn		
Meeting adjourned at 6:36 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