



## Executive Committee

8/2/2011

3:30 PM

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

<b>Members In Attendance:</b>	Jeffrey Dwyer, Chair, Laura Gambino, Donna Korn, Laurie Sallarulo
<b>Members Absent:</b>	Cindy Arenberg Seltzer, Marvin Dejean
<b>Staff in Attendance:</b>	Tabatha Fuchs-Cullen, Interim CEO, Lee Tirpak, CPO, Andrea Braynon, CFO, Janice Carter, CRRD Director, Tish Strasser, ECE Program Specialist, Gordia Ross, ECE Program Specialist, Dr. Carmon Nicholas, ECE Program Specialist, Debbie Bainton, Executive Assistant
<b>Others in Attendance:</b>	Dr. Barbara Weinstein, Ainsworth Geddes, Ann de las Pozas, N.G. Jackson

### Mission

To provide the resources, advocacy, leadership, coordination and oversight for early care and education from birth to school age and to support access to school-age care to ensure children's success in school

### Welcome and Call to Order

Jeffrey Dwyer, Chair, called the meeting to order at 3:40 pm.

### Minutes

**Motion** made by Laura Gambino to approve the minutes of July 7, 2011 **Seconded** by Laurie Sallarulo. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep on File	Executive Assistant	8/5/11

## Committee Reports

### **Personnel Committee Update**

The Chair stated he will be post pone this report until the end of the meeting for Marvin Dejean to report if he is able to make it

### **Ad Hoc By Laws Committee**

Mr. Dwyer reported that a meeting is scheduled in the next couple of weeks stating that the Committee should be able to finish at that time and bring the by-laws to the Coalition.

### **Nominating Committee**

Donna Korn reported that a meeting was scheduled to interview potential candidates but on the actual day of the meeting there was a lack a quorum to proceed forward and had to turn away the two people that did show up and notified the others. She said that attempts are being made to schedule another meeting for the end of August or beginning of September. Responding to the Chair's comment, Ms. Korn shared the discussion about the survey that went out with regards to diversity. She indicated that staff will look at the paperwork that is readily available and compare that data with where we are serving children and County census data. She reported that this information will be brought back to the Coalition.

### **Finance Committee Update**

#### Financial Statements & Utilization Report

Laurie Sallarulo reported that the Finance Committee approved the Financials and stated that it is a pleasure to be the Treasurer and Chair of the Finance Committee. There were no questions

## Staff Updates and Recommendations

### **Local Travel Reimbursement**

The Chair gave a brief summary of this item stating that Ms. Westberry received several e-mails regarding local travel before her departure and wanted to be sure that the Coalition is clear on local travel reimbursement.

It was noted that the Coalition is guided by the State and must follow State guidelines and not County rules and the Coalition has abided by those guidelines. The Chair indicated that a timeframe for reimbursement is appropriate and the Coalition should proceed accordingly. No one expressed a concern that local travel reimbursement should not be made.

### **RFP Transparency**

The Chair indicated that RFP's needed to be addressed. A list of the Coalition contracts were distributed indicating the services rendered, contract dates, funding source, type of procurement and when it was approved by the Board. The Chair reviewed each of the 11 contracts with the Committee. The Committee discussed the following:

- Florida First Start – Broward County Public School (ELC 6) – The Chair noted that a Coalition Member indicated at a meeting a few months ago that she believes the Coalition agreed to put this out to bid. Lee Tirpak, Coalition CPO, stated that the Board agreed to put the item out to bid for the 2012-2013 contract year. The Chair indicated that the Coalition needs to move forward with the procurement process on this contract.
- Children's Forum – Child Care WAGE\$ - Questions were raised as why this is a sole source. Ms. Tirpak responded that the Children's Forum has a license for this project. She indicated that some Coalitions have brought this in house but believes the services are not the same and would not save any money. Ms. Tirpak stated that negotiations have taken place in the past resulting in some cost savings. The Chair inquired how Miami-Dade handled this. Tabatha Cullen, Interim CEO, responded that Miami has pulled back on some aspects. She indicated that before any decision was made she would suggest moving forward for another year and to be sure the decision is completely transparent, she would have Ms.

Tirpak work with the Forum and using monitoring reports would bring back information to the Board for a decision.

- Children’s Forum – Professional Development – The Chair noted that the Coalition is in the second year with this contract and inquired if costs were negotiated on the second go around. Ms. Tirpak indicated that costs were lower on a monthly basis noting that the first year contract was for 9 months and the second year is based on 12 month fiscal year.
- Family Central – The Chair gave an overview of the status of Family Central’s contracts stating that there was an extension of 60 days and then a renewal for the remainder of the year. The Chair asked Family Central if there is any room for negotiation. Dr. Weinstein stated that Family Central has gone over all their expenses to be sure their funds are spent correctly pointing out that Family Central’s administrative costs for last year was 1.5% which is pretty darn good.
- Contract with Burnadette Norris-Weeks – The Chair asked when was the last time the Coalition did a contract with General Counsel. Ms. Weeks indicated that the Coalition did it a few times noting that it was done just two years ago. Mr. Dwyer asked if the contract was taken out to bid two years ago. Ms. Norris-Weeks responded that it felt like it, pointing out that the Board voted, after reviewing the contract, to increase the hourly rate because her rate was low for a very long time. It was asked for procedural purposes if the contract should have an end date. Ms. Weeks responded that legal services are not required to be procured. Ms. Korn was concerned that there was no internal information for a procurement of legal services. Ms Weeks stated that she did not know the exact date noting that there was a Legal Committee that met and reviewed legal services. The Committee inquired what were Miami-Dade’s procedures. Ms. Cullen responded that the Board made the decision to have everything come before the Board every three years and the Board uses its discretion as to whether or not they want to extend the service. The Chair noted that there is a contract date of September 9, 2005 with no termination date and asked if that was the last time it was done. Ms. Weeks responded that she did not know that she would have to look into it.
- William, Wilson, & Sexton, P.A. – was procured for a limited time for procurement purposes only
- TCBA Watson Rice, LLP – Andrea Braynon indicated that the contract with the Auditors was for three years and was renewed after an RFP completed in May 2010 for one year with one year renewable for two additional years which also included a new policy which required a rotation of the engagement partner.

Ms. Sallarulo inquired if the Coalition also procures for Banking services. Andrea Braynon, Coalition CFO, indicated that the Coalition surveyed banks in 2008 or 2009 based on services.

Ms. Sallarulo stressing the need to be consistent and across the board that the Coalition should also look at sub-contractors.

**Motion** made by Laurie Sallarulo to approve the creation of a policy for procurement procedures to be followed to include three year terms, renewable annually with the right to extend yearly up to two additional years which would include all services with a threshold annual budgeted amount of \$35,000. **Seconded** by Donna Korn. **Unanimously approved.**

Responding to questions, Ms. Braynon indicated that the Coalition has Fiscal Policy and Procedures which has a lot of procedure and some policy. She stated it does have a procurement section but does not get very specific.

**Motion** made by Laurie Sallarulo to require our providers to follow the same procurement policies and procedures that the Coalition follows including Sunshine for transparency. **Seconded** Donna Korn.

It was requested that input from providers be sought before moving forward with this motion particularly the Sunshine requirement because it could be very cumbersome.

**Motion** made by Laurie Sallarulo to **table the motion** until staff can bring back information regarding the impact of

the motion. <b>Seconded</b> by Donna Korn <b>Unanimously approved.</b>		
<b>Motion</b> made by Donna Korn to pursue procurement of ELC6 and Legal Services. <b>Seconded. Unanimously approved.</b>		
<b>Motion</b> made by Laurie Sallarulo to pursue a procurement of Banking Services. <b>Seconded</b> by Donna Korn. <b>Unanimously approved.</b>		
Laurie Gambino stated that PNC has an initiative that gives money to early learning programs and would be happy to introduce the local person.		
The Chair indicated that there is a Procurement Committee in place and will need to add one more person. He stated that will have to get the approval of the Board for funding the Procurement Policy.		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Schedule Procurement Committee	Interim CEO	08/12/11
Compile and bring forward information on WAGES for future Board consideration	Interim CEO	???
Bring back information regarding the impact of a policy requiring providers to follow the same procurement policy as the Coalition in addition to Sunshine law.	Interim CEO	????
Unfinished Business – no discussion		
New Business – no discussion		
Public Comment		
Dr. Barbara Weinstein thanked Tabatha Cullen for coming to visit Family Central and address some of the staff noting that she showed a true sense of partnership. Dr. Weinstein also shared that Ms. Cullen has an appointment with Family Central next week and will be visiting with providers.		
Jeffrey Dwyer welcomed Ms. Cullen aboard.		
Next Meeting Date		
TBD		
Adjourn		
Meeting adjourned at 4:50 pm		

These minutes contain the action items of Early Learning Coalition Executive Committee meeting. 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 members will be taken prior to approval at the next meeting.

**Submitted by**  
Debbie Bainton