



Executive Committee

6/10/2009

5:30 PM

6301 NW 5th Way, Suite 3400
Ft. Lauderdale, FL 33309

Members in Attendance:

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

Members absent:

Maria Kuhn-Brotton

Staff in Attendance:

Penny Westberry, Executive Director, Andrea Braynon, Chief Financial Officer, K. Lee Tirpak, Chief Program Officer, Debbie Bainton, Executive Assistant

Others in Attendance:

Khalil Zeinieh, Ainsworth Geddes, Dr. Barbara Weinstein

Welcome and Call to Order

Chair called the meeting to order at 5:35 pm

Cindy Arenberg Seltzer continued her conversation started in Finance Committee. CSC is looking to piggyback on the ELC 3 contract. CSC would contract with ELC for training and technical assistance and inclusion to be added to the ELC 3 contract with a little more language for the behavioral piece.

Approval of April 22, 2009 minutes

Motion made by Sidney Calloway to approve the minutes of April 22, 2009. **Seconded** by Robyn Perlman. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep on File	Executive Assistant	6/19/09

Committee Reports and Recommended Action
Items

Finance Committee

Financial Statements

Sidney Calloway reported that the Finance Committee went over the summaries for the Financial Statements for the periods ending March 2009 and April 2009 and had found nothing that is materially significant that should cause concern. Mr. Calloway noted that the statements are subject to end of the year audit.

Utilization Report

Sidney Calloway shared that Family Central along with staff reported that there is a stable environment in childcare and there are not many kids leaving the system as was thought in the beginning of the year and this trend will probably continue for several months.

Reallocation of Unspent FY 2008-2009 SR & VPK Funds

Mr. Calloway stated that the Finance Committee approved authorizing staff to reallocate any unexpended OEL funds. He further stated that the primary rationale was that the timing of the next Board meeting would be an impediment to the funds being allocated efficiently. The Finance Committee is asking the Executive Committee for immediate action.

Motion from Finance Committee for immediate action on the authorization to ELC staff to reallocate any unexpended OEL funds at the end of the fiscal year to the budget for slots and services and shift CSC funds to the new fiscal year as necessary. No second needed. **Unanimously approved.**

Investment Account Extension

Mr. Calloway stated that the Finance Committee is requesting immediate action from the Executive Committee to approve the renewal of the Certificate of Deposit with Community Bank of Broward for an additional three months prior to the end of the ten day grace period.

Motion brought forward from Finance Committee. Unanimously approved

Penny Westberry reported that she has informed the State that Broward can spend any de-obligated funds from other Coalitions up to \$1 million by the end of the fiscal year. Ms. Westberry also noted that without the stimulus money this year the Coalition would be looking at a big problem during the coming year. Ms. Westberry stated that the Waitlist Committee will be making recommendations to the Board at the next meeting. Mr. Duncanson requested that a separate e-mail be sent to the Board members pointing with Waitlist recommendations so that they will be prepared.

Mr. Duncanson indicated that General Counsel pointed out some technical errors on the prior motions from the Finance Committee and requested new motions for the reallocation of unspent funds in addition to the investment account extension.

Motion made by Sidney Calloway for immediate action to authorize ELC staff to reallocate any unexpended OEL funds at the end of the fiscal year to the budget for slots and services and shift CSC funds to the new fiscal year as necessary. **Seconded** by Jeffrey Dwyer. **Unanimously approved.**

Motion made by Sidney Calloway for immediate action to renew the certificate of deposit with Community Bank of Broward for an additional three months prior to the end of the ten day grace period. Seconded by Jeffrey Dwyer. **Unanimously approved.**

Community Relations and Resource Development

Deborah David, Director of CRRD, reported that Leadership Hollywood is holding a graduation where the market plan developed for ECE will be presented on June 11th. Deborah David stated that she would forward the information to the whole Board. Ms. David also reported that a finance advocacy subcommittee has been formed and would like to encourage people to participate in the committee.

Nominating Committee

Penny Westberry reported that Maria Kuhn-Brotton will be leaving the Board because she has taken a job with the Miami Dade ELC Coalition. The Nominating Committee will be meeting again to look at the officers and now has a vacant position to fill. Penny Westberry indicated that ELC will have to go through the process that is dictated by the by-laws. In the meantime, the Nominating Committee will be meeting again prior to the Coalition meeting to bring forth a revised list of nominees for officers.

Personnel Committee

Jeffrey Dwyer reported that the Personnel Committee will be bringing forth to the Board two options for the ED compensation for the Board to decide. The two options are:

Option A 4% raise and leaving the bonus as is at \$10,000

Or

Option B 2% raise and moving the \$10,000 bonus into salary

Mr. Calloway asked if this is something the Executive Committee discusses. Mr. Dwyer indicated that the Personnel Committee goes directly to the Coalition per the by-laws but is reporting to the Executive Committee as a courtesy.

Ms. Westberry pointed out that the Personnel Committee is also moving forward a motion to change the title of the ED to CEO.

Action items:	Person responsible:	Deadline:
Proceed with reallocation of funds and place ratification of motion on Coalition agenda	Chief Financial Officer	6/26/09
Proceed with reinvestment of funds and place ratification of motion on Coalition agenda	Chief Financial Officer	6/26/09
Schedule Nominating Committee meeting	Executive Director	6/26/09

Staff Updates and Recommended Actions

SR VPK Conference Funding Revised Request

Motion made by Cindy Arenberg Seltzer to approve the allocation of \$4,500 of the \$12,918 previously approved at the May 2009 Coalition Board Meeting and set aside in the ELC budgeted reserves, to the ELC contract ELC 2 Service Provider (Eligibility Determination, Application Processing, Slot Management, and Provider Payment) to offset the balance of the fixed costs of providing Continuing Education Units (CEU's) to participants of the 2009 SR/VPK Conference. **Seconded** by Sidney Calloway. **Unanimously approved.**

Tab 7 was placed in the meeting packet as a FYI. Lee Tirpak indicated that the Board approved a policy that programs receiving mini-grants or matching grant funds after February 10, 2009, who withdraw from technical assistance before completing participation in a full star rating, be required to reimburse the grant funds to the Coalition. The School Board was not able to approve the amendment to the contract and the SBBC will continue to implement the existing contract parameters.

Action items:	Person responsible:	Deadline:
Place reallocation of \$4,500 on Coalition Agenda	Executive Director	6/26/09

Unfinished Business none

New Business

Harry Duncanson stated that his appointment to the Board as Chair ended in April and he has continued as Chair until a new appointment can be made as have many other Chairs throughout the State. He explained that, as many of you know, his wife is a state lobbyist. She spends 5 months of the year commuting from Hollywood to Tallahassee and has done so for many years. His 12 year old daughter is approaching those precarious teen years and they feel that it would be best to have her Mom around more often. While they have an excellent Father / Daughter relationship, there are just some things that only a mother and daughter can discuss with each other. Accordingly, they are moving their residence to Tallahassee later this summer before the school year begins. He further stated that when he made this decision several months ago, it was his intention to remain as Chair, as due to his business here, he would be commuting from Tallahassee to Hollywood. However, circumstances have changed with the recent merger of his business and he will not be coming back to Hollywood as often as planned. He stated that he would continue to serve as Chair until the Governor makes a new appointment.

Penny Westberry stated that she will miss having him as Chair and appreciates what he has done for the Coalition and early learning. She stated that he has been a wonderful support during the last few years. Barbara Weinstein thanked him and stated Family Central was proud to work with him and thanked him on behalf of the children of Broward.

Mr. Duncanson stated that he will be forwarding an e-mail to the Executive Director and requested that she forward it to the Board members.

Public Input - none
Next Meeting: TBD
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