



Executive Committee Meeting

12/2/2009

5:30 PM

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

Members in Attendance:

Jeffrey Dwyer, Chair, Andrew Bray, Marvin Dejean, Britt Sikes, Donna Korn

Members Absent:

Cindy Arenberg Seltzer

Staff in Attendance:

Penny Westberry, CEO, Andrea Braynon, CFO, Leonardo Almanza, Accounting, Lisa Feeney, Senior ECE Program Specialist, Janice Carter, ECE Program Specialist, Debbie Bainton, Executive Assistant

Others in Attendance:

Welcome and Call to Order

Jeffrey Dwyer, Chair, called the meeting to order at 5:39 pm
A quorum was established.

Mr. Dwyer indicated that he will address ITN document for approval first. Mr. Dwyer confirmed that everyone who wanted a copy of the document had one. Penny Westberry gave a brief overview of the changes made to the document pointing out the following:

- Some word-smithing was done - This document will be called the official document
- Allowed ability to have contract go for more than three years if the legislation allows that
- Signature of receipt of any addenda of the document was added

Ms. Westberry informed the committee that the advertisements are out

Motion made by Andrew Bray to approve the ITN document. **Seconded** by Britt Sikes. **Unanimously approved.**

Action items:

Proceed with ITN process

Person responsible:

CEO

Deadline:

12/8/09

Approval of August 19, 2009 minutes		
<p>Motion made by Britt Sikes to approve the minutes of August 19, 2009. Seconded by Andrew Bray. Unanimously approved.</p>		
Action items:	Person responsible:	Deadline:
Keep minutes on File	Executive Assistant	12/3/09
Committee Reports and Recommended Action Items		
<p>Finance Committee</p> <p><u>Auditor's Report</u></p> <p>Mr. Dwyer indicated that the audit report was stellar and asked Mr. Thompson to summarize the report for those members of the Executive Committee that were not present at the Finance Committee meeting. Mr. Dwyer thanked the Finance Committee in part and staff, in particular Andrea Braynon, for a wonderful job.</p> <p><u>Utilization Report, Financial Statements, Budget Amendments</u></p> <p>Andrew Bray reported that no issues were raised for the utilization report and financial statements. He said the budget amendments were more of a housekeeping issue. There were no questions.</p> <p>Personnel Committee</p> <p>Marvin Dejean reported that the Committee did not meet since the last meeting due to not being able to get a quorum. He stated that the next meeting is scheduled for December 15, 2009. Ms. Westberry indicated that the Personnel item will be brought to the Coalition the next day.</p> <p>Procurement Committee</p> <p>The ITN document was approved earlier in the meeting. Mr. Dwyer indicated that the evaluation meeting will take place on February 8, 2009. It was noted that this would be a long meeting. Penny Westberry indicated that the responses will be in the hands of the Committee as soon as possible. The results will be brought to the February 12th meeting.</p> <p>CRRD Committee Update</p> <p>Penny Westberry reported that Janice Carter will be taking Deborah David's place as CRRD Director and is present to give the CRRD report. Janice Carter gave a brief update, noting that the ITN has been posted in several media outlets. She also indicated that the CRRD Committee is continuing to work on the Business Technical Assistance Model for providers.</p>		
Action items:	Person responsible:	Deadline:
Place Audit Report, Utilization and Financial Statements on	CEO	12/16/09

Coalition Agenda		
Staff Updates and Recommended Actions		
<p>Allocation of AD Henderson Grant Funds</p> <p>Lisa Feeney gave a brief summary of the grant funds.</p> <p>Motion made by Donna Korn to Increase scholarship funding for Contract #FCI-10-ELC3 by \$43,750 for approximately 35 additional CDA National scholarships and/or scholarship application fees, at an average of \$1,250 per CDA National Scholarship or \$350 per CDA National Application, with priority for those on the waiting list who currently receive coaching or mentoring from either ELC 3-FCI or ELC 3-SBBC. Seconded by Andrew Bray. Unanimously approved.</p> <p>Coalition Meeting Format and Procedures</p> <p>Penny Westberry reminded the Committee that this issue was raised at the last Coalition meeting and was referred back to the Executive Committee. Ms. Westberry stated that Cindy Arenberg Seltzer indicated she would prefer that they sign up at the meeting in addition to having the people sign up on one sheet for easier bookkeeping. Ms. Westberry indicated she is proposing one sheet for each speaker/issue so that she could divide them by issue. The following questions and concerns were raised:</p> <ul style="list-style-type: none"> • Should be open as possible • Can it be limited to number of people on an issue? <ul style="list-style-type: none"> ○ Can not limit number of people – can limit time • Could lengthen Board meetings – already losing quorum at the end • Can try it and then revisit in future if there is a problem • Board must understand that they need to block out more time for the meeting • GC indicated that she deals with this issue all the time and could develop a policy for the Coalition at no charge <p>Motion made by Donna Korn to bring forth a recommendation for public comment that includes the following:</p> <ul style="list-style-type: none"> • Chair to set forth the public participation in the beginning of the meeting • Do for all Coalition and Committee meetings • Sign up prior to meeting – within 5 minutes of the start of the meeting • Up to 10 – allow 2 minutes each, over 10 time allotted would be 1 minute – both after discussion but prior to vote on each issue • If more than 20 people sign up – all comments for that topic will be at the end of meeting • No sharing of minutes – a person may not pass on their allotted minutes to speak to another person to use • No interaction between speaker and Board other than the Chair 		

- Keep open comment at end – no sign up

Seconded by Andrew Bray. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Place AD Henderson Grant on Coalition Agenda	CEO	12/16/09
Develop Draft Policy for Public Comment for Coalition Meeting Format and Procedures on Coalition Agenda	General Counsel	12/11/09
Unfinished Business		
No discussion		
New Business		
No discussion		
Public Input		
Barbara Weinstein shared with the Committee that Family Central was able to give out a lot of food during Thanksgiving. She indicated that currently Family Central is looking for toys and clothing. This year they are also looking for diapers and baby food. Dr. Weinstein indicated she will e-mail the Coalition with the information for distribution. Dr. Weinstein also thanked the Coalition for the cooperation that has been happening between FCI and the Coalition staff.		
Next Meeting: January 27, 2010		
Mr. Dwyer indicated that he will not be able to attend the January 27 th meeting due to a prior business commitment.		
Meeting adjourned at 6:25 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