



# Personnel Committee

1/31/2008

9:00 AM

6301 NW 5th Way, Suite 3400

Fort Lauderdale

**Members in Attendance:**

Maria Kuhn-Brotton, Chair, Dr. Kevin Keating, Shawn Lamarche, Desorae Giles-Smith

**Members Absent:**

Jeffrey Dwyer

**Staff in Attendance:**

Penny Westberry, Executive Director, Andrea Braynon, Director of Finance, Sandra Gonzalez, Staff Accountant, Debbie Bainton, Executive Assistant

**Others in Attendance:**

Burnadette Norris-Weeks, General Counsel

Welcome and Call to Order

Maria Kuhn Brotton called the meeting to order at 9:02 am  
Self introductions were conducted

Approval of Minutes October 16,2007

**Motion** made by Shawn Lamarche to approve the minutes of October 16, 2007.  
**Seconded** by Dr. Kevin Keating. **Unanimously approved.**

**Action items:**

Keep on File

**Person responsible:**

Executive Assistant

**Deadline:**

2/1/08

**Re-screening Current Employees**

Penny Westberry indicated that this item is being brought forward to the committee at the request of the Board. The following questions and concerns were raised:

- Is this a FDLE screening? FDLE cost \$8.00 and does not require fingerprinting.
- Current policy requires employees to report any arrest or conviction
- This item was brought forward at the request of the Board

**Motion** made by Dr. Kevin Keating to approve the added language to the Employee Manual regarding the re-screening of current employees. **Seconded** Shawn Lamarche. **Unanimously approved.**

**Action items:**

Place on Coalition Agenda

**Person responsible:**

Executive Director

**Deadline:**

2/8/08

**ED Goals for 2007/2008**

Penny Westberry indicated that this item is being brought back to the Committee at the request of the Board because additional information was presented at the Board meeting, which she had not reviewed ahead of time.. The following concerns and questions were raised during the Committee discussion:

- How can the ED be held accountable for a year’s worth of work when half the year has passed – this needs to be done on a timely basis
- Some of the goals have already been achieved
- Goals needs to be clearly defined and measurable so that everyone understands what is expected
- Why are families on wait list when ultimately they may not be eligible
  - It was considered the most efficient use of resources to just do the pre-screening.
  - Must be full disclosure to parents that initial contact is just a pre-screening and does not mean they will be eligible for the program
- Why are kids on the wait list and yet they will never be served.
  - Concerned about giving a false hope
  - Coalition prioritized 0-5
  - Wait list shows need in community
  - All children on wait list are potentially eligible for services not enough funding to provide service to all
- Ad hoc Wait list committee working on items that may be brought to the Board

The following changes were made to the Goals submitted and accepted by the Executive Director

- Goal 1 B – number of attendees for 2006/2007 is 613
  - This number change excludes the Infant/Toddler conference – not sure the event will be held this fiscal year
- Goal 2 Add at the end “and mitigating factors”
- Goal 3
  - A 1 & 2 should read:
    1. Wait list and/or quality initiatives
    2. Additional measures added at Mid-year and/or end of the year.
  - B 1 & 2 should read
    1. Quality initiatives
    2. Additional measures added at Mid-year and/or end of the year.
- Goal 4 – Investigate areas of efficiency and effectiveness of the wait list service process and the disclosure of how contractors communicate to customers.

**Motion** by Shawn Lamarche to recommend approval of the ED goals as amended above. **Seconded** by Desorae Giles-Smith. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Place ED goals on the Coalition Agenda	Executive Director	2/8/08

Proposed Change in Staff Accountant Job Title and Compensation

**Motion** to recommend reclassification of the Staff Accountant job description and the salary range along with the 8% promotional increase effective September 2007. **Seconded** by Dr. Kevin Keating. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Place change in Staff Accountant Job Title and Compensation on Coalition Agenda	Executive Director	2/8/08

Discussion of other Agency Job Titles		
<p>Penny Westberry stated that the Committee had discussed job titles in past meetings. She indicated that there were some concerns raised when advertising for a Director of Finance. The qualifications that were required are of a CFO. Ms. Westberry requested that the Committee give her feedback regarding title changes and asked that she meet with Desorae Giles-Smith to discuss. This item will be brought back to the Committee. Members asked that current job titles and ranges be sent to them.</p>		
Action items:	Person responsible:	Deadline:
Meet with Desorae Giles-Smith to discuss job titles	Executive Director	3/1/08
Place Job Titles on future Personnel Committee meeting Agenda	Executive Director	3/1/08
Unfinished Business		
<p>Desorae Giles-Smith requested that the ED evaluation tool contain a one page summary sheet to fill out for submittal.</p>		
Action items:	Person responsible:	Deadline:
Develop Summary page for ED Evaluation	Executive Director	3/1/08
New Business - none		
Public Input – none		
Next Meeting Date		
Action items:	Person responsible:	Deadline:
Schedule a meeting in February	Executive Assistant	3/1/08
Adjourn		
<p>Meeting adjourned 9:56 am</p>		

These minutes contain the action items of the meeting of the Personnel Committee of the Early Learning Coalition. They do not include all facets of each issue discussed. A recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken prior to approval at the next meeting.

Submitted by  
 Debbie Bainton  
 Reviewed by  
 Penny Westberry, Executive Director  
 Maria Kuhn-Brotton, Committee Chair