



## Personnel Committee

2/12/2009

3:00 PM

6301 NW 5th Way, Suite 3400  
Fort Lauderdale

**Members in Attendance:**

Maria Kuhn-Brotton, Chair, Andrew Bray, Dr. Kevin Keating, Jeffrey Dwyer, Marvin Dejean,

**Members Absent**

Desorae Giles-Smith

**Staff in Attendance:**

Penny Westberry, Executive Director, Debbie Bainton, Executive Assistant

**Others in Attendance:**

### Welcome and Call to Order

The meeting started at 3:13 pm with Penny Westberry referring to the IT position noting that it was announced at the Board meeting that Broward will continue to share that person with Palm Beach pointing out that person will work three 10 hour days in Broward. Ms. Westberry went on to discuss the ED Evaluation timeline stating the following:

- Contract ends June 30<sup>th</sup>
- ELC must give 60 days notice if ELC does not want to renew Contract (by April 30<sup>th</sup> or pay ED)

Penny Westberry announced that a quorum has been established and can now start at the top of the agenda.

Discussion continued on ED timeline noting the following:

- Ideally – bring recommendation to April Board meeting
- Will need to meet end of March
- Agreed to have evaluations back by March 2 and extend to March 10

Approval of Minutes		
<p><b>Motion</b> made by Jeffrey Dwyer to approve the minutes of September 9, 2008 <b>Seconded</b> by Andrew Bray. <b>Unanimously approved.</b></p>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Keep on File	Executive Assistant	2/15/09
CRRD Director Salary		
<p>Maria Kuhn-Brotton, Chair, introduced this item stating that Deborah David has received her master's degree and there is a proposed increase of 5% retroactive to 8/8/08. Penny Westberry pointed out the following:</p> <ul style="list-style-type: none"> <li>• The other management positions have higher salaries due to more experience and advanced degrees and this will bring her up because of the degree</li> <li>• She has a lot of contacts in the community and could be attractive to other employers</li> <li>• Performs well – 1-5 scale and her average has been over 4</li> </ul> <p>The Committee discussed the following:</p> <ul style="list-style-type: none"> <li>• CRRD raised \$180,000 includes of CCEP. What is it excluding CCEP? <ul style="list-style-type: none"> <li>○ Bring forward amount excluding CCEP</li> <li>○ Henderson grant has been obtained since this packet was put together</li> <li>○ Was this money raised by her alone?</li> </ul> </li> <li>• April is her merit raise date – will get 2% <ul style="list-style-type: none"> <li>○ If she earns it – ED indicated could guarantee based on her performance she will get the full 2%</li> </ul> </li> <li>• Current increase is based on her obtaining her masters degree</li> <li>• ED indicated that not many Coalitions have policy on this but those that do give 5%</li> <li>• Concern over giving a raise strictly for more education – however, if it standard within the industry must go along to get along <ul style="list-style-type: none"> <li>○ If the job requires a masters degree than you hire someone with a masters degree</li> <li>○ Getting a higher degree is not necessarily a job requirement</li> </ul> </li> </ul> <p><b>Motion made by Jeffrey Dwyer to approve a 5% increase retroactive to awarding of Masters degree on 8/8/08. Seconded by Dr. Kevin Keating. Unanimously approved</b></p>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Place on Coalition Agenda with additional back-up materials	Executive Director	4/13/2009

**CRRD End of Year Survey**

Penny Westberry stated that the End of Year Survey was included for information purposes. She indicated it is included to show what the CRRD Department is trying to achieve. Part of this survey is also used for ED end of year evaluation.

**Flexible Spending Account**

Penny Westberry reported the following:

- May want to address with staff compensation
- Not ready to say a raise will or will not be given this year
- Health Savings Account does not make sense for ELC

Ms. Westberry asked for direction on how the Committee would like to pursue a raise for staff or not pointing out that the flexible spending account is one way of putting money in people’s pockets. Ms. Westberry also indicated that with the stimulus package Broward may receive about 10 million in 18 months. She indicated that ELC may have more money than in the past.

The committee discussed the following:

- Cost of \$800 annually to agency for FSA
- Cost of plan was questioned as to whether it was accurate or not
  - Is this with debit card or not
  - Chart reflects information collected by Sandra
- Committee member Jeff Dwyer mentioned there is a new form of account that people are going to – not FSA – will check and advise ELC

Penny Westberry indicated to the Committee that they could move forward on this item now or can wait until staff raises are discussed. There is time for this item to be tabled and can be discussed in the context of the bigger picture. Ms. Westberry further commented that this is something that is interesting for staff and currently fits within our budget.

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Get name of updated and new form of account other than FSA and submit to ED	Jeffrey Dwyer	3/31/09

### Staff Compensation Discussion/Future Direction

Penny Westberry inquired how the Committee would like to proceed with considering staff compensation. She shared the following with the Committee:

- Personnel Committee to determine what raises will be to be incorporated into budget
- Raises are a part of the budget when brought to the Coalition which can be pulled and discussed at the Coalition meeting.
- History of staff raises
  - Originally COLA and up to 5% bonus
  - Bonus was changed to merit raise
  - Couple of years ago committee decided COLA was too high and then just gave lower amount
  - Last year 2% COLA and up to 2% merit

Ms. Westberry gave a summary of the history of staff raises. The Chair inquired of the ED if she had any recommendations for raises. She responded by stating that the agency is in a unusual time – will probably have more money than the past – however in bad economic times. Other Coalitions are looking at 3% but not sure what they are going to do. She indicated that she is looking at this as a discussion rather than a recommendation at this point.

The Committee discussed the following:

- Requested amounts given in raises for the last 5 years
- Number of children in slots
  - below 10,000 kids
  - cut providers increase by 5% - get back over 10,000
    - prediction is on target with provider increase
    - providers are saying they are close to going out of business
  - other areas are decreasing 15% in service reimbursement including Childnet and DCF
  - ED is not in support of cutting back provider rates
- Foreclosures in Broward County
- May have to freeze everyone if for perception only
- Not okay with merit increases but okay with increase for education
- Staff spouses have lost jobs or position have changed – it has affected staff here
- Staff has told ED that they have had other job offers – need to be able to maintain staff
- Providers are saying that one family a week is losing job
  - People losing job makes them ineligible for services
- Need to balance services with talking care of our staff
- Market place is being shaken up right now – at the end of the process – will probably lose providers because they do not have the business sense.
- Can not make a decision out of fear – if you lose an employee – oh well – could probably bring

someone in at less money

- It costs a lot to train and replace an employee – bring in someone at a lower price – agency pays for it in another way
- Need to look at ways to additionally cut the budget in any way we can and send a memo out on how the agency is cutting funds
  - Have not had an increase in state and federal funding 10 years
  - Look every year to cut budget and keep it as lean as possible
  - Admin is among the lowest throughout the state
- Need to oversee \$100 million – close to not being able to oversee with only two fiscal people
- Good staff biggest asset – especially in non-profit
  - There are other ways to show staff their work is appreciated
  - Balance on what to give and public perception
- Ask staff what can be done - what are some alternatives
- Come up with five or six options to show gratitude to the staff
- Time off can be an option
- ED requested ideas from the Committee
  - What are other ELCs are doing other than raises
  - Most ELCs are intending to ask for raises – not sure on percentage – some had said between 3 and 4%
- Recommend a hiring freeze – if someone leaves – replace after Board approval – strong public perception
  - ED has big issue with hiring freeze
- Across the board salaries - \$756,000 for the year without benefits
  - 5% of this is less money than the Board raised the two School Board social workers
- Need to give Board hard concrete numbers not percentage
- Raises are included in the annual budget and not broken out for a separate vote by the Board
- ELC entitled to 5% admin – currently only use 1.7%
- Request for additional information for next meeting include
  - CPI number
  - What is CSC doing
  - Historical numbers for last five years
- Some branches of government are stripping benefits and people – have less money
- ELC will have additional revenue
- Bill in Tallahassee to get rid of Coalitions – no sense of security for Coalitions – those who have other job offers on the table have said they want to stay but not sure if Coalitions will be in existence

Conclusions:

Action items:	Person responsible:	Deadline:
Place Staff compensation on next Personnel meeting with additional information to include: <ul style="list-style-type: none"> <li>○ History of staff raises including CPI</li> <li>○ What CSC will be doing</li> <li>○ What other Coalitions are doing</li> <li>○ Other options to be a part of compensation package</li> </ul>	Executive Director	3/31/09
<b>ED Evaluation Timeline</b>		
Send out evaluation for return on March 2 with an extension to March 10 - No board meeting in March. Next Board Meeting is April 13, 2009		
<b>Update on IT Position</b>		
Discussed at beginning of meeting		
<b>Unfinished Business - none</b>		
<b>New Business - none</b>		
<b>Public Input</b>		
<b>Next Meeting Date</b>		
Schedule for end of March		
<b>Adjourn</b>		
Meeting adjourned at 4:43 pm		

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  
 Maria Kuhn-Brotton, Committee Chair  
 Penny Westberry, Executive Director