



## Personnel Committee Meeting

3/5/2008

9:00 AM

6301 NW 5th Way, Suite 3400

Fort Lauderdale, FL 33309

**Members in Attendance:**

Maria Kuhn-Brotton, Chair, Jeffrey Dwyer, Desorae Giles-Smith, Shawn Lamarche

**Members Absent:**

Dr. Kevin Keating

**Staff in Attendance:**

Debbie Bainton, Executive Assistant, Penny Westberry, Executive Director, via phone

**Others in Attendance:**

none

Welcome and Call to Order

Maria Kuhn-Brotton called the meeting to order at 9:10 am

Quorum was established

Approval of Minutes January 31, 2008

**Motion** made by Jeffrey Dwyer to approve the minutes of January 31, 2008. **Seconded** by Shawn Lamarche. **Unanimously approved**

**Action items:**

Keep minutes on file

**Person responsible:**

Executive Assistant

**Deadline:**

3/7/08

Follow-up on Board ED Goals

Penny Westberry indicated that at the last Board meeting the question arose as to how to tie the goals to the bonus and at what percentage for each goal. The committee discussed various percentages such as 25% for each goal. The committee felt that Goal 3 should be weighted more and they agreed to the following percentages which Ms. Westberry agreed to:

- Goal 1 A – 10%
- Goal 1 B – 10%
- Goal 2 A 20%
- Goal 3 A – 10%
- Goal 3 B – 10%
- Goal 3 C – 20%
- Goal 4 – 20%

Additional discussion included:

- Next year’s goals to be discussed at the present time
- Receive input from Board
- Use current goals with additions or deletions

**Motion** made by Jeffrey Dwyer to approve the following percentages for each goal that is tied to the bonus Goal 1A – 10%, Goal 1 B – 10%, Goal 2 A 20%, Goal 3 A – 10%, Goal 3 B – 10%, Goal 3 C – 20%, Goal 4 – 20% **Seconded** by Desorae Giles-Smith. **Unanimously approved**

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Place on Coalition Agenda	Executive Director	3/7/09

ED Evaluation

Penny Westberry explained how the meeting packet was set up, pointing out that the majority of the differences between the two evaluation forms are formatting. She also pointed out that the biggest difference is the numbers for scoring which is 1-10 on the first form and 1-5 on the second form. Ms. Westberry indicated that if the Committee wished to change to the 1-5 scoring she believed it would have to go back to the board for approval.

The committee discussed the following:

- 5 point scale is standard
- Return evaluation forms to Debbie Bainton
- Need to stress that goals will be used for bonus – evaluation for contract renewal
- March 21<sup>st</sup> due date

<b>Motion</b> made by Jeffrey Dwyer to approve the modified evaluation form with the score of 1-5. <b>Seconded</b> Shawn Lamarche. <b>Unanimously approved.</b>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Place on Coalition Agenda	Executive Director	3/7/08
Unfinished Business		
<p>Maria Kuhn-Brotton shared with the Committee that General Counsel was not at the meeting because there were no legal issues at hand and the Coalition could save money that could be used elsewhere. She did indicate that General Counsel will be asked to attend those meetings when needed.</p> <p>Shawn Lamarche agreed on saving money. She pointed out that there needs to be a clear delineation between the ED and GC which should be monitored to minimize any power struggles.</p>		
New Business - none		
Public Input - none		
Next Meeting Date		
To be scheduled for April		
Adjourn		
The meeting adjourned at 9:35 am		

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