

**Personnel Committee**



3/23/2007

12:30 AM

201 West Broward Blvd.  
Ft. Lauderdale, FL 33441

**Members in Attendance:**

Jack Moss, Shawn Lamarche, Maria Kuhn-Brotton, Desorae Giles-Smith

**Members absent:**

Jeffrey Dwyer

**Staff in Attendance:**

Penny Westberry, Executive Director, Sandra Gonzalez, Staff Accountant, Debbie Bainton, Executive Assistant

**Others in Attendance:**

Burnadette Norris-Weeks, General Counsel

**Welcome and Call to Order**

In the absence of the Chair, Jack Moss called the meeting to order at 12:42 pm.

**Approval of October 24, 2006 Minutes**

Shawn Lamarche amended the minutes for clarification. The first change is contained on page two second paragraph, second sentence should read “Shawn Lamarche stated that the County evaluations have two goal areas”. The second change is contained on page three under Family Health Insurance Benefits, first paragraph, second to last sentence should read “Shawn Lamarche said that the County does not pay for dependent care.”

**Motion** made by Maria Kuhn Brotton to approve the minutes as amended. **Seconded** by Shawn Lamarche. Unanimously approved.

**Action items:**

Keep minutes on file

**Person responsible:**

Executive Assistant

**Deadline:**

3/26/07

Recommended Changes to Employee Manual and Forms

Penny Westberry reviewed the background screening information. She indicated that language has been added to the employee manual to ensure compliance with Sarbanes-Oxley as well. Ms. Westberry also stated that OEL recommended that information re: compliance with Sarbane-Oxley be very evident, thus the Code of Ethics for the Executive Director and Senior Financial Department Personnel should be included in the manual.

The following comments and/or changes were discussed:

- Page 13 add organization after nonprofit in first sentence of paragraph
- If there is an irregularity, there should be a requirement for CFO to report directly to the Chair or the Executive Committee to get him away from the supervisory position of the Executive Director, as a safe guard.
- Page 19 – Whistle Blower’s Act language provided by General Counsel has been added.
  - Word “generally” questioned and requested more specific language be used such as “applied in principal as appropriate”.
- Page 22 – Level II background screening to be spelled out
  - Recommend to add pre-employment drug screening for new hires
  - Background Screening required for a rehire situation not a current employee returning from a leave of absence or extended illness
  - Paragraph relating to current employees to be removed from the manual and kept separately from the manual
- Add “as may be amended from time to time” on the Acknowledgement of Receipt form.
- Employment Application – add drug testing
- Recommended by General Counsel to have additional form with information regarding background screening and other related information to be signed by applicant as a double check
- Recommend driver license check for new employees that drive for Coalition business. Check current employees for valid driver license
- Page 9 – mileage rate needs a decimal point and should read 44.5 cents
- Review of entire document to be sure that it contains “plain talk” as per Governor’s initiative

**Mr. Moss stated that if there were no objections this item will move forward with the noted changes. There was no objection.**

Action items:	Person responsible:	Deadline:
Place Employee Manual as amended on Coalition Agenda	Executive Director	4/13/07

## Dependent Health Care Coverage

Penny Westberry stated that as mentioned earlier CSC has added paying for dependant coverage as an added benefit. The Committee requested we explore this. Ms. Westberry indicated that she collected information from other Coalitions and agencies such as Workforce and United Way and presented a chart of those agencies' policies. She indicated that she was surprised at the number of other Coalitions that pay for dependent care. Jack Moss asked if other Coalitions and ELC's sick leave and vacation pay vary from CSC. Ms. Westberry indicated that ELC eliminated the two floating holidays and designated Christmas Eve and New Years Eve as holidays because we were small and was having a hard time staying open those days. She stated that ELC has a flex-time policy where salaried employees can take time off when they work unreasonably long hours whereas CSC gives an additional five days job basis leave. She pointed out that ELC flex-time is not a one for one comp time. Penny Westberry indicated that the policies are similar otherwise.

Ms. Westberry stated that ELC Broward is competing with CSC, Miami Dade and Palm Beach for employees. She informed the committee that Miami-Dade and Palm Beach have tried to recruit some of Broward staff. Shawn Lamarche pointed out that we need to look at Coalition funded agencies for comparison such as the School Board, the County and Family Central to be sensitive to those when recommending a policy.

Desorae Giles-Smith asked if this was for all employees. Ms. Westberry stated that there are a few options in the packet, one of which could be to do nothing. The other options presented include the following:

- 1) Provide full employer paid dependent care coverage for all full time ELC employees purchasing such coverage (inclusive or non-inclusive of Executive Director at Coalition's discretion), provided a spouse does not have the coverage available through his/her own employment
  - Cost non inclusive of ED: \$0 until 2/1/08; estimate of 40,000 annually at open enrollment
  - Cost inclusive of ED: \$387 per month until 2/1/08 (total depends on start date); estimate of \$44,000 annually at open enrollment
  
- 2) Provide employer paid dependent care coverage at a set percentage or set amount for all full time ELC employees purchasing such coverage (inclusive or non-inclusive of Executive Director at Coalition's discretion)
  - Cost dependent on percentage or set amount determined and on those participating at open enrollment
  
- 3) Provide a set dollar amount (example: \$200 for all full time ELC employees and allow employees to use it to purchase dependent care coverage, supplemental insurance, and/or retain in the paychecks for out of pocket medical expenses (inclusive or non-inclusive of the Executive Director at Coalition's discretion

- Cost dependent on dollar amount and start date of benefit; example: \$200 per employee = \$26,400 annually (non-inclusive of ED).

Penny Westberry indicated that one of the issues is that because the Coalition is so small dependent care coverage is very expensive. She informed the Committee that during the hiring process it is an issue stating that one staff member was considering not taking the position because of the cost of dependent care coverage. Desorae Giles-Smith inquired as to what is the cost of individual coverage. Sandra Gonzalez stated that single coverage rates range from \$250.00 to \$1,000.00 with an average of approximately \$500.00 Ms. Giles-Smith asked why the differences. Penny Westberry stated that is due to the fact that each employee is rated individually because of the size of the Coalition and it is based on age. Ms. Westberry stated that the Coalition pays for single coverage. Mr. Moss asked if the Coalition could go with the Children Service's Council. Penny Westberry responded that was not possible. Mr. Moss also asked about going through a Chamber of Commerce. Penny Westberry stated that those rates are still individually rated. Desorae Giles-Smith asked if there was any other agency the Coalition could piggy back with. Penny Westberry noted that she did not know of any. She stated that right now the Coalition is looking at a fairly high rate for spouse coverage and she is the only staff member that has spouse coverage.

Jack Moss stated that including dependent coverage is an important perk, recognizing the fact that there are a lot of single woman in the workforce with children and if we are going to attract people the Coalition will need to offer this benefit. Wanting to be transparent, Penny Westberry stated that this is being put on the table, not including her, because she did not want to argue for something that she has a personal interest in. She stated that she is talking about staff and what the Committee wants to do for her and her contract is a separate issue. Ms. Giles-Smith stated that this should be for all staff of the Coalition. Ms. Westberry stated that she did not have a choice but to pay for the coverage because her husband is self-employed and has a health issue and can not get insurance on his own. The rest of the staff has decided to obtain insurance elsewhere.

Ms. Westberry pointed out that the Coalition is saving approximately \$50,000 by not hiring a full-time Report Writer. Jack Moss noted the cost of \$44,000 does not push the Coalition over the Administrative cap. Desorae Giles-Smith indicated a portion of the coverage should be paid noting that the cost for the employee coverage should be 100% plus 50% of the dependent care coverage. Maria Kuhn-Brotton asked if there were different amounts for dependent coverage. Penny Westberry explained that although individual insurance varies the add on insurance is a fixed amount. Ms. Westberry explained that the company takes the total of the cost of spouse coverage from all staff and than sets an equal amount for each employee. Desorae Giles-Smith recognized that the smaller the pool for dependent care coverage, the higher the cost for the individual. Maria Kuhn Brotton asked what the cost would be. Penny Westberry responded that she is just guessing based on what she knows about peoples' situations as to who would take coverage.

**Jack Moss asked if the Committee was in agreement to offer 50% of dependent care coverage. There were no objections. He indicated that would be the recommendation to the Coalition**

Penny Westberry stated that if that goes through it will really help retain staff.

Action items:	Person responsible:	Deadline:
Place Committee recommendation of 50% payment for dependent care coverage on Coalition Agenda	Executive Director	3/13/07

**ED Evaluation**

Penny Westberry reviewed the following Executive Director Evaluation Process as previously agreed by the Personnel Committee:

- Board approved evaluation tool will be distributed to Board members at the February Board meeting and by e-mail
- Board members will be asked to complete the tool and return it to the Coalition’s Director of Finance within two weeks
- A two week extension for submission will be given as needed, with the final due date being the March Board meeting
- The Director of finance will compile the scores using an excel chart that demonstrates how each board member who submitted an evaluation rated each area and the average scores therein
- The Personnel Committee will meet soon after the March Board meeting in order to complete the evaluation process and make a contract and bonus (as applicable) recommendation to the Coalition at the April Board meeting

Ms. Westberry stated that the evaluations in addition to the excel spreadsheet prepared by Ainsworth Geddes is contained in the meeting packet. She asked that since a previous meeting had to be rescheduled, if the Committee would like to continue down the contract path and also deal with staff raises at this meeting, pointing out that the Committee will not be meeting again before the April Coalition meeting.

Maria Kuhn-Brotton confirmed that the evaluations are used for the bonus. Ms. Westberry pointed out that the packet contains the percentages that she uses to determine staff’s merit increases, noting that this was included for a point of reference. She informed the Committee that in the past for staff a cost of living was given and a bonus that does not get included in the salary.

Mr. Moss asked what the merit pay looked like for staff. Ms. Westberry explained that evaluations have not been completed for the year indicating that all staff is at least a over a 3 satisfactory pointing out no one has gotten a zero. She explained that staff previously received a cost of living increase and a performance bonus. Ms. Westberry stated that last year the committee made some changes and gave staff an across the board increase and a merit increase to their salary based on their evaluations.

Ms. Westberry distributed an updated salary survey of other Coalitions. Maria Kuhn-Brotton suggested that the percentage of the evaluation scores (8.8 out of 10 = 88%) would equate to \$4,360.00 which should be the percentage of the bonus. Ms. Westberry inquired, because it is done differently every year, if the standard to get the full bonus is to get a ten from everyone pointing out that she does not do that with her

staff. She indicated that it was up to the Committee, but from her perspective, she does not know ahead of time how this is going to be done. Jack Moss suggested \$4,750 which is 95% of the potential bonus based on the fact that except for one they are all in the acceptable range and on the high side.

**Jack Moss asked the committee if they would agree to take \$4,750.00 as a recommended bonus. There was no objections**

Penny Westberry asked what was the Committee's pleasure with regards to the Contract pointing out that another meeting will need to be scheduled before the April Board meeting to adhere to the process that the Committee agreed to. Jack Moss asked if there were any changes to the Contract. Ms. Westberry stated that there would be no changes that she would want for the contract except salary negotiation which the Committee has already been charged with doing. Jack Moss stated to avoid having another meeting he suggested a fix percentage for an increase of 4%. Penny Westberry indicated that CPI is included in the packet. Desorae Giles-Smith asked if staff gets CPI. Ms. Westberry stated that usually, noting that last year the employees got a 2.5% as cost of living which is not what the CPI was but had more opportunity for merit which is added to their base salaries. Jack Moss noted that it would then affect their retirement. Ms. Westberry responded that would preclude another meeting if the Committee is ready to address staff salaries at this meeting. Ms. Giles-Smith indicated that she wanted to know what the employees get so that it can be mirrored for the ED.

Jack Moss indicated that the State will be recommending a 2.44% increase for State employees. Penny Westberry stated that if they want to do employees first, she did not bring recommendations because she wanted to get input from the Committee on whether they wanted to do the same thing as last year.

Jack Moss asked how the 2.5% cost of living with an increase in merit was received by staff. Ms. Westberry stated that there was a little bit of angst for those that were quickly coming upon their anniversary date and did not get the year end bonus they were expecting. Mr. Moss asked if it was working for her in terms of the merit and 2.5%. Ms. Westberry responded that she liked the fact that the money is being put in people's salary even though it hurt the first year but in the long run it was a good. Jack Moss stated that consistency is important and asked if the 2.5% is the right number. Penny Westberry stated that she thinks the 2.5% is very fair with the merit increase. Jack Moss stated that the Coalition also has a good benefit package.

**Jack Moss stated that if there is no objection a recommendation of 2.5% COLA with merit raises up to 6.5% will be forwarded to the Coalition. There was no objection**

The Committee reviewed the salary survey chart of other Coalitions. Penny Westberry stated that she would like to advocate for a moment pointing out that if you just look at the salary in Palm Beach the Committee would not be comparing apples to apples noting that Palm Beach ED received a 10% bonus and receives 6% more for retirement.

Jack Moss stated that the bonus of \$5,000 is at 5% and if we set 4% as an increase that would increase the salary by 9%. Penny Westberry responded that was not correct that the bonus does not increase the

salary. Shawn Lamarche stated that 4% would be very generous given the times and considering the 2.44% that was thrown out previously in addition to the County looking at 2.5%. Ms. Lamarche further stated that the Coalition must be sensitive to the industry that is served. She stated that the County is considering a reduction of general funding in the amount of \$1.6 million for child care along with many other possible reductions in funding. Penny Westberry stated that she would accept the recommendation of \$5,000.00 bonus plus a 4% increase in salary.

**There was no objection to bring forth to the Coalition a recommendation of a potential bonus of \$5,000.00 and an increase of 4% in salary.**

Maria Kuhn-Brotton inquired if the future bonus would be based on the same evaluation tool. She stated that goals need to be set that are measurable. Penny Westberry stated that she had put goals in her self-evaluation. Jack Moss suggested that the next time the Committee meets to have the ED bring forth specific measurable goals. Desorae Giles-Smith stated that there needs to be a few goals that are outcome specific. Jack Moss stated that one of those goals is budget management. Maria Kuhn-Brotton suggested that Community Awareness as one of the goals. Ms. Westberry agreed pointing out that in the past there was so much internal work to do that community outreach suffered. Ms. Giles-Smith suggested that this discussion be brought to the Coalition with the thinking that they may have ideas regarding future goals.

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Place ED Bonus recommendation on the Coalition Agenda	Executive Director	4/13/07
Place Staff Increase recommendation on Coalition Agenda	Executive Director	4/13/07
Place ED Salary Increase and approval of Contract on Coalition Agenda	Executive Director	4/13/07
ED to establish measurable goals for the coming year and bring back to the Committee	Executive Director	5/15/07
Unfinished Business - none		
New Business - none		
Public Input – No public in attendance		
Next Meeting Date – none set		
Adjourn - Meeting adjourned at 2:13 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  
Penny Westberry, Executive Director