



Personnel Committee

3/23/2009

9:30 AM

6301 NW 5th Way, Suite 3400
Fort Lauderdale

Members in Attendance:

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

Members Absent:

Staff in Attendance:

Penny Westberry, Executive Director, Debbie Bainton, Executive Assistant

Others in Attendance:

Joyce Kirsemienski

Welcome and Call to Order

Maria Kuhn Brotton, chair, called the meeting to order at 9:33 am

A quorum is present

Ms Joyce Kirsemienski introduced herself. She informed the committee that she has taken Claudia Dean's place at the School Board. She has been with the School Board for 25 years and has a background in early childhood, including being a Head Start teacher for 11 years.

Approval of Minutes June 6, 2008 & September 12, 2008

Motion made by Dr. Kevin Keating to approve the minutes of June 5, 2008 and September 12, 2008.
Seconded by Marvin Dejean. **Unanimously approved.**

Action items:

Keep minutes on file

Person responsible:

Deadline:

ED Evaluation

The Chair referred the committee to tab 2 noting the following

- ✓ Increase in responses from Board members
- ✓ Comments very positive with a 4.52 average out of a maximum of 5
- ✓ Evaluations have comments to assist in setting goals for next year

Penny Westberry stated the following:

- ✓ This process is not for bonus but for recommending continuing the contract for another contract year
- ✓ At this point would like to wait to negotiate contract terms because of the unknowns in the budget at the current time.
- ✓ Service Provider Contract recommendations are not being brought in May this year, but April because of the budget unknowns
- ✓ Requested a motion from the committee to continue contract for another year but will negotiate terms later – will recommend the same for staff compensation
 - This is to protect the Coalition because the contract says the Coalition has to pay ED for 60 days
 - Will have clearer picture in another month
- ✓ Of all the categories the one that continuously comes out the lowest of all is the community relations
 - Looking at shifting paradigm to providing more workshops for helping the providers to help themselves

The committee discussed various initiatives in the community including the Community Foundation of Broward and Success by Six. They also discussed the current times and the need to think outside the box.

Motion made by Marvin Dejean to continue the ED contract for another year pending negotiation of terms at a later date. Seconded by Dr. Kevin Keating.

The Committee discussed the following:

- ✓ Clarification was made that negotiations on the contract is related to all terms including salary, bonuses, benefits, etc., which can be modified up or down upon mutual agreement.
- ✓ Personnel Committee negotiates contract and brings recommendation to the Board.

Unanimously approved.

Action items:	Person responsible:	Deadline:
Place on Coalition Agenda	Executive Director	4/13/09

Staff Compensation Follow Up Discussion

Penny Westberry suggested that action on this item also be delayed due to the budget unknowns. Ms. Westberry gave a brief history of the staff raises based on the following chart:

Year	Approved raises	CPI
2004	3.3% COLA 5% merit bonus	3.3
2005	3.2% COLA 5% merit bonus	3.8
2006	\$1,500 flat raise for all 6.5% merit raise	5.7
2007	2.5 % COLA 4% merit raise	3.73
2008	2.0 COLA 2% merit raise	5.0

Ms. Westberry also made the following comments:

- ✓ Polled other ELCs – they still do not know about raises and did not have alternative ideas other than what she had presented as to rewarding staff
 - Other ELCs were pushing for consideration of raises, rather than alternatives
 - A few ideas were presented, including days off, recognition/reward program, employee of the month
- ✓ Should do FSA no matter what situation is – cost is minimal
- ✓ Will bring admin and contract recommendations at the same time in May
- ✓ Board could set aside some time for staff appreciation

The Committee discussed the following

- ✓ Look at best case scenario and determine raises and then look at worse case and make a recommendation accordingly
- ✓ Possibility of longevity pay at certain points of tenure
- ✓ Staff is best asset of the agency
- ✓ Public acknowledgement
 - During board meetings
 - Give profile of each staff member

Motion made by Andrew Bray to postpone discussion of staff compensation pending further budget information. Seconded by Dr. Kevin Keating. Unanimously approved.

Action items:	Person responsible:	Deadline:
Place on Personnel Committee Agenda	Executive Director	5/8/09

Unfinished Business
Slot usage and Provider Rates is being referred to Executive Committee. The prediction on the number of slots after provider rate increase was very close to the actuals. Ms. Westberry explained the difficulties in trying to do a head to head match from year to year on slots, due to the many intervening factors.
New Business
Maria Kuhn Brotton brought forward the comment about Lee on the ED's evaluation. Ms. Westberry responded that she has spoken with Jack Moss, stating that concerns she be directed to her. Ms. Westberry stated that she works on issues with staff and service providers and will continue to work on any issues that may come up.
Public Input
None
Next Meeting Date
Schedule another meeting in April
Adjourn
Meeting adjourned at 10:39 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
 Maria Kuhn-Brotton, Committee Chair
 Penny Westberry, Executive Director