

# Minutes

## Personnel Committee

4/1/2010

3:30 p.m.

Early Learning Coalition of Broward County, Inc.

6301 NW 5th Way, Suite 3400

Fort Lauderdale, FL 33309

**Members in Attendance:**

Marvin Dejean, Chair (via conference call); Mason Jackson, Dr. Kevin Keating; Laura Gambino; Desorae Giles-Smith

**Members Absent:**

None

**Staff in Attendance:**

Penny Westberry, CEO; Andrea Braynon, CFO; Sandra Martinez, Accounting/Human Resources Manager; Marcie Westover, CRRD Assistant

**Others in Attendance:**

None

### Agenda topics

Welcome and Call to Order

Mason Jackson called the meeting to order at 3:45 p.m.

Approval of Minutes December 15, 2009

**Motion** made by Dr. Kevin Keating to approve minutes of December 15, 2009. **Seconded** by Laura Gambino. Unanimously approved.

Action items:

Person responsible:

Deadline:

Keep on File

Executive Assistant

4/20/10

**Staff Raise Parameters**

Penny Westberry said the Committee had asked to set staff raise parameters prior to the budget. She brought a sheet showing the parameters using CPI and Merit Increases. Sandra Martinez said the CPI, determined by four quarters, is .14% as of February 2010. Mason Jackson suggested calculating the CPI over 12-months, which is .9%. He said when compared against wage-earners and clerical workers the CPI is 1.6%. Ms. Westberry said the current methodology can be changed by the Committee.

**Motion** made by Dr. Keating to recommended adjusting the wage-salary CPI formula based on a comparison with local wage earners and use a 12-month time period reference, using a CPI of 1.6% for this year. **Seconded** by Laura Gambino. **Unanimously approved.**

Marvin Dejean joined in via conference call at 3:54 p.m.

Ms Westberry addressed the Merit Increases section. She said the committee can keep staff increases at 3% if funding is uncertain, or if funding remains stable/level then the increase could be 4%. If the funding increases, then the Committee could recommend 5%. Ms. Westberry recommended the up to 4% Merit Increase.

**Motion** made by Ms. Gambino to keep Merit Increases at the current level up to 4%. **Seconded** by Dr. Keating. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Place Updated Staff CPI and Merit Increase Into Budgeting Process	CFO	5/1/10

**Fiscal Department Staffing Update**

Ms. Westberry said there has been significant financial reporting and monitoring responsibilities added to the Fiscal Departments at Coalitions. Ms. Westberry referred the Committee to the new position outlined in the packet that would help with these new responsibilities. The new position is titled Accounting/Finance Analyst. Andrea Braynon said the new position would create a team in the Fiscal Department, with each fiscal member being responsible for specific ELC contracts.

**Motion** made by Dr. Keating to recommend an addition of an Accounting/Finance Analyst position in the Fiscal Department. **Seconded** by Ms. Gambino. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Place Recommendation for additional Staff Member in Fiscal Department on Coalition Agenda.	CEO	4/7/10

CEO Evaluation Process

Mr. Jackson clarified that the Committee is approving the process timeframe for the CEO Evaluation; a tool is already in place. Mr. Jackson said the Personal Committee's recommendation on Evaluation Process, Bonus and Contract Determination should go to the May Board meeting.

Desorae Giles-Smith joined the meeting at 4:14 p.m. Ms. Gambino suggested setting the next Personnel Meeting. The next proposed Committee meeting date is Thursday, May 6<sup>th</sup> at 10 a.m.

**Motion** made by Ms. Gambino to adjust the CEO Evaluation Process timeframe and bring recommendations to the May 14<sup>th</sup> Coalition Board meeting. **Seconded** by Dr. Keating. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Send out CEO evaluation forms and schedule next Personnel Committee meeting	CEO	4/5/10

Unfinished Business-None

New Business

The Committee discussed doing a staff salary/benefit study and having staff get quotes for consultants to do so.

**Motion** made by Ms. Giles-Smith to research a staff salary/benefit study. **Seconded** by Dr. Keating. **Unanimously approved**

Action items:	Person responsible:	Deadline:
Research possible salary/benefit study and bring to next Personnel Committee	CEO	5/1/10

Public Input-None

Next Meeting Date		
Tentative Date: Thursday, May 6 <sup>th</sup> at 10 a.m.		
Action items:	Person responsible:	Deadline:
Confirm next meeting date.	Office Assistant	
Adjourn		
The meeting adjourned at 4:29 p.m.		

These minutes contain the action items of the Personnel Committee of the Early Learning Coalition of Broward County, Inc. They do not include all the facets of each issues discussed. A tape 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 Marcie Westover CRRD Assistant	Reviewed by Penny Westberry Chief Executive Officer
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