



## Personnel Committee

5/6/09  
 5:00 PM  
 6301 NW 5th Way, Suite 3400  
 Fort Lauderdale

**Members in Attendance:**

Maria Kuhn-Brotton, Chair, Andrew Bray, Desorae Giles-Smith, Marvin DeJean

**Members Absent**

Dr. Kevin Keating, Jeffrey Dwyer

**Staff in Attendance:**

Penny Westberry, Executive Director, Marcie Westover, CRRD Assistant, Sandra Gonzalez, Accounting/HR Manager

**Others in Attendance:**

Welcome and Call to Order

The meeting started at 5:22 p.m. with general discussion as there wasn't a quorum. At 5:25 p.m. Desorae Giles-Smith arrived establishing a quorum.

Approval of Minutes

**Motion** made by Andrew Bray to approve the minutes of March 23, 2009 **Seconded** by Desorae Giles-Smith **Unanimously approved.**

**Action items:**

Keep on File

**Person responsible:**

Executive Assistant

**Deadline:**

5/15/09

Staff Compensation

Maria Kuhn-Brotton, Chair, referred the committee members to Tab 2 regarding staff compensation.

General Discussion

- Ms. Kuhn-Brotton thanked Marcie Westover for stepping in and handling administrative tasks with such a positive attitude while other staff were unexpectedly out. The Committee concurred with that thanks.
- Ms. Kuhn-Brotton referred to page 1 of the tab outlining the historical parameters for the staff salary increases.
- The 2009 CPI for South Florida is 2.7%
- Page 2 of the tab outlined what other agencies/entities are doing for staff.

Penny Westberry, Executive Director, stated the ELC budget for next year has money reserved for items like taking over the new office space, as well as for potential raises. She noted last year's originally approved budget was in \$89 million range, with this year's proposed budget near \$94 million. Also in the proposed budget there is room for up to 4% increases in the Family Central, Inc. budget.

Ms. Westberry noted there is about \$95,000 in reserves, with part going towards a new microphone system and other office costs, costing potentially around \$30,000. This would leave about \$60,000 for all other unallocated reserves. She noted the administration budget is tight this year.

Ms. Kuhn-Brotton directed members to page 4, noting the longevity of staff employment with the Coalition. Committee members discussed giving an additional percentage raise based on longevity.

Desorae Giles-Smith suggested having a staff compensation process that is more finalized, so it is not revisited each year. Ms. Westberry stated that originally the staff would get CPI, and then up to 5% of the salary, then it was changed when the CPI figure moved past the Board comfort level.

Committee members discussed the raises outlined in the already approved subcontractors' agreements.

Ms. Giles-Smith inquired about the timeline for the staff compensation. Ms. Westberry stated the COLA is given at the beginning of the fiscal year, and the merit is given on the employee's anniversary date.

Committee members discussed the need to reward staff while being sensitive to community perception.

**Motion** made by Andrew Bray for 3.5% Coalition staff salary increases as of July 1<sup>st</sup>, with an additional .5% (half a percent) for employees with 4 years or more of service, as a friendly amendment by Desorae Giles-Smith, and a recommendation that all subcontractors follow the same guideline. **Seconded** by Marvin DeJean.

**Unanimously approved**

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Place on Coalition Agenda with additional back-up materials	Executive Director	5/8/09

<b>Flexible Spending Account</b>		
<p>Ms. Kuhn-Brotton referred the committee to Tab 3. Ms. Giles-Smith recommended using Cornerstone for the flexible spending account.</p> <p><b>Motion made by</b> Desorae Giles-Smith to approve a Flexible Spending Account (FSA) for Coalition staff with Cornerstone. <b>Seconded by</b> Marvin DeJean <b>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	5/8/09
<b>ED 2009/10 Contract Terms</b>		
<p>The Committee opted to discuss this ED 2009-2010 Contract at a meeting in June, due to time constraints.</p>		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Schedule a Personnel Meeting in June	Administrative Assistant	5/12/09
<b>ED 2008/2009 Bonus</b>		
<p>Ms. Westberry referred to the report on goal achievement. She can validate 90% of the goals for t 2008-2009. Ms. Westberry noted that a 15% increase in the number of hits/visits to the website made up 10% of the bonus, and cannot be validated as being achieved. Marvin DeJean suggested using website optimization to draw more visitors to the website.</p> <p>Ms. Giles-Smith would like to have a similar concrete way to compensate staff. Ms. Westberry suggested having a meeting this summer to determine a more finalized scale that would be fixed for staff compensation.</p>		
<p><b>Motion by</b> Andrew Bray to approve a bonus of \$9,000 bonus for meeting 90% of the measurable points outlined in the goals. <b>Seconded by</b> Marvin DeJean <b>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	5/8/09

Unfinished Business-None
New Business-None
Public Input-None

Next Meeting Date
TBD
Adjourn
Meeting adjourned at 6:15 p.m.

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  
Marcie Westover  
Reviewed by  
Maria Kuhn-Brotton, Committee Chair  
Penny Westberry, Executive Director