



Personnel Committee Meeting

5/6/2010

10:00 AM

6301 NW 5th Way, 4th Floor

Fort Lauderdale, FL

Members in Attendance

Marvin Dejean, Chair, Laura Gambino, Mason Jackson

Members Absent

Desorae Giles-Smith, Dr. Kevin Keating

Staff in Attendance

Penny Westberry, CEO, Sandra Martinez, Accounting/HR Manager, Debbie Bainton, Executive Assistant, Faye Franklin, Office Assistance

Others in Attendance

Welcome and Call to Order

Marvin Dejean, Chair, called the meeting to order at 10:00 am
Mr. Dejean thanked everyone for attending

Approval of Minutes April 1, 2010

Motion made by Mason Jackson to approve the minutes of April 1, 2010. **Seconded** by Laura Gambino. **Unanimously approved.**

Action items:

Keep minutes on File

Person responsible:

Executive Assistant

Deadline:

5/8/10

CEO Evaluation

Penny Westberry explained the contents of the meeting packet behind Tab 2. Mason Jackson congratulated Ms. Westberry on a good evaluation.

Staff was directed to check last's years meeting packet to see how the information was submitted to the Board and follow the same process.

The following items were discussed:

- Recurring item from year to year is more involvement in the community
- Challenge is involving the board in the fund raising and involvement in the community
- Keep talking about more funds
 - Fundraising is a board function
 - Grants would be a staff function
- OMB circulars prohibit marketing organization – can market services
- Have moved to a Business Technical Assistance Model to support individual providers
 - Providers who are successful are willing to share
- Need roadmap of one person showcasing or presenting the services of ELC to Chambers and other organizations
- Hollywood chamber looking for a speaker for Teacher of the Year
- Another recurring item – remove more kids from the waitlist – CEO has no power to do that

Action items:	Person responsible:	Deadline:
Contact Laura Gambino regarding Hollywood Teacher of the Year	CRRD Director	03/20/10

CEO Goal Report

The Committee reviewed the CEO goals for last year. Ms. Westberry indicated that the information was received late due to waiting for survey responses. The Committee discussed the following:

- How was the survey conducted under 1A
 - Survey was distributed to all of the people that updates are sent to which includes legislatives, community groups, friends of school readiness
 - Received approximately 40 responses
 - Legislators are not identified – have provider/non provider breakdown for Coalition meeting
 - Discussed a target survey at legislators
- Request that next year the surveys be coded to identify the respondents to the survey – may want to push the business community more

- Need to include how many people responded to the survey
- Item 2A – Have more information ready for Board on the ELC 4 – 84% met and the school board only got 89%

Motion made by Mason Jackson recognizes the performance goal objectives have been met. **Seconded** Laura Gambino. **Unanimously approved.**

Motion made by Mason Jackson to recommend performance pay. **Seconded** Laura Gambino. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Place CEO Objectives and Performance Pay on the Coalition Agenda	CEO	05/14/10

CEO Contract Recommendations for 2010-2011

Ms. Westberry referred the Committee to Tab 4 with an updated Contract. Ms. Westberry updated the Committee regarding salary of staff. She stated that the Procurement Committee is recommending 2% raise for Family Central. The motion for the School Board was 4% and the County was 3%. Family Central requested equity for raises at the last Board meeting. She indicated that the Board may not go through with staff raises of 1.6% COLA and Merit of up to 4% which has already been included in the budget.

Motion made by Laura Gambino to recommend entering into a contract with the CEO for employment for the 2010-2011 fiscal year. Seconded by Mason Jackson. Unanimously approved.

The Committee discussed the terms of the contract:

- Recommend 4% raise and hold the performance pay as same
- Mason Jackson indicated he looked at Florida Research and Economic Data Base and shared salary ranges of salaries in comparable jobs – noting that a 4% increase is not out of line

The CEO noted that she would be okay with getting whatever raise the ELC staff gets.

Motion made by Mason Jackson to recommend whatever the board decides for staff raises would carry over to the CEO in terms of annual raise. Seconded by Laura Gambino. Unanimously approved.

Penny Westberry inquired how the amount would transfer over because staff would be receiving a 1.6% COLA and a 4% merit, noting that merit would be the bonus part on her part – how does that carry over to her. The committee agreed it would be the overall amount no matter how they split it. They further

agreed the performance bonus would be the same amount as the current year.

The Committee also discussed the following:

- That would put the CEO salary package at 129,000 to 130,000
- Asked what other Coalitions are paying
- CEO indicated she could not get the information from other Coalitions
 - Asked for an update from other Coalitions
- Inquired about what Palm Beach paying ED – 0Ms. Westberry indicated that she did not know
- Obtaining other salaries may help increase Broward salary if at bottom
 - CEO responded she would probably be second to the top with only Miami being paid more
- Discussed termination time of 60 days is very short if Board decides to terminate – CEO okay with that figure
- CEO mentioned that a lot of contracts have more payout upon termination – it is in CSC Contracts – thinks it would be fair – not worrying about termination – more worry about Coalition going out of business – but does not want to ask for that at this time.

Action items:	Person responsible:	Deadline:
Place CEO Contract and salary recommendations on Coalition Agenda	CEO	5/14/10

CEO Recommended Goals for 2010-2011

Penny Westberry indicated that there will probably be some findings in the monitoring from OEL that is upcoming, noting that she is letting the Committee know that she does not want them to think that she is putting goals forward that are a slam dunk.

The committee discussed the following:

- May want to adjust how (a) and (b) are measured
 - Added if legislators/community increased their knowledge
- Can add language to increase knowledge by 10%
- Add language did you increase awareness of services and activities – already know ELC and Mission
- Increase of quality services – where does that figure into the goals
 - In Contract performance objectives
- Change language to say positive connection and support – Staff’s working relationship and activities
- Question the 20% increase in number of outreach events, community and legislative meetings – CEO indicated last year was only 65 meetings and 20% is a doable number – it is not just CEO – it is staff as well.

The Committee agreed to have the new draft of the goals be reviewed by Mason Jackson before forwarding to Coalition.

Motion made by Laura Gambino to recommend the CEO proposed goals FY 10-11 with noted changes per discussion. Seconded Mason Jackson. Unanimously approved.

Continued Discussion on Salaries

Mason Jackson asked for guidance from the CEO considering what the Procurement Committee is recommending. The CEO indicated that the discussion was more about in these economic times and the perception of raises, and the committee wanted to be conservative. Do not think that the Coalition will change the School Board and County contract raise amounts.

The Committee further discussed the following:

- Original recommendation of 1.6% COLA and 4% merit is fair – concerns whether it will pass Coalition as a result of Procurement Committee decisions and equity across the Board
 - That would be 5.6% to CEO – not sure the Board will accept
 - Can lower to 4% for staff and then 4% to CEO is more palatable
- If salaries for FCI were approved for 4% it would cost approximately \$80,000.00
 - It was noted that these funds were used to add an additional staff member at FCI – not to put more kids in care
- Original recommendation was made after a long discussion and feel reluctant to make changes without the other Committee members present
- Staff raises are included in the Budget that the Coalition approves – does not go as a separate motion

Action items:	Person responsible:	Deadline:
Place CEO Goals for FY 10-11 on Coalition Agenda	CEO	05/14/10

Salary/benefits Study Update
<p>A chart was distributed showing three proposals. Penny Westberry stated that a salary survey is a part of good business practices. It was noted that Marion County has conducted a survey study.</p> <p>Penny Westberry indicated that this is not being brought forward for a decision and at this point is an FYI. Ms. Westberry pointed out that money for this will be in the budget brought forth for approval, under consulting.</p>
Unfinished Business
No discussion
New Business
No discussion
Public Input
No discussion
Next Meeting Date
No discussion
Adjourn
The meeting adjourned at 11:50 am

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
 Debbie Bainton
 Reviewed by
 Marvin Dejean, Chair, Personnel Committee
 Penny Westberry, CEO