



Personnel Committee Meeting

6/6/2008

9:30 AM

6301 NW 5th Way, Suite 3400

Fort Lauderdale

Members in attendance:

Maria Kuhn-Brotton, Chair, Jeffrey Dwyer, Dr. Kevin Keating

Members Absent:

Desorae Giles-Smith, Marvin Dejean

Staff in Attendance:

Penny Westberry, Executive Director, Debbie Bainton, Executive Assistant

Others in Attendance:

Doreen Moskowitz

Welcome and Call to Order

Maria Kuhn-Brotton, Chair, called the meeting to order at 9:44 am

Quorum present

Approval of Minutes March 5, 2008

Motion made by Jeffrey Dwyer to approve the minutes of March 5, 2008. **Seconded** by Dr. Kevin Keating. **Unanimously approved.**

Action items:

Keep on File

Person responsible:

Executive Assistant

Deadline:

6/10/08

ED Bonus Recommendation

The committee reviewed the report on Goal Achievement prepared by the Executive Director. After a brief discussion regarding the attendance at the Health Fair and the percentages for each goal, the Committee agreed to recommend the awarding of 100% of the bonus amount

Motion made by Dr. Kevin Keating to approve 100% of the bonus amount. **Seconded** by Jeffrey Dwyer. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Place on Coalition Agenda	Executive Director	6/20/08

ED Evaluation

Maria Kuhn-Brotton indicated that the scoring for the ED evaluation is contained behind Tab 3. She explained that she requested Desorae Giles-Smith's scores not be included in the tabulation because that evaluation was submitted on May 6, 2008, after the deadline of April 14th which was the third request. Ms. Kuhn-Brotton also pointed out the following:

- ✓ There was a good response – much higher than in the past
- ✓ Board member comments were listed to be used as a learning tool rather than who said what and for Penny to use for the future
- ✓ Questioned comments regarding Board problems – does not believe it is in ED's total control

Motion made by Jeffrey Dwyer to accept the evaluations to be forwarded to the Board. **Seconded** by Dr. Kevin Keating. **Unanimously approved**

Action items:	Person responsible:	Deadline:
Place on Coalition Agenda	Executive Director	06/20/08

ED Contract Recommendations, 2008-2009

Penny Westberry referred the Committee to the contract behind Tab 4 noting that comparisons to other Coalitions is contained at the end of the contract. Prior to the Committee discussion Ms. Westberry indicated the following:

- Recognizes that it is not a great year to be advocating for salary
- Position as compared to peers (particularly Palm Beach)
- Major differences other than salary in Palm Beach
 - 75% dependent costs
 - 13% employer retirement contribution
 - \$10,000 bonus potential

Has more experience, has an advanced degree, bigger budget

Questioned if not as valued as Palm Beach - it's a perception thing

- Broward very strong - draft OEL report sites almost nothing – summary says commendable
- Each year received a cost of living raise but not a merit – have gotten bonuses
- Put on the table option such as dependent health care – noting that she currently pays close to \$4,000 and the Coalition pays \$4,000 due to age of her husband and the agency being so small
- Would like to be more on par with Palm Beach
- Staff will receive 2% cost of living and 2% merit raise – totaling 4%

The Committee considered what Ms. Westberry presented to them and considered the following items

- Size of staff of Palm Beach and Broward
- Miami-Dade set up differently – not a good comparison
- Palm Beach dependent health care covers 75%
- CSC Broward dependent health benefits – 100% coverage for all employees
- Would consider 100% dependent health care coverage for ED
- Consider 100% health care coverage for all employees at next meeting – have no objection if raised at the board meeting as a recommendation.
- Increase in bonus potential to \$10,000
- Cost of living increase – 4%

Motion made by Jeffrey Dwyer to approve payment of 100% of dependent health care for ED, increase bonus potential to \$10,000.00, forego any salary increase other than the standard cost of living increase and to discuss 100% dependent health care coverage for staff at the next Committee meeting. Seconded Dr. Kevin Keating.

Action items:	Person responsible:	Deadline:
Place on Coalition Agenda	Executive Director	6/20/08
Place 100% Dependent Health Care coverage on next Personnel Committee meeting with additional information on number of employees participating and cost	Executive Director	7/30/08

Job Title Changes		
Motion made by Jeffrey Dwyer to approve the title changes as submitted. Seconded by Dr. Kevin Keating. Unanimously approved.		
Action items:	Person responsible:	Deadline:
Place Job Title Changes on Coalition Agenda	Executive Director	6/20/08
Unfinished Business - none		
New Business		
Penny Westberry indicated that staff had brought forward the issue of a four day work week which Palm Beach ELC just started doing. She stated that initially she thought the agency was too small and it would be a logistical nightmare. Noting that many organizations are moving in that direction and thought she would bring it forward to the Committee for discussion. After a brief discussion of the logistics and the needs of the agency, the Committee decided not to pursue a four day work week and to maintain the flexibility in schedules as currently in place.		
Public Input - none		
Next Meeting Date		
Action items:	Person responsible:	Deadline:
Schedule next meeting in July	Executive Assistant	7/30/08
Adjourn		
Meeting adjourned at 10:33 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
 Penny Westberry, Executive Director
 Maria Kuhn-Brotton, Committee Chair