



Personnel Committee Meeting

7/23/2008

3:00 PM

6301 NW 5th Way, Suite 3400

Ft. Lauderdale, FL

Members in Attendance:

Maria Kuhn-Brotton, Chair, Andrew Bray, Marvin Dejean, Jeffrey Dwyer via phone

Members Absent:

Dr. Kevin Keating, Desorae Giles-Smith, Michael Elwell

Staff in Attendance:

Penny Westberry, Executive Director, Sandra Gonzalez, Accounting/HR Manager, Debbie Bainton, Executive Assistant

Others in Attendance:

Doreen Moskowitz

Welcome and Call to Order

Maria Kuhn-Brotton, Chair, called the meeting to order at 3:20.

No quorum

Approval of Minutes June 6, 2008

Place minutes on next Personnel Committee Agenda

ED Goals Discussion

Penny Westberry, Executive Director, distributed the Goals for the FY 2007/2008 together with the ED evaluation comments. She indicated that she is looking to the Committee for direction to enhance the goals, which was requested because the bonus was increased. She stated that she was “stuck” in trying to think what is simple to measure beyond what is already in place.

Maria Kuhn-Brotton reviewed the goals for the 2007-2008 fiscal year with the Committee. The following comments were made regarding each goal.

Goal 1 Demonstrated increase of overall community awareness – increase in financial commitments and increase in participation in Coalition events

- CRRD Committee has decided to move away from events – may still do un-event
- Web site hits are measured by CRRD department along with surveys on knowledge
- Each department has goals – CRRD increase relationships – hard to measure
- Financial increase - how attainable

Goal 2 Demonstrated success of early care and education – funded services must meet 85% of their core contractual services objectives upon monitoring (inclusive of the corrective action process and mitigating factors

- ED okay with this goal

Goal 3 Demonstrated fiscal soundness of the Coalition as evidenced by: (a) favorable external audit; (b) favorable fiscal monitoring by funders; and (c) maximum use of available funds

- ED okay with this goal

Goal 4 Demonstrated analysis and investigation of areas of efficiency and effectiveness of the wait list service process

- ED indicated not sure want to continue this goal – ad hoc waitlist committee is addressing this

Maria Kuhn Brotton directed the ED to read through the goals and offered to meet with her to develop draft goals including the comments that were made in the evaluation and bring them forward at the next Committee meeting for discussion.

Action items:	Person responsible:	Deadline:
Develop draft goals	Executive Director	9/19/08
Place draft goals on next Personnel Committee meeting agenda	Executive Director	9/19/08

Dependent Coverage for Employees

Maria Kuhn Brotton indicated that the dependent health care coverage is being brought forward from the previous meeting. She noted that at the present time the ED has 100% health care coverage for dependents. Penny Westberry pointed out the following:

- No quorum present – will not be able to make a recommendation at this meeting
- Would like to see staff have this benefit
- If this is approved now – may have to take money from somewhere else
- There will be some unallocated funds
- Will have more information on budget (additional revenue) at the next committee meeting
- Not necessarily the norm to do 100% of dependent coverage
 - CSC does cover dependent health care

The committee discussed the following

- People staying with jobs because of benefits
- Likelihood of Board approving the item
- Staff doing a great job and would like to give them this benefit
- How it is framed and brought to the board is very important
- Still have 50% - some staff not able to participate
- Analysis of other Coalitions and organizations similar to ELC and what benefits are given to those employees
- Look at analysis for 75%

Action items:	Person responsible:	Deadline:
Place on next Committee Agenda with additional analysis of 75% and comparison to other Coalitions and organizations	Executive Director	9/19/08
Unfinished Business - none		
New Business - none		
Public Input - none		

Next Meeting Date		
Action items:	Person responsible:	Deadline:
Schedule meeting for beginning of September in order to bring items to the September 19 th meeting	Executive Assistant	9/15/08
Adjourn		
Meeting adjourned 3:55 pm		

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