



Personnel Committee Meeting

9/9/2008

3:00 PM

6301 NW 5th Way, Suite 3400
Ft. Lauderdale, FL 33309

Members in Attendance: Maria Kuhn-Brotton, Chair, Andrew Bray, Dr. Kevin Keating, Desorae Giles-Smith, Andrew Bray

Members Absent: Marvin DeJean, Jeffrey Dwyer

Staff in Attendance: Penny Westberry, Executive Director, Sandra Gonzalez, Accounting/HR Manager, Faye Franklin, Office Assistant

Welcome and Call to Order

Maria Kuhn-Brotton, Chair, called the meeting to order at 3:40pm. No quorum at starting time.

Approval of Minutes July 23, 2008

Motion by Dr. Kevin Keating to approved the minutes of July 23, 2008. Second by Andrew Bray. Minutes approved.

ED Goals

Maria Kuhn-Brotton stated that she is happy with the ED goals after having worked with Penny on finalizing them. Maria added that there is a new goal added under Goal 4 that would give a more comprehensive orientation of ELC to new Board members. Penny Westberry commented that she wants this to actually happen, not just be offered.

Two new goals were added under Goal 1 that pertain to community awareness and knowledge. Penny added that Deborah David does a year end survey that demonstrates the communities' awareness of ELC. Maria asked that the survey be brought to the next Personnel meeting.

Desorae Giles-Smith suggested that a standard statement may be needed to call attention that ELC provides funding for child care services, whenever presentations are made by providers

Motion by Andrew Bray to pass goals. Seconded by Kevin Keating. Unanimous approval.

Action items:	Person responsible:	Deadline:
Present ED Goals to the Coalition	Maria Kuhn-Brotton	Nov. 10
Year-End Survey of Community Awareness of ELC	Penny Westberry	

Dependent Coverage for Employees

Discussion: Penny Westberry stated that the committee was asked to find out the cost of 75% coverage for dependents of employees. 100% coverage would be under \$20,000 for the fiscal year, \$48,000 annualized. 75% coverage would be \$7,600 this year, \$18,000 annualized without adding to the administrative budget. The difference is fewer persons would take the 75% coverage.

The committee agreed on 75% dependent coverage and 75% short term coverage for employees.

The chair asked for a motion for 75% dependent coverage. Seconded by Andrew Bray. Unanimous vote.

Conclusions: This year's budget can handle both 100% dependent coverage and short term disability coverage. Committee agreed that coverage agreed on would be most beneficial for employees.

Action items:	Person responsible:	Deadline:
Agency paid dependent health coverage	Executive Director	Nov. 10
Present to Coalition	Executive Director	Nov. 10

Short Term Disability Coverage for Employees		
<p>Discussion: Committee members discussed the benefits of short term disability coverage for employees. Penny Westberry stated that this type coverage had never been offered to employees until now. Rates receive in the past were too pricey. Sandra was successful in obtaining coverage with great rates at this time. ELC's existing budget can cover the expense.</p>		
<p>Conclusions: The committee agreed that the coverage is very good and employees would benefit greatly by having coverage. Members voted for Plan 2 of the coverage. Motion by Desorae Giles-Smith for 75% short term coverage, Plan 2. Seconded by Kevin Keating. Unanimously approved.</p>		
Action items:	Person responsible:	Deadline:
Agency paid short term disability	Executive Director	Nov. 10
Present to Coalition		
Unfinished Business - None		
New Business		
<p>Penny Westberry stated that in the near future ELC will need to staff a full time IT position. As of July 1, Palm Beach ELC will need their person full time.</p> <p>Someone is needed who knows the EFS system, has State database experience and is well-rounded in various levels of IT.</p> <p>There will be future discussions on this matter.</p>		
Public Input - None		
Next Meeting Date		

Adjourn

Meeting adjourned 4:20pm

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

Faye Franklin

Reviewed by

Maria Kuhn-Brotton, Committee Chair

Penny Westberry, Executive Director