



Personnel Committee

10/16/2007
3:30 PM
6301NW 5th Way, Suite 3400
Fort Lauderdale

- Members in Attendance:** Dr. Kevin Keating, Shawn Lamarche, Desorae Giles-Smith, Jeffrey Dwyer via telephone
- Members Absent:** Maria Kuhn-Brotton
- Staff in Attendance:** Penny Westberry, Executive Director, Sandra Gonzalez, Staff Accountant, Debbie Bainton, Executive Assistant
- Others in Attendance:** Burnadette Norris-Weeks, General Counsel

Agenda topics

Welcome and Call to Order

In the absence of the Chair, Desorae Giles Smith called the meeting to order at 3:40 pm

Approval of Minutes April 25, 2007

Motion made by Shawn Lamarche to approve the minutes of April 25, 2007. **Seconded** by Dr. Kevin Keating. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep on File	Executive Assistant	10/25/07

Revised Screening Forms

Burnadette Norris-Weeks gave an overview of the changes that were made to the background screening form to be signed by a current employee and one that would be signed by new employees. Penny Westberry explained that law enforcement agencies were added to the form for new hires to cover those that are new to the State of Florida. The committee discussed the following issues:

- Arrested and not convicted
- Use of DCF clearing process
- Other situations not covered by DCF clearing process ELC would need to make judgment calls

Motion made by Shawn Lamarche to approve the amended Background Screening Forms. Seconded by Dr. Kevin Keating. Unanimously approved.

Action items:	Person responsible:	Deadline:
Place on Coalition Agenda	Executive Director	11/9/07

ED Goals for 2007/2008

Discussion:

Penny Westberry gave an overview of the three broad goals. She indicated that she aligned the goals with ELC departments.

The committee discussed the following:

- Agreed inclusive of corrective action process
 - Want to be able to be clear that contracts are enforced
 - Need to be accountable for service systems
- Question of how to measure demonstrated fiscal soundness
 - How close come to spending all dollars – not leaving money on table
 - Not a lot of control over VPK funds – expectation to watch to be sure it is spent as closely as possible
 - Concern of spending significant amount of money on one time things
 - CSC funds enable management of funds
 - Need language to ensure a planned, thought out process for year end funds
- Reduction of wait list by a certain percentage
 - ED can not agree due to number on wait list is a moving target – when enrolling wait list grows and also that it is Board policy and decisions that control how many children are served
 - Increase in money could be used to serve more children
 - Rate Increase will decrease number served which is a Board decision not in ED control

- Inquired about number of children served –
 - Board policy decisions not in control of ED
- Increase the resources and use to serve children who would otherwise not be served
- Provider scholarships to fill empty seats in center – will be pursued when Deborah David returns from maternity leave

The committee agreed to have the Executive Director tweak the goals and bring forth to the Coalition.

Desorae Giles-Smith indicated that the issue of trust was repeatedly brought up at the retreat and asked if there is any way a goal could be implemented to increasing the trust. She recognized that this would ultimately have to become a Board goal.

Motion made by Kevin Keating to recommend that the Board hire a facilitator (DCA) to work with the Board, ED and staff to increase trust and effectiveness throughout the coming year. **Seconded** Shawn Lamarche. **Unanimously approved**

Action items:	Person responsible:	Deadline:
Place revised ED goals on Coalition Agenda	Executive Director	10/9/07
Place recommendation to hire a facilitator on Coalition Agenda	Executive Director	10/9/07

Health Insurance Opt Out - Increase in Cap Amount

Penny Westberry gave an overview of ELC policy to opt out of health insurance. Shawn Lamarche, noting that it is a very small amount, stated she had concerns on principal since State, County and Municipal governments are cutting back. Responding to a question raised, Ms. Westberry indicated that it would cost the Coalition approximately \$7,000.00 to provide health insurance as opposed to \$4,880 for opting out. Desorae Giles-Smith expressed her belief that employees should have the health insurance. Ms. Westberry indicated that a person must show proof of insurance before being able to opt out.

Motion made by Kevin Keating to approve an increase in the amount paid if one opts out of health insurance. **Seconded** by Shawn Lamarche. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Place Increase in Opt Out on Coalition Agenda	Executive Director	11/07/09

Unfinished Business - none

New Business
Penny Westberry requested that the Personnel Committee look at job titles at a future meeting. She pointed out that when looking for a Director of Finance position, many candidates were at a much lower level than what the position required. Responding to an inquiry, Penny Westberry indicated that the salary offered was competitive.
Public Input - none
Next Meeting Date - TBD
Adjourn
The meeting adjourned at 4:37 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
Penny Westberry, Executive Director