



## Personnel Committee Meeting

12/15/2009

2:00 PM

6301 NW 5th Way, 4th Floor  
Ft. Lauderdale, FL 33309

**Members in Attendance:**

Marvin Dejean, Chair, Desorae Giles-Smith, Mason Jackson

**Members Absent:**

Dr. Kevin Keating

**Staff in Attendance:**

Penny Westberry, CEO, Debbie Bainton, Executive Assistant

**Others in Attendance:**

Welcome and Call to order

Marvin Dejean called the meeting to order at 2:28 pm

Quorum established

Mr. Dejean asked if anyone wanted to add anything to the Agenda. Penny Westberry indicated that she would be bringing up something under new business. Desorae Giles-Smith indicated that she would like to discuss employee compensation.

Approval of Minutes August 18, 2009

**Motion** made by Desorae Giles-Smith to approve minutes of August 18, 2009. **Seconded** by Mason Jackson. **Unanimously approved**

**Action items:**

Keep on File

**Person responsible:**

Executive Assistant

**Deadline:**

12/16/09

2009/2010 CEO Goals

2009/2010 CEO Goals

Marvin Dejean asked Ms. Westberry to give a brief summary of the status of this item. Ms. Westberry indicated that she spoke to many of the Board members. She indicated by in large the Board members were happy with the goals as they were. If there was any impetus to do add anything new it had to do with community outreach. She pointed out that the goal was written before the CRRD director left.

Mason Jackson noted that we are already six months into the year and asked how it would affect the results. Penny Westberry indicated that she has already been working on the goals even though they have not been passed by the Board. She did not think it would have an effect on the results.

It was pointed out that there are four basic goals which include: (1) increase of community awareness; (2) success of program – meaning support for partners and vendors; (3) fiscal soundness and (4) maximize use of funds. Mason Jackson inquired if CEO had any objections to the measures. Ms. Westberry responded that she is comfortable with the measures.

**Motion** made by Desorae Giles-Smith to accept the 2009/2010 CEO Goals. **Seconded** by Mason Jackson. **Unanimously approved.**

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Place CEO Goals on Coalition Agenda	CEO	12/16/09

Unfinished Business – No Discussion

New Business

Additional Fiscal Staff

Penny Westberry brought forward the thought of adding another person to the fiscal staff. She pointed out that at the current time there are only two people handling over \$100 million and indicated that fiscal is very strained at the current time.

The following items were discussed:

- Process would be for the Personnel Committee to make a recommendation to the Board for approval.
- How many contracts does ELC have
  - CEO responded 8 pointing out it is not the number of contracts but it is the scope
- Workforce has 20 funding streams which is very complex and have lots of rules surrounding each one of those funding streams and has 6 people in finance
- How are separation of duties being carried out with only two people – according to auditors ELC does have appropriate separate of duties
- CEO indicated that she does things to be sure there are check and balances
- CEO indicated the budget has almost doubled when VPK was added and still only have two people and are working on 1.7 percent admin
  - FCI does much of the work – call indirect
  - How many people does FCI have?
  - ELC does quarterly monitoring
- Some Coalitions are hiring auditor firms to do monitoring
- Pointed out that Fiscal staff does HR functions also
  - HR person is not go to person with staff problems – goes through supervisory chain and then CEO
  - More administrative - benefits

The Committee asked that a recommendation be developed by staff and submit to the Committee at the next meeting.

Employee Compensation

Responding to question regarding a schedule for employee compensation, Ms. Westberry indicated that it is usually done during budget development. Current year has been completed – next would be 2010 to 2011.

Ms. Westberry gave a brief summary of the history of staff compensation pointing out that it has changed over the years. She indicated that it is built into the budget and it gets passed as part of the budget. She

indicated the Personnel Committee can give guidance. Desorae Giles-Smith requested that a policy be set on COLA and merit instead of waiting to the 11<sup>th</sup> hour thus when it is time for the budget it will be set to go forward. She indicated that a minimum and maximum could be set for COLA and merit.

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Place recommendation for additional fiscal staff on next Personnel Committee meeting agenda	CEO	4/30/10
Place Employee compensation on next Personnel Committee meeting agenda	CEO	4/30/10
Public Input - none		
Next Meeting Date		
Look at the end of January to February for next meeting date.		
<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Schedule meeting for end of January or beginning of February	Executive Assistant	2/14/10
Adjourn		
The meeting adjourned at 2:53 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