



Personnel Committee Meeting

3/22/2011
 4:00 PM
 6301 NW 5th Way
 Fort Lauderdale, FL

Members in Attendance:	Claudia Dean, Marvin Dejean, Laura Gambino, Mason Jackson, Dr. Kevin Keating, Julia Musella
Members Absent:	Desorae Giles-Smith
Staff in Attendance:	Penny Westberry, CEO, Sandra Martinez, HR/Accounting Manager, Debbie Bainton, Executive Assistant, Faye Franklin, Office Assistant
Others in Attendance:	

Welcome and Call to Order

Laura Gambino called to order at 4:10

Approval of Minutes for October 27, 2010

Motion made by Mason Jackson to approve the minutes of October 27, 2010. **Seconded** by Julia Musella. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Keep minutes on file	Executive Assistant	3/25/11

CEO Evaluations

Laura Gambino asked Penny Westberry to give an overview of the evaluations. Ms. Westberry shared the following:

- Chart of the evaluations received prior to meeting was distributed – one evaluation handed out at meeting
- 11 evaluations returned – last year 14 evaluations were returned
- Evaluations may factor in to whether the Committee wants to make a contract recommendation
- Every year evaluations show need for continued community outreach – which is ratcheted up every year
 - CEO stated that there has been some talk about having the consultant from Boards in Action come in and do some board training
 - Stated she is only one person and staff is small – board needs to be a part of the education process
 - CEO has been out in the community more and more every year
 - Not sure board recognizes the way she is involved in the community
- Mr. Jackson pointed out that the Board would need to agree to put some resources into community outreach

CEO 2010/11 Goal Report

Ms. Gambino referred the Committee to the Goal Report behind Tab 3.

Penny Westberry stated that overall 85% of the goals have been met noting that 3B cannot be counted as being met. She pointed out the following:

- 3B fiscal monitoring from AWI- do not have final report as yet
- Having a clean fiscal monitoring from AWI is next to impossible
- Responding to question from committee member the CEO said there is nothing in monitoring report that would make one gasp

The Committee discussed the following:

- Looks like a good job
- Don't think the Board is very good about laying out exactly what their expectations are – tried to have that meeting once but did not get very far
- The Committee asked who the year-end survey is sent to in order to measure Goals 1 B.
 - Survey goes out to ELC Friends list - anyone who requests to be on the list is there
 - How many send out and how many received?
 - Did not have numbers available
- A committee member indicated that if the goal 3 B amounted to 15% and was taken out of the equation it would equate to 100% of the Goals being met that were measured.
 - Goal 3B not taken off the table – CEO not comfortable saying goal was met.

CEO Contract Renewal Consideration

Laura Gambino asked Penny Westberry to go over the Contract Renewal Consideration. Ms. Westberry stated the following:

- Behind Tab 4 is Contract with Job Description
- Distributed Executive Director/CEO Salary Comparison
- Reason for considering now – contract requires 60 days notice
- Recommendation goes to the full board

The Committee discussed the following:

- Find troubling that Committee is making a decision based on less than ½ the board members response – not even a majority
- CEO is not looking for changes in contract at this point – just to renew it for one year
- Goals – Board decides goals – Personnel Committee can make recommendations
- Personnel Committee makes recommendations to Board
 - Staff is employed through CEO – Personnel Committee looks at personnel manual and the policies around that
 - Florida is an at-will state
- Very good evaluation
- Budget is unknown
- People are very edgy – need to keep the status quo
- All contracts are flat funding
- CEO brought to attention retirement number because it is tied to staff retirement number
- Performance Pay
 - See as bonus – do other agencies receive these incentives?
 - See it as a compensation package of \$127,000 potentially with part of it based on performance – it is segmenting the compensation package
 - Whatever it is called, CEO is receiving it from year to year
 - CEO stated in years past have offered to split it and put it in the salary to avoid repeating this same discussion from year to year
- Bonus is such an ugly word in the public sector
- Need to have more realistic goals – are goals really tied to CEO performance
 - Evaluation tool would have to be approved by the Board – can be recommended by Personnel Committee

Motion made by Mason Jackson to eliminate the \$10,000.00 performance pay, put \$5,000.00 into salary and Board to clarify expectations through goal setting. **Seconded** by Laura Gambino **Unanimously approved.**

Penny Westberry stated that this should be pitched as an overall compensation cut. She also stated that there would not be performance pay type of goals anymore but would still want the Board to define goals so that those goals could be put into the evaluation form but would have to be defined ahead of time. She noted that is an important process and the contract would have to be reworded to reflect that process.

The Committee continued to discuss the following

- 100% pay for dependent health care – is this normal practice in other agencies
 - This is something CSC did and ELC followed suit
 - Referring to chart – some Coalitions do percentages of dependents as well
- This was put in two years ago – first it came into being CEO family health benefits – through negotiation for contract - then it was followed by doing it for staff
- Need to look at how we can save costs
- ELC is not in a budget crisis
- CEO shared the philosophy that there is a very lean staff – a high level of staff needed – compensate them – give benefits to stay – less than 2% of budget – people came in knowing this was their whole package – would not be in favor of cutting staff’s benefits at this time – not at a point to ask staff to take a pay cut
- Inquired about CSC evaluation tool – should visit that again
- Asked about the salary compensation study – CEO responded on back burner for now

Motion made by Laura Gambino to accept the balance of the contract with the changes in the performance pay just approved. **Seconded Unanimously approved.**

Motion made by Laura Gambino to approve the performance pay for last year for 85% of the \$10,000.00. **Seconded** by Dr. Kevin Keating. **Unanimously approved.**

Action items:	Person responsible:	Deadline:
Place CEO Contract on Coalition Agenda as amended	CEO	4/8/11
Place approval for Performance Pay on Coalition Agenda	CEO	4/8/11
Bring back CSC Evaluation tool to Committee	CEO	6/1/11

Preliminary Discussion on Staff Compensation
2011/12

Marvin Dejean referred the Committee to Tab 5. Penny Westberry stated the following:

- Preliminary discussion to obtain some direction on what should be incorporated into the Agency budget
- Still far away of knowing what funding will be
- Recommending putting 2% aside in the budget planning purposes for staff raises
 - Actual salary increase determined later when more information is known regarding funding.
- Ms. Westberry explained the cost of potential raises for staff as follows:
 - COLA 2% given on 7/1/11 would cost \$15,268
 - Performance 2% given on anniversary dates would cost \$9,557
- Need to figure out what to cut to give to staff raises
- Board requested to specifically vote on raises
- Other people are not getting raises – perception is key
- Raises are recognition for hard work that was done
- When you hear Broward is the model – State groups call us to look at model and performance in the operations
- This is an organization want to be a part of – it’s not Miami Dade County – political elected people – it is ELC Broward County – no questions – no ethical issues – no PR issues going on here
- Auditor says ELC Broward is a model organization for finance - \$93 million dollar budget –
- Maybe ELC is too lean – does ELC need more staff
 - CEO responded that Program Department is very stretched – has pulled in special project resources – temporary staff does not get health benefits
 - Have a couple of folks on medical leave during the past couple of months

Motion made by Mason Jackson to set aside 2% in the budget for performance pay for staff. **Seconded** by Laura Gambino. **Unanimously approved.**

Penny Westberry indicated that the Board specifically asked that Staff raises be a separate vote. It was noted that all providers may be given the same amount of money that they received for VPK children or it may go down.. It was noted that the Committee will have this discussion in May.

Action items:	Person responsible:	Deadline:
Place approval for 2% budget earmark for staff raises for planning purposes.	CEO	4/8/11

Employee Manual Update
Penny Westberry stated that work is being done on the Employee Manual and will be forthcoming.
Unfinished Business
No discussion
New Business
No discussion
Public Input
No discussion
Next Meeting Date
The committee agreed to meet on April 28, 2011 – at 4:00 pm
Ms. Westberry indicated that Palm Beach is taking back our IT person that we shared with them. They will be giving us as long a transition as needed. The challenge is getting someone who knows the State data base system. Will use Jose as a consultant for some training on the State data base system. HR is working on an ad right now and will send out.
Adjourn
The meeting adjourned at 5:50 pm

These minutes contain the action items of the Personnel Committee of the Early Learning Coalition of Broward County, Inc. They do not include all the facets of each issues discussed. A tape 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
 Marvin Dejean, Chair, Personnel Committee
 Penny Westberry, CEO