



# Personnel Committee Meeting

8/29/2011

9:00 AM

6301 NW 5th Way, Suite 3400  
Fort Lauderdale, FL

**Members in Attendance:**

Marvin Dejean, Claudia Dean, Desorae Giles-Smith, Dr. Kevin Keating, Julia Musella, via phone

**Members Absent:**

Laura Gambino, Mason Jackson

**Staff in Attendance:**

Tabatha Fuchs-Cullen, Interim CEO, Debbie Bainton, Executive Assistant, Sandra Martinez, Accounting/HR Manager, via phone

**Others in Attendance:**

**Mission**

To provide the resources, advocacy, leadership, coordination and oversight for early care and education from birth to school age and to support access to school-age care to ensure children's success in school

In the absence of the Chair, Marvin Dejean, Desorae Giles-Smith called the meeting to order at 9:27 am Self Introductions were conducted. It was noted that a quorum was not present.

**Approval of Minutes May 5, 2011**

Upon the arrival of Marvin Dejean a quorum was established and the minutes were brought forward for consideration

**Motion** made by Desorae to approve minutes, Seconded by Kevin Keating - Unanimously approved

Action items:

Person responsible:

Deadline:

Keep minutes on File

Executive Assistant

9/30/11

**Staff Benefits Discussion and Recommendations**

The Committee indicated that information was requested in May regarding health care options to be brought back to the Committee to review and make a recommendation to the Coalition. It was noted that because of timing the CEO in conjunction with the Chair of the Committee made a decision to move forward with Blue Cross and Blue Shield yielding a savings of \$75,000 in health care costs and reducing the annual budget which the Board approved. After discussing concerns and background of the issue the following motion was brought forward.

**Motion** made by Desorae Giles-Smith to start the process to bid out the insurance for fiscal year 2012-2013 and have the broker attend the next meeting to explain the process and the different packages and what he looked at. **Seconded** Kevin Keating. **Unanimously approved**

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Place recommendation on Coalition Agenda to bid our insurance for fiscal year 2012-2013	CEO	10/14/11

**Staff Compensation**

The Chair confirmed that staff did not receive any raise or COLA.

The Chair summarized issues that were discussed which included:

- Health Insurance with 100% paid for dependents
- CEO contribution toward the 403(b) 7% - no contribution from staff
- Review of the CEO contract – requested CEO contracts from other Coalitions perhaps Miami and Palm Beach
  - Remove bonus from CEO Contract
- Evaluation Tool of CEO

Request was made for the following:

- Contract for Interim CEO services be forwarded to Committee members
  - Payment is to Miami Coalition
- Copy of current CEO Contract with regards to removing the performance pay

The Committee discussed the reasons the Coalition is not a part of the State retirement system. It was explained that those Coalitions that do have the State retirement system are buy back employees through the CSC. The Committee asked if staff could speak with CSC to do a buy back or even joining CSC for health care coverage.

The Committee also discussed ELC bringing some services in house.

- Is it cheaper to do own services than contracting out?
- Comparison of the Coalitions who take in services was requested for salary discussion
  - Different supervising 10 people than 50 people
- This is a discussion that needs to take place at the Board level

Wanting to avoid the situation where a Committee had an understanding of their tasks and then decisions were made before the Committee could meet, Mr. Dejean responded that in the future members of the Committee can be polled with issues that need a decision prior Committee meetings. He stressed that there is room for improvement in communications.

Responding to questions from the Committee, Tabatha Fuchs-Cullen indicated that any restructuring of staff and revamping of job descriptions should be looked at and suggestions made by the permanent CEO. The Chair asked Ms. Cullen to bring back to the Committee some preliminary recommendations on benefits and the reorganization of the Coalition.

Bring back copy of current CEO Contract	Interim CEO	9/30/11
Bring back recommendations for benefits and reorganization of staff	Interim CEO	9/30/11

**Employee Manual Update**

Sandra Martinez, HR Manager, gave an overview of the history of the Employee Manual noting that a draft manual has not as yet been brought to the Committee. The Chair asked if the latest draft of the manual be e-mailed to the Committee. Ms. Martinez indicated that she did not think there were any major changes and will try to get that to the Committee. Julia Musella indicated that as a member of the Accreditation Committee she believed that the Employee Manual might be a part of that process.

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Send latest version of Employee Manual to Committee members	HR Manager	9/30/11

**Unfinished Business**

No discussion

**New Business**

No discussion

**Public Input**

None

Next Meeting Date
The Committee agreed to meet on September 26, 2011 at 9:30 am
Adjourn
Motion to adjourn. Meeting adjourned at 10:30 am

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