



Approved at December 7, 2021, Audit Committee Meeting
 Early Learning Coalition of Broward County, Inc.
Audit Committee Meeting Minutes
August 31, 2021 12:15 PM
 Virtual

Members in Attendance	Chair, Richard Campillo; Michael Asseff, Monica King; Beverley Batson
Members Absent	Twan Russell
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Judith Merritt COO, Stephanie Landreville, Controller; Maggie Laino, Quality Assurance Manager; Elsy Silvestre, Controller; Melody Martinez, Board Liaison
Others in Attendance	Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Richard Campillo called the meeting to order at 2:16 PM. Roll was called and a quorum was established.
CONSENT AGENDA	
a. Approve March 12, 2021 Audit Committee meeting minutes	A Motion was made by Monica King to approve the ELC of Broward Audit Committee meeting minutes from March 12, 2021. Seconded by Michael Asseff. Unanimously Approved. Motion Passes.
Audit Committee REGULAR BUSINESS:	Approve Auditor Engagement Letters for FY21 Audit and Preparation of Form 5500 Preparation for ELC 403B Retirement Plan
b. a. A212AUD1 Accept Keefe McCullough Engagement Letters For FY21 Audit and other Services	Keefe McCullough completed its internal review of the final audit report after the ELC Board approved the draft pending that final step. There were only cosmetic updates to the report. A Motion was made by Michael Asseff to approve Auditor Engagement Letters for FY21 Audit and Preparation of Form 5500 Preparation for ELC 403B Retirement Plan. Seconded by Monica King. Unanimously Approved. Motion Passes.
NEW BUSINESS	No discussion
MATTERS FROM THE COMMITTEE	No discussion.
MATTERS FROM THE CHAIR	No discussion.
PUBLIC COMMENT	There was no comment.
NEXT MEETING DATE	TBD
ADJOURN	Michael Asseff adjourn the meeting at 12:19 PM

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all the Committee's discussions or comments on each matter or issue raised during the meeting. 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.