



Approved on June 14, 2023, Board Meeting

Early Learning Coalition of Broward County, Inc.

Board Meeting Minutes

April 10, 2023, at 9:30 AM

Hybrid Meeting

Members in Attendance	Dawn Liberta; Cindy Arenberg-Seltzer; Michael Asseff (Virtual to begin then in person from 10:43 AM); Beverly Batson (Virtual); Sharonda Bailey (Virtual); Kirk Englehardt; Carol Hylton (Virtual); Melody McDonald; Ellie Schrot; Kristina West; Renee Podolsky (Virtual); Monica King; Dr. Amoy Reid; Julie Winburn
Members Absent	Twan Russell; Laurie Sallarulo; Maria Hernandez; Richard Campillo; Zachary Talbot
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Judith Merritt, COO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant (Virtual); Allison Metsch, Sr. Director of Education & Quality; Ayme Hamoui, Director of Education Program Assessment; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Celcia Hall, Outreach Specialist; Megan DeGraaf, Purchasing and Procurement Specialist (Virtual); Kasey Lafrance, Contracts Administration Manager; Magdalena Laino, Quality Assurance Manager; Reinier Potts, Financial Analyst (Virtual); Sarane Epps, Contract Specialist (Virtual); Stephanie Landreville, Controller (Virtual); Samantha Dempsey, Accountant (Virtual); Fabienne St. Louis, Jr. Systems Administrator (Virtual),
Others in Attendance	Julie Klahr, General Counsel; Martha Parker, CPA & Israel Gomez, Keefe McCullough Auditors (Virtual); Yvette Lavelle; Attorney (Virtual),

Item	Action/Discussion
Welcome & Call to Order	Acting Chair Dawn Liberta called the meeting to order at 9:36 AM. The roll was called, and a quorum was established. Cindy Spoke about Autism Acceptance Month and Child Abuse Awareness Month.
Chair Report	Chair Laurie Sallarulo could not attend the meeting, so there was no chair report. Acting Chair Dawn Liberta shared that on April 14, 2023, at 1 pm at the Fort Lauderdale DCF office, we will be doing a pinwheel garden, and everyone is welcome. April 15, 2023, a family fun day at CSC, and it is the ending of Child abuse prevention month. We would love for everyone to attend.
CEO Report	CEO welcomed Board members and shared that we have been deemed a Top Workplace in South Florida again. The ceremony will take place on May 3, 2023. DEL is expected to provide ELCs with additional information, guidance, and a timeline in the very near future as it pertains to the new \$55 million ARPA spending plan.
Presentation of the FY 22 Audit Report	Martha Parker, Engagement Partner at ELC's Audit Firm Keefe McCullough, presented the results of ELC's Draft Audit report for FY 22 and the Draft 2021 Form 990. There were no findings.
ELC Impact Moment – Food Distribution	Outreach Specialist Celcia Hall presented a video showcasing a food distribution ELC participated in, to give back to the community. Acting Chair Dawn Liberta shared that she worked with Celcia Hall and thanked her for her enthusiasm and engagement.

<p>Consent Agenda</p> <ol style="list-style-type: none"> 1. Approve February 13, 2023, Meeting minutes. 2. B235CA1 – Approve Procurement of On-Line Recruitment Vendor 3. B235CA2 – Approve Procurement of 211 Sole Source Vendor 4. B235CA3 – Approve Procurement of Children’s Forum Sole Source Vendor 5. B235CA4 – Approve Sliding Fee Schedule – July 2023 6. B235CA6 – Accept Audit Report for Fiscal Year 2022 and Form 990 7. B235CA7 – Accept 403b Retirement Plan for 2021 and Form 5500 8. B235CA8 – Approve FY 2023-2024 Board Calendar 	<p>A Motion was made by Cindy Arenberg-Seltzer to approve the consent agenda and asked ELC staff to confirm Monica King’s attendance at the last Board Meeting, as she thought she had attended Seconded by Amoy Reid. The Motion was unanimously approved. Motion Passes.</p> <p>(Upon review Monica King did not attend the prior meeting and was informed accordingly by ELC staff).</p>
<p>Finance Committee</p> <ol style="list-style-type: none"> 1. B235FIN1 – Approve Interim February 2023 Financial Statements 	<p><u>Approve February 2023 Interim Financials</u></p> <p>A Motion was brought forth by the Finance Committee Chair Cindy Arenberg-Seltzer to Approve February 2023 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The Motion was unanimously approved. Motion Passes.</p>
<p>Regular Business</p>	<p>None</p>
<p>Governance Committee</p> <ol style="list-style-type: none"> 1. B235GOV1 - Approve DRAFT Role of Honorary Board Members 	<p>Governance Committee Chair Dawn Liberta discussed the Post Committee/Board Meeting Rating Tool and recommendations.</p> <p>There was a discussion regarding the Honorary Board member’s Roles.</p> <p>A Motion was brought forth by the Governance Committee Chair Dawn Liberta to Approve the DRAFT Role of Honorary Board Members and task Governance Committee to review By-Law amendments once COO and Legal Counsel have made the necessary amendments. The Motion was unanimously approved. Motion Passes.</p>
<p>Nominating Committee <i>Update from Committee Chair</i></p>	<p>Nominating Committee Chair Michael Asseff shared that the next step is to finalize where we are with the Honorary Board members and let us start looking for a person or organization to target.</p>

<p>Ad Hoc Fundraising <i>Update from Committee Chair</i></p>	<p>Ad Hoc Fundraising Committee Chair Kristina West shared that the Ad Hoc Fundraising committee is meeting right after the Board meeting and has met two times to set goals to get seed money to start programming to work at ELC. We did secure \$5,000 from PNC Bank to get started.</p> <p>Regarding the Top Workplace fundraising, we are currently at \$1,100 and about \$1,050 short. If anyone can donate anything, it would be greatly appreciated. Dawn Liberta suggested a donation of \$66 from each Board member would get us there.</p>
<p>Program Review Committee <i>Update from Committee Chair</i></p>	<p>Committee Chair Monica King shared that we have a meeting tomorrow at 2 pm via Zoom. We will be discussing what is happening in quality and eligibility.</p>
<p>Audit Committee <i>Update from Committee Chair</i></p>	<p>None</p>
<p>Provider Representatives <i>Update from Provider Representatives</i></p>	<p>None</p>
<p>Unfinished Business</p>	<p>None</p>
<p>Shade Session pursuant to §286.011(8), Florida Statutes Immediately Following the Board Meeting regarding the following litigation Brittany McCray v. Early Learning Coalition of Broward County, Inc.</p> <p>Southern District of Florida, Case No. 0:23-cv-60272-RKA</p> <ul style="list-style-type: none"> • Public portion of the shade session is called to order • Roll call • Public portion of the shade session recesses into a Closed-door session • Upon conclusion of the closed-door session, public portion of the shade session resumes. Any required motions to be considered. • Public portion of the shade session adjourns 	<p>Members of the Board of Directors shall meet in a closed-door Attorney/Client Session, with the Coalition CEO, and attorneys representing the Coalition, for the purpose of discussing settlement negotiations and strategy related to litigation expenditures.</p> <p><u>The persons attending include:</u></p> <ul style="list-style-type: none"> • Members of the Board of Directors • Renee Jaffe, Chief Executive Officer • Julie F. Klahr, Coalition Attorney • Yvette R. Lavelle, Esq. and Jorge Castillo Cuevas, Esq. of Boyd Richards Parker & Colonnelli, P.L. • Court Reporter Victoria Paez Neil from Prestige Reporting Service
<p>Matters from the Chair</p>	<p>None</p>
<p>Matters from the Board</p>	<p>None</p>
<p>Matters from the CEO</p>	<p>None</p>
<p>Matters from Committees</p>	<p>None</p>
<p>Matters from our Partners</p>	<p>None</p>

Public Comments	There was no discussion.
Next Meeting	<u>Next ELC Board Meeting: June 14, 2023, at 9:30 AM</u>
Adjourn	Meeting adjourned at 11:57 AM.

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of 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 before approval at the next meeting.