



Early Learning Coalition of Broward County
 Board Meeting Minutes
 September 9, 2016 - 8:30 am
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

- Members in Attendance: Laurie Sallarulo, Michael Asseff, Ashley Davis, Jeffrey Dwyer, Mason Jackson, Nicholas Kaniaris, Schemeka Lyons, Deborah Meidinger Hosey, Renee Podolsky, Kenickay Prenergast, Barrington Russell, Twan Russell, Ellie Schrot
- Members Absent: Cindy Arenberg Seltzer, Alfreda Coward, Magda DeMauro, Fabienne Fahnestock, Kim Gorsuch, Laurie Rich Levinson, Dr. Avis Proctor, Dr. Nicole Mancini, Dolly Rump
- Staff in Attendance: Renee Jaffe, Leticia Strasser, Janice Carter, Debbie Bainton, Carmen Nicholas, Gordia Ross, Hubert Cesar, Renier Potts
- Others in Attendance: Natasha Markman, Nurit Sheinburg, Aldington Murray, Paul Gress
 (From sign-in sheets)

Item	Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo called the meeting to order at 8:45 am Roll call was taken and a quorum was established	
Minutes	Motion made by Barrington Russell to approve the June 10, 2016 minutes. Seconded. Unanimously approved.	
Chair Report	Laurie Sallarulo mentioned that some board members received calls	

<p>CEO Report</p>	<p>regarding Committee membership. She noted the following</p> <ul style="list-style-type: none"> • Twan Russell will be added to the audit committee • Nicholas Kaniaris will be joining the finance committee • Waiting to hear back from Dolly Rump to be on nominating committee • Magda DeMauro will no longer be able to serve as the provider rep. • Ask if anyone else would like to be on a committee to let her or Renee know <p>Renee Jaffe reported on the following:</p> <ul style="list-style-type: none"> • Eliminated two positions at ELC and referred to the organizational chart that was distributed • New staff include Hubert Cesar and Renier Potts • Debbie Bainton will be office manager • Leticia Strasser has been promoted to Chief Operating Office • Community Relations person under operations <ul style="list-style-type: none"> ○ Phase two will include pulling components from Community Relations ○ Working on a deal with ELC Manatee to do our Newsletter, social media and some of the communications • Provider Relations will be a new unit – provider services will be merging with monitoring unit <ul style="list-style-type: none"> ○ Customer friendly, hand on unit ○ Will be going out to providers to assist with the portal, contracts, provide trainings and to help recruit CCEP match dollars • Administrative unit will include the accounting <p>Renee Jaffe responded to questions and requests raised by Board Members with the following:</p> <ul style="list-style-type: none"> • Names of the people in the positions will be distributed once they have been informed or hired. • Job descriptions are in the process of being developed • This is not a carbon copy of any other ELC but have spoken to other 	
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	<p>coalitions to see what they were doing</p> <ul style="list-style-type: none"> • Sharon Oakes from Manatee spent time to assist <p>Laurie Sallarulo indicated that Renee Jaffe worked with an HR consultant and made changes to address some of the biggest challenges facing the Coalition which included:</p> <ul style="list-style-type: none"> • IT • Utilization • Contract Management • Focus on provider relations 	
Committee Reports and Recommendations		
Executive Committee	<p><u>DCF Refugee Contract Revised Amendment</u></p> <p>Renee Jaffe stated that this contract was brought to the board and approved in May and is back on the agenda because it was an active contract until September 30th. This amendment includes some changes in the contract for 16-17 and 17-18.</p> <p>Motion made by Jeffrey Dwyer to approve the revised contract amendment and authorize the Chair to sign the revised amendment, Seconded Barrington Russell. Unanimously approved.</p> <p><u>Special Needs Rates and Process</u></p> <p>Renee Jaffe gave a brief summary of the item noting that it has put more responsibility on the provider but makes it easier for the provider to get the rate.</p> <p>Motion made by Jeffrey Dwyer to approve the special needs rates and process. Seconded by Barrington Russell.</p>	Send to Twan Russell a definition of special needs and the criteria for

	<p>It was noted that there is a disconnect between the special needs rate and gold seal and asked if this is a State issue that can this be discussed further. It was noted that Ellie Schrot will be representing the Coalition on Baby Snac.</p> <p>The Chair called the questions and a vote was taken on the motion. Unanimously approved.</p> <p>Laurie Sallarulo noted that the following items did not require a vote and if there was no objection she would like to move forward to the voting items on the agenda:</p> <ul style="list-style-type: none"> • OEL Performance Funding and Early Learning Florida Contract Changes and Implementation • Contracted SLOTS • Provider Contract Process Update • Business and Leadership Institute Update • Agreement Renewal between CSC & ELC – FY 2016-2017 • Broward School District’s After School Program <p>There was no objection.</p>	<p>eligibility</p>
<p>Finance Committee</p>	<p><u>Financial Statements</u></p> <p>Motion made by Jeffrey Dwyer to approve the June 2015 preliminary financial statements pending the annual audit performed by a qualified independent certified public accounting firm., Seconded Barrington Russell. Unanimously approved.</p> <p><u>Utilization Report</u></p>	

	<p>Renee Jaffe updated the Board on the 15-16 utilization noting the following:</p> <ul style="list-style-type: none"> • Ended the year in a deficit of over \$1million – OEL re-obligated us \$1.7 million dollar and covered the deficit with the exception of the \$243,000 • Able to take \$635,000 were holding from 16-17 budget and put it back in to slots • OEL is requesting an additional \$20 million for slot dollars from the legislation • Going forward all numbers will be unduplicated <p>It was noted that the at risk children is on a downward trend from 2015-2016.</p> <p>Renier Potts gave a summary of the 2016-2017 utilization report and responded to questions. The Board discussed the changes in redetermination to one year and the possible consequences which are unknown.</p> <p>Leticia Strasser gave a presentation showing some of the contributing factors that lead to the deficit which included:</p> <ul style="list-style-type: none"> • Extra day (leap year) • More children in gold seal centers and they were in care for more days • Average child in care for 17 more days than 2014-2015 <ul style="list-style-type: none"> ○ Portal and attendance sheet which is more timely ○ Children staying in care longer <p>Laurie Sallarulo requested that staff put in place a contingency plan so that in three months if the numbers are not going in the direction being predicted we know how to proceed.</p> <p>Renee Jaffe shared with the Board that she is working with the School Board to come to an agreement for school-age school readiness children to be served by the School Board at a cost of \$180 per month versus the \$400 cost that is currently being paid. In addition the children would be eligible for a</p>	<p>Develop a contingency plan for utilization</p>
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	<p>scholarship which reduced the cost to \$90. She referred to the chart in the meeting packet that shows the savings. Responding to comments, Renee Jaffe indicated that the children would only be placed with an afterschool program that is run by the school district not private providers working in the school.</p> <p><u>Budget Amendment #5 and Budget Amendment #1 2016-2017</u></p> <p>There was no discussion or vote on this item.</p>	
Staff Report		
	<p>The following items were on the agenda and there was no discussion</p> <ul style="list-style-type: none"> • Read for the Record, Reading Pals, and Tutor Time • Contracts signed by CEO - \$5,000 or less: <ul style="list-style-type: none"> ○ The Krizner Group, Inc. for HR Services ○ Data Analyst for utilization and data collection services • Cubicles and Space • Broward Early Childhood Educators Conference Jan 21, 2016 • 2016 DD's Youth Literacy Fundraiser 	
Matters from Board Members	There was no discussion.	
Matters from the CEO	Renee Jaffe indicated that the Business Institute is up for renewal noting that the outcomes are in the packet. She asked that the Board members read item 6 and send to Leticia Strasser any recommendations that you have to be added to the Business Institute and will be on the next Board agenda for a vote for renewal. She stated that other ELCs will be adopting this model.	

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	<p>Renee Jaffe reported on the following:</p> <ul style="list-style-type: none"> • Kicked off the provider listening tours with the CEO of 211 and BRHPC which will be held every month. • starting a provider advisory committee • kicked off the Road to Child Outcome evaluation • Janice Carter headed up an advertising campaign for VPK 	
Public Comment	There was no discussion.	
Next Meeting Date	October 14, 2016	
Adjourn	The meeting adjourned at 10:00	

These minutes contain the action items of the Board meeting of the Early Learning Coalition. They do not include all the Committee's discussions or comments on each matter or issues raised during the meeting. A recording of the meeting is held in the Coalition office. Corrections from the Board will be taken prior to approval at the next meeting.
Submitted by Debbie Bainton

Certified:

Barrington Russell, Secretary