



APPROVED ON August 30, 2022 FINANCE COMMITTEE MEETING

Early Learning Coalition of Broward County, Inc.

Finance Committee Meeting Minutes

May 24, 2022, at 1:30 pm

Virtual Meeting

Members in Attendance	Cindy Arenberg-Seltzer; Renee Podolsky; Zachary Talbot; Twan Russell; Khalil Zeinie; Dawn Liberta
Members Absent	Laurie Sallarulo
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Judith Merritt, COO, Stephanie Landreville, Controller; Lizbeth Juan, Executive Assistant; Melody Martinez, Board Liaison; Samantha Dempsey, Accountant; Elsy Silvestre, Contract Administrator; Jackie Hudson, Accountant; Amy Moore, Senior Director of Family Services and Provider Relations; Sandra Paul, Senior Director of Provider Reimbursements; Megan DeGraaf, Purchasing and Procurement Specialist; Ancel Pratt, III, Senior Director of Communications & Outreach
Others in Attendance	Carol Hylton; Monica King; Michael Asseff; Julie Klahr, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Cindy Arenberg Seltzer, called the Finance Committee to order at 1:33 pm. Roll was called, and a quorum was established.
CONSENT AGENDA	
a. Approve April 26, 2022, Finance Committee meeting minutes	There was a Motion to move the Consent Agenda by Renee Podolsky and Seconded by Dawn Liberta. Unanimously approved. Motion Passes.
REGULAR BUSINESS:	
a. FIN227RB1 – Approve April Interim Financials	There was a Motion to Approve the April 2022 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant by Khalil Zeinie and Seconded by Renee Podolsky. Unanimously approved. Motion Passes.
b. FIN227RB2 – Approve Preliminary Budget FY23	<p><u>Preliminary FY 2023 Budget Framework</u></p> <p>CAO shared a PowerPoint presentation covering the Preliminary FY 2023 Budget, Key expenditures for FY23 Programming, Specific Expenditures within the framework that need board budget authority, One-time cost of living increase for staff, large program & Operating Purchases over \$35,000, and related party purchases.</p> <p>There was a Motion to Approve Preliminary FY 2023 Budget Framework by Dawn Liberta and Seconded by Khalil Zeinie. Unanimously approved. Motion Passes.</p>
c. FIN227RB3 – Approve a One-time 3% Cost of Living	There was a Motion to Approve a One-Time, 3% Cost of Living Increase Effective July 1, 2022, for All Staff, Including the CEO, as Recommended by Salary Survey Consultants by

<p>Increase</p> <p>d. FIN227RB4 – Approve Purchases Over \$35,000</p> <p>e. FIN227RB5 – Approve Related Party Transactions</p>	<p>Dawn Liberta and Seconded by Twan Russell. Unanimously approved. Motion Passes.</p> <p><u>Purchases over \$35,000 within the FY23 Budget</u></p> <p>Twan Russell suggests raising the Board Approval purchase amount from \$35,000 to a higher amount. The staff should have a higher threshold for purchasing power and give them the ability to do business with a higher amount of contracts.</p> <p>Chair Cindy A. Seltzer added that she likes approving these big contracts, and for future approval since many of these are to renew, she would like to receive performance information attached with the contract. No increase was approved at this time.</p> <p>There was a Motion to Approve FY 2023 Purchases over \$35,000 by Twan Russell and Seconded by Khalil Zeinieh. Unanimously approved. Motion Passes.</p> <p>In accordance with Florida Statutes and the DEL Grant Agreement, all Coalitions are required to secure Board prior approval by a 2/3 vote for all related party contracts and purchases.</p> <p>There was a Motion to Approve Item A (Provider Contract for VPK Services) and Item B (Provider Contract for SR and/or VPK Services, ARPA Grants) FY 2023 Estimated Related Party Purchases and Agreements by Renee Podolsky and Seconded by Dawn Liberta. Unanimously approved. Motion Passes.</p> <p>There was a Motion to Approve Item C (Sponsorship for annual publication of the Broward County Family Resource Guide) FY 2023 Purchases over \$35,000 by Renee Podolsky and Seconded by Khalil Zeinieh. Unanimously approved. Motion Passes.</p> <p>Cindy Arenberg Seltzer and Dawn Liberta abstained from the vote and completed the required conflict of interest documentation.</p>
NEW BUSINESS	There was no discussion.
MATTERS FROM CHAIR	
MATTERS FROM COMMITTEES	There was no discussion.
PUBLIC COMMENT	There was no comment.
NEXT MEETING DATE	TBA
ADJOURN	Meeting adjourned at 2:33 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.