



**APPROVED ON DECEMBER 5, 2023, FINANCE COMMITTEE MEETING**

**Early Learning Coalition of Broward County, Inc.**

**Finance Committee Meeting Minutes**

**October 3, 2023, at 1:30 PM**

**Virtual Meeting**

Members in Attendance	Chair Cindy Arenberg-Seltzer; Renee Podolsky; Twan Russell; Zachary Talbot; Maria Hernandez (joined at 1:46 pm)
Members Absent	Laurie Sallarulo
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Megan DeGraaf, Purchasing & Procurement Specialist; Reinier Potts, Financial Analyst; Kasey LaFrance, Contracts Administration Manager; Sarane Epps, Contrast Specialist; Sandra Paul, Senior Director of Provider Reimbursements; Stephanie Landreville, Controller; Allison Metsch, Senior Director of Education & Quality; Ancel Pratt III, Senior Director of Communications; Amy Moore, Sr. Director of Family Services & Provider Relations
Others in Attendance	Julie Klahr, Legal Counsel; Monica King; Michael Asseff

Item	Action/Discussion
Welcome & Call to Order	Chair Cindy Arenberg-Seltzer called the meeting to order at 1:34 p.m. The roll was called, and a quorum was established.
<b>Consent Agenda</b>	
1. Approve August 29, 2023, Committee meeting minutes	A <b>Motion</b> was made by Renee Podolsky and <b>Seconded</b> by Zachary Talbot to move the Consent Agenda. The <b>Motion was unanimously approved. Motion Passes.</b>
<b>Regular Committee</b>	<b><u>Approve July Interim Financial Statements</u></b>
1. FIN242RB1 – Approve August Interim Financial Statements	CAO went over the August Interim Financial.  A <b>Motion</b> was made by Renee Podolsky and <b>Seconded</b> by Maria Hernandez to Approve August 2023 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public. The <b>Motion was unanimously approved. Motion Passes.</b>
2. FIN242RB2 – Approve Budget Amendment #2	<b><u>Approve FY2024 Budget Amendment #2</u></b>  A <b>Motion</b> was made by Renee Podolsky and <b>Seconded</b> by Zachary Talbot to Approve FY 2024 Budget Amendment # 2. The <b>Motion was unanimously approved. Motion Passes.</b>
3. FIN242RB3 – Approve Expenses over \$35K, including special account procedures	<b><u>Approve FY 24 Purchases over \$35K</u></b>  CAO went over the advance payment for multi-year software programs. There was a discussion regarding the amount and the benefits.  A <b>Motion</b> was made by Zachary Talbot and <b>Seconded</b> by Renee Podolsky to Authorize the budget Authority for purchases over \$35,000, including special accounting procedures, as presented. The <b>Motion was unanimously approved. Motion Passes.</b>

<b>Unfinished Business</b>	None
<b>New Business</b>	None
<b>Matters from the Chair</b>	None
<b>Public Comments</b>	There was no discussion.
<b>Next Meeting</b>	<b><u>December 5, 2023, at 1:30 PM</u></b>
<b>Adjourn</b>	The meeting adjourned at 2:16 PM.

*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.*