



APPROVED AT THE FEBRUARY 21, 2018 FINANCE MEETING

**Early Learning Coalition of Broward County
Finance Committee Meeting Minutes**

January 26, 2018 @ 10:30 a.m.

6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Renee Podolsky, Chair; Deborah Meidinger Hosey via phone; Laurie Sallarulo via phone and present; Nicholas Kaniaris via phone

Members Absent: Cindy Arenberg Seltzer; Jeffrey Dwyer

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Doreen Moskowitz, Director of Compliance; Hubert Cesar, Director of IT; Reinier Potts, Financial Analyst; Karen Swartzbaugh; Irene Ramos, EA

Others in Attendance: Jacob Jackson, General Counsel

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Renee Podolsky, Chair, called the meeting to order at 10:50 a.m. Items were discussed without a vote until a quorum was established at 11:10 a.m.	
Approve November 29, 2017 Minutes	A Motion to Approve the November 29 th meeting minutes was made by Laurie Sallarulo, seconded by Deborah Meidinger Hosey and unanimously approved.	

Approve December 2017 Interim Financial Statements	<p>CAO Christine Klima reviewed the December Interim Financial Statements.</p> <p>Utilization for the CSC Vulnerable Populations/33311 and the County's Special Needs contracts are above target due to program over-enrollment prior to the transfer of operations from BRHPC to the ELC on October 1st. CSC has approved using carry-forward from BRHPC under-utilization from the prior year and the County is reviewing their current utilization to see if additional funds might be available.</p> <p>A Motion to Approve the August 2017 Interim Financial Statements was made by Laurie Sallarulo, seconded by Deborah Meidinger Hosey and unanimously approved. A friendly amendment was made to clarify Motion which states approval of the December 2017 Interim Financial Statements pending annual audit performed by qualified independent certified public accountant.</p>	
New Business: Matching Funds Update	<p>There was discussion regarding Matching funds from local cities and municipalities. COO Howard Bakalar explained that the application and allocation processes are different for each entity. While Eligibility and Payment operations were still outsourced, some cities had already allocated match funds to BRHPC. Staff is working with each city to have those matching funds re-allocated to the ELC.</p>	
Matters from the Chair	<p>Laurie Sallarulo provided a brief update on the State meeting she attended. She also inquired as to the cost savings since the transition of operations to an in-house model. Renee Jaffe responded that an analysis of all sub-recipients administrative costs is currently in process and will be shared with the Committee when completed.</p>	
Matters from the Committee	<p>Renee Podolsky updated the Committee on the status of the flu outbreak and shared that precautionary flyers are being distributed by the Child Care Providers to parents. Renee also invited Board members and their organizations to participate in a 3K fun run next month, sponsored by the Department of Health and Broward County; the CSC has committed a team to participate.</p>	
Public Comment	<p>There was no public comment.</p>	
Next Meeting Date	<p>February 21, 2018 @ 3:00 p.m.</p>	
Adjourn	<p>The meeting was adjourned at 11:40 a.m.</p>	

These minutes contain the action items of the Finance Committee 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.