



Approved at June 18, 2020 Audit Committee Meeting

Early Learning Coalition of Broward County, Inc.

Audit Committee Meeting Minutes

January 30, 2020 – 10:00 AM

1475 W. Cypress Creek Road, Suite 301, Fort Lauderdale, FL 33309

Members in Attendance	Chair, Richard Campillo; Michael Asseff, Monica King; Twan Russell; Beverley Batson, via phone
Members Absent	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Perry Borman, COO, via phone; Stephanie Landreville, Elsy Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel; Chris Lehman; Tianna Wynn

Item	Action/Discussion
Welcome & Call to Order	Chair Richard Campillo called the meeting to order at 10:38 AM. Roll was called and a quorum was established.
CONSENT AGENDA a. Approve November 19, 2020 Audit Committee Meeting Minutes	A Motion was made by Monica King to approve the ELC of Broward Audit Committee meeting minutes from November 19, 2019. Seconded by Twan Russell. Unanimously approved.
Audit Committee REGULAR BUSINESS: a. Approve Draft Audit Report Fiscal Year 2018-19 b. Approve Form 990 Fiscal Year 2018-19 <i>(provided as a separate online link)</i>	<p>Auditor RFP:</p> <p>Chris Lehman and Tiana Wynn of SBC gave a presentation on the Audit Report for FY 2018-19. They indicated they would be issuing an unmodified (ie clean) opinion on the financial statements and that there were no material weaknesses in internal controls or instances of fraud.</p> <p>They also noted that there were two unavoidable findings in the audit report that arose because EFS, the Office of Early Learning's (OEL's) Single Statewide Information System that all Coalitions are required to use and reconcile to, was not fully functional throughout the year. They highlighted ELC's management response to the findings, which assigned full responsibilities for the finding with OEL and includes OEL's own statement of responsibility.</p> <p>Christine Klima noted that OEL was considering revising their statement of responsibility at Broward's request to make it more clear that ELC was prevented from carrying out the required reconciliation because the EFS Mod payment system was offline for all 12 months of the fiscal year.</p>

<p>c. Auditor RFP- Review Rating Committee Scores and Select Successful Applicant</p>	<p>There was also a review of the draft Form 990 Two scrivener’s errors were noted for correction before the draft is submitted to the Board on February 13</p> <p>The Audit Committee thanked the auditors for their audit work. Christine thanked Stephanie Landreville for hitting the ground running after less than a year with the ELC and doing a great job leading the audit process.</p> <p>A Motion was made by Michael Asseff to approve the Approve Draft Audit Report Fiscal Year 2018-19 and the Form 990 Fiscal Year 2018-19. Seconded by Monica King. Motion passes.</p> <p>Audit Chair welcomed new Audit Committee Member, Beverley Batson.</p> <p>Auditor Procurement proposal evaluation: Seven firms submitted proposals. It was decided to temporarily adjourn the meeting at 11:26 am and reconvene on February 6, 2020 to interview the top 2 firms:</p> <p>Keefe McCullough Moss, Krusick & Associates</p> <p>The meeting was reconvened on February 6, 2020 at 1 pm. The following members were present: Michael Asseff, Richard Campillo, Monica King and Beverly Batson (on the phone).</p> <p>A Motion was made by Michael Asseff to select Keefe McCoullough for Audit and Tax Services starting with fiscal year 2019-2020. Seconded by Monica King. Motion passes.</p>
<p>NEW BUSINESS</p>	<p>No discussion</p>
<p>MATTERS FROM CHAIR</p>	<p>No discussion.</p>
<p>MATTERS FROM COMMITTEE</p>	<p>No discussion.</p>
<p>PUBLIC COMMENT</p>	<p>There was no comment.</p>
<p>NEXT MEETING DATE</p>	<p>TBD</p>
<p>ADJOURN</p>	<p>Monica King motioned to adjourn the meeting. The meeting adjourned at 2:15 pm</p>

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.