



Approved on September 12, 2022, Board Meeting

Early Learning Coalition of Broward County, Inc.

Board Meeting Minutes

June 13, 2022, at 12:00 PM

Virtual & in-office Meeting

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| Members in Attendance | Laurie Sallarulo; Cindy Arenberg-Seltzer; Dawn; Liberta; Monica King; Michael Asseff; Kristina West; Kirk Englehardt; Ellie Schrot; Laurie Rich Levinson; Renee Podolsky; Richard Campillo; Amoy Reid; Beverly Batson; Sharonda Bailey; Julie Winburn |
| Members Absent | Zachary Talbot; Twan Russell; Carol Hylton |
| Staff in Attendance | Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Judith Merritt, COO, Allison Metsch, Sr. Director of Education & Quality; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Stephanie Landreville, Controller; Amy Moore, Senior Director of Family Services and Provider Relations; Ancel Pratt III, Senior Director of Communications |
| Others in Attendance | Julie Klahr, General Counsel; Melody McDonald |

| Item | Action/Discussion |
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| Welcome & Call to Order | Chair Laurie Sallarulo called the meeting to order at 12:12 PM. The roll was called, and a quorum was established. |
| Chair Report | Laurie Sallarulo welcomed everyone and appointed Kristina West as the Chair of the Ad Hoc Fundraising Committee and Renee Podolsky as the Chair of the Audit Committee effective July 1, 2022. The Chair announced that Khalil Zeinieh has resigned from his position on the board due to work and personal obligations, and we want to recognize him for all the work he has done. He was the chair of the Program Review Committee, and we are looking for volunteers. Dawn Liberta recommended Monica King and she accepted. |
| CEO Report | CEO informed committee members that we now need an additional member in the Finance committee and would love to get more people on Audit and Governance. Dawn Liberta added that the provider appreciation event was fantastic and gave Kudos to the staff for all their hard work. |
| Mission Moment – Provider Appreciation Recap | Allison Metsch shared a short clip on the Provider appreciation Recap. Howard Bakalar shared that starting next week, PLAN meetings will be in person. Dawn Liberta asked if it's possible to send out our Board meeting dates so that the Providers can attend in person. |

Consent Agenda

1. Approve May 9, 2022, Meeting minutes
2. B227CA1 – Approve FY 2023 DEL Grant Agreement
3. B227CA2 – Approve FY 2023 United Way School Readiness Match Revenue Agreement
4. B227CA3 – Approve FY 2023 Children’s Forum Sub Recipient Agreement Renewal
5. B227CA4 – Approve FY 2023 211 Broward Sub Recipient Agreement
6. B227CA5 – Approve FY 2023 Scholastic Vendor Agreement Renewal
7. B227CA6 – Approve FY 2023 BLI Vendor Agreement Renewal
8. B227CA7 – Approve FY 2023 M Network Agreement
9. B227CA8 – Approve FY 2023 Goren Cherof Doody & Ezrol Contract
10. B227CA9 – Approve FY 2023 ATT State Term Contract Purchase Order
11. B227CA10 – Approve FY 2023 Webauthor Contract Renewal
12. B227CA11 – Approve FY 2023 Keefe McCullogh Contract Renewal
13. B227CA12 – Approve FY 2022-2023 Board Calendar
14. B227CA13 – Approve FY 2022-2023 COOP

A **Motion** was made by Cindy Arenberg-Seltzer to approve the consent agenda. **Seconded** by Monica King. The **Motion was unanimously approved. Motion Passes.**

| Finance Committee | <u>Approve February Interim Financials</u> |
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| 1. B227FIN1 – Approve April 2022 Interim Financial Statements | <p>Cindy A. Seltzer presented the Interim Financial Statements for the ten-month period ending April 30, 2022.</p> <p>A Motion was brought forth by the Finance Committee to approve April 2022 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The Motion was unanimously approved. Motion Passes.</p> |
| 2. B227FIN2 – Approve FY 2023 Preliminary Budget Framework | <p><u>Approve Preliminary FY 2023 Budget Framework</u></p> <p>CAO shared a PowerPoint presentation covering the Preliminary FY 2023 Budget, Key expenditures for FY23.</p> <p>A Motion was brought forth by the Finance Committee to approve the Preliminary FY 2023 Budget Framework. The Motion was unanimously approved. Motion Passes.</p> |
| 3. B227FIN3 – Approve One-Time 3% COLA for All Staff | <p><u>One-Time, 3% Cost of Living Increase Effective July 1, 2022</u></p> <p>Laurie Sallarulo suggested that the 3% COLA might not be sufficient to keep staff, given the increased cost of living in Broward County. After a Board discussion, Laurie said we could approve the motion as is at 3% but asked ELC staff to review the financial impact of an additional COLA and present at the next Executive/Finance Committee Meeting.</p> <p>A Motion was brought forth by the Finance Committee 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. The Motion was unanimously approved. Motion Passes.</p> |
| 4. B227FIN4 – Approve FY 2023 Individual Purchases over \$35K | <p><u>Purchases over \$35,000 within the FY23 Budget</u></p> <p>A Motion was brought forth by the Finance Committee to Approve FY 2023 Purchases over \$35,000. The Motion was unanimously approved. Motion Passes.</p> |
| 5. B227FIN5 – Approve FY 2023 Related Party Estimated Contracts and Expenditures | <p><u>Related Party Transaction within the FY23 Budget</u></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. Item</p> <p>A Motion was brought forth by the Finance Committee to Approve Item A (Provider Contract for VPK Services) FY 2023 Estimated Related Party</p> |

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| | <p>Purchases and Agreements. The Motion was unanimously approved. Motion Passes.</p> <p>The following Board members abstained from the vote and completed the required conflict of interest documentation.</p> <ul style="list-style-type: none"> • Laurie R. Levinson abstains because she currently is Broward County School Board Member/Chair. • Sharonda Bailey abstains because she has a VPK contract with Broward County School Board <p>A Motion was brought forth by the Finance Committee to Approve Item B (Provider Contract for SR and/or VPK Services, ARPA Grants) FY 2023 Estimated Related Party Purchases and Agreements. The Motion was unanimously approved. Motion Passes.</p> <p>The following Board members abstained from the vote and completed the required conflict of interest documentation.</p> <ul style="list-style-type: none"> • Beverly Batson abstains because she is the Provider Rep <p>A Motion was brought forth by the Finance Committee to Approve Item C (Sponsorship for annual publication of the Broward County Family Resource Guide) FY 2023 Estimated Related Party Purchases and Agreements. The Motion was unanimously approved. Motion Passes.</p> <p>The following Board members abstained from the vote and completed the required conflict of interest documentation.</p> <ul style="list-style-type: none"> • Cindy Arenberg Seltzer abstains because she is the CEO of the Children’s Services Council. • Dawn Liberta abstains because she is the Board Chair for CSC. |
| Regular Business | No Discussion. |
| <p>NOMINATING COMMITTEE</p> <p>1. B227NOM1 – Approve Provider Representative</p> <p>2. B227NOM2 – Approve Officer Nominations</p> | <p>Nominating Committee Chair Michael Asseff welcomed new Provider Representative Melody McDonald and thanked the 4 candidates that were interviewed.</p> <p>Judith Merritt, COO gave a summary of the applications and the Board’s final decision.</p> <p>A Motion was brought forth by the Nominating Committee to Approve Melody McDonald as the Private for-profit child care provider to fill the vacant Private Provider Representative vacancy. The Motion was unanimously approved. Motion Passes.</p> <p>Judith Merritt, COO informed committee members that the terms of the current elected Board Officer positions, which began on July 1, 2020, will end on June 30, 2022. Board members were asked to submit nominations to ELC</p> |

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| | <p>staff.</p> <p>No additional nominations were presented, the existing Officer all confirmed that they would maintain their current roles for an additional 2-year term.</p> <p>Dawn Liberta 1st Vice-Chair from 7/1/22 – 6/30/24 Twan Russell 2nd Vice-Chair from 7/1/22 – 6/30/24 Cindy A. Seltzer Treasure from 7/1/22 – 6/30/24 Monica King as Secretary from 7/1/22 – 6/30/24</p> <p>A Motion was brought forth by the Nominating Committee to Approve Board Officer Nominations FY 22-23 – FY 23-24. The Motion was unanimously approved. Motion Passes.</p> |
| UNFINISHED BUSINESS | None |
| NEW BUSINESS | None |
| MATTERS FROM CHAIR | There was no discussion. |
| MATTERS FROM COMMITTEES | None |
| PUBLIC COMMENT | There was no discussion. |
| NEXT MEETING DATE | TBD |
| ADJOURN | Dawn Liberta Motioned to Adjourn meeting at 1:37 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 prior to approval at the next meeting.

Monica F. King
ELC SECRETARY