



Approved on February 12, 2024, Board Meeting  
**Early Learning Coalition of Broward County, Inc.**  
**Board Meeting Minutes**  
**December 11, 2023, at 9:30 AM**  
Hybrid Meeting

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta; Monica King; Cindy Arenberg-Seltzer (Virtual); Michael Asseff (Virtual); Sharonda Bailey; Richard Campillo; Krystie Castillo (Virtual); Kirk Englehardt; Maria Hernandez (Virtual); Carol Hylton; Melody McDonald; Renee Podolsky; Dr. Amoy Reid (Virtual); Ellie Schrot; Traci Schweitzer
Members Absent	Twan Russell; Zachary Talbot; Julie Winburn
Staff in Attendance	Renee Jaffe, CEO; Judith Merritt, COO; Christine Klima, CAO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Allison Metsch, Sr. Director of Education & Quality; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Ayme Hamoui, Director of Education Program Assessment; Beverly Hung, Director of Human Resources; Irene Ramos; Office Manager (Virtual); Kasey LaFrance, Contracts Administration Manager (Virtual); Magdalena Laino, Quality Assurance Manager (Virtual); Megan DeGraaf, Purchasing and Procurement Specialist (Virtual); Reinier Potts, Financial Analyst; Sandra Paul, Senior Director of Provider Reimbursement; Sarane Epps, Contract Specialist (Virtual); Stephanie Landreville, Controller (Virtual); Joseph Fike, IT (Virtual)
Others in Attendance	Julie Klahr, General Counsel; Debbie Palamino

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:36 AM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo informed committee members that Dr. Allen Zeman is no longer the ELC representative for the Broward school board. We have yet to find out who the new member is.
CEO Report	The CEO welcomed Board members and provided highlights from the CEO Report, including that ELC Broward would present the State of Childcare in Tallahassee on January 17 during Broward Days. Board members are welcome to attend, and an invitation will be sent to all.
Mission Moment-Back to School	A video was shown highlighting the Back-to-School Activities/Events.  Chair Laurie Sallarulo requested to have an invite sent to the board for next year as soon as we know the dates.
<b>Consent Agenda</b>	
1. Approve October 16, 2023, Meeting minutes. 2. B243CA1 – Authorize Agreement for Child Care Classroom Management and	A <b>Motion</b> was made by Dawn Liberta and <b>Seconded</b> by Renee Podolsky to move the Consent Agenda. The <b>Motion was unanimously approved. Motion Passes.</b>

<p>Online Learning Technology</p> <p>3. B243CA2 – Authorize Agreement for Mental Health Support Kits</p> <p>4. B243CA3 – Authorize Agreement for Early Educator Professional Development Training Services</p> <p>5. B243CA4 – Authorize Negotiating and Executing Agreement for CCR&amp;R Software</p>	
<p><b>Finance Committee</b></p> <p>1. B243FIN1 – Approve Interim Financial Statements</p> <p>2. B243FIN2 – Approve Budget Amendment #3</p> <p>3. B243FIN3 – Approve Budget Authority for Expenses over \$35K</p>	<p><b><u>Approve October 2023 Interim Financial Statements</u></b></p> <p>The CAO presented the October Interim Financial Statements.</p> <p>The Finance Committee brought forth a <b>Motion</b> to Approve October 2023 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant and <b>Seconded</b> by Renee Podolsky. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p><b><u>Approve FY 2024 Budget Amendment #3</u></b></p> <p>The Finance Committee brought forth a <b>Motion</b> to Approve FY2024 Budget Amendment #3 as presented and <b>Seconded</b> by Renee Podolsky. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p><b><u>Approve FY 2024 Purchases over \$35,000</u></b></p> <p>The Finance Committee brought forth a <b>Motion</b> to Provide Budget Authority for FY2024 Purchases over \$35,000 as Presented Not to exceed \$150,000 and <b>Seconded</b> by Monica King. The <b>Motion was unanimously approved. Motion Passes.</b></p>
<p><b>Regular Business</b></p> <p>1. B243RB1 - Authorize RFP for vendor design for Model Classroom</p> <p>2. B243RB2 - Authorize RFP for Community Needs Assessment</p>	<p>Chair Laurie Sallarulo suggested having an opening night and giving a tour to the Board and Community once the Model Classroom was finalized.</p> <p>A <b>Motion</b> was made by Carol Hylton and <b>Seconded</b> by Ellie Schrot to Authorize staff to release a Request for Proposals (RFP) to procure a qualified vendor to design and create a model classroom features in ELC Office Space in accordance with Broward’s ARPA Discretionary Funding Plan, not to exceed \$50,000. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>A <b>Motion</b> was made by Richard Campillo and <b>Seconded</b> by Sharonda Bailey to Authorize staff to release a Request for Proposals (RFP) to procure a qualified vendor to conduct an enhanced Community Needs Assessment in accordance with Broward’s ARPA Discretionary Funding Plan, not to exceed \$100,000 (\$90,000 FY24 \$10,000 FY25). The <b>Motion was unanimously approved. Motion Passes.</b></p>

3. B243FIN3 – Approve Strategic Plan Year 1 Amendment	A <b>Motion</b> was made by Dawn Liberta and <b>Seconded</b> by Monica King to Adopt the changes to the 5-Year Strategic Plan. The <b>Motion was unanimously approved. Motion Passes.</b>
<b>Nominating Committee</b> 1. B243NOM1 – Approve Officer Election for First Vice Chair	The Nominating Committee brought forth a <b>Motion</b> to Approve Officer Election of Dawn Liberta for First Vice Chair and <b>Seconded</b> by Monica King. The <b>Motion was unanimously approved. Motion Passes.</b>
<b>Ad Hoc Fundraising</b> 1. B243FUN1 – Fundraising Strategies	Michael Asseff, Co-Chair of the Fundraising Committee, shared that we are looking for Honorary Board Members and indicated that Kristina West had shown interest in this position. We would love to start bringing in applications for Honorary Board Members for 2024, like the Miami Heat, and Miami Dolphins etc. Michael said that we need the Board's help to bring in influential people.  There was a discussion regarding what the needs are of an Honorary Board member, our mission, and what is expected from them, also why they should join the ELC.  COO expressed the need for members to join the Ad Hoc Fundraising Committee, and to reach out to her if interested.
<b>Audit Committee</b> <i>Update from Committee Chair</i>	None
<b>Program Review Committee</b> <i>Update from Committee Chair</i>	Meeting scheduled for January 12, 2024
<b>Governance Committee</b> <i>Update from Committee Chair</i>	Dawn Liberta is now the Chair, as she is now the First Vice Chair.
<b>Provider Representatives</b> <i>Update from Provider Representatives</i>	Krystie Castillo shared that she is working with providers to get all their contact information up to date so they may get any notification that is sent.
<b>Unfinished Business</b>	None
<b>Matters from the Chair</b>	None
<b>Matters from the Board</b>	None
<b>Matters from the CEO</b>	None
<b>Matters from Committees</b>	None
<b>Matters from our Partners</b>	None
<b>Public Comments</b>	There was no discussion.
<b>Next Meeting</b>	<b><u>February 12, 2023, at 9:30 AM</u></b>
<b>Adjourn</b>	The meeting adjourned at 10:29 A.M.

*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.*