



APPROVED ON MARCH 1, 2017 FINANCE MEETING

Early Learning Coalition of Broward County  
 Finance Committee Meeting Minutes  
 January 25, 2017 – 4:00pm  
 6301 NW 5<sup>th</sup> Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Renee Podolsky, Laurie Sallarulo, Cindy Arenberg Seltzer, Jeffrey Dwyer, Deborah Hosey

Members Absent: Nicholas Kaniaris

Staff in Attendance: Renee Jaffe, Leticia Strasser, Doreen Moskowitz, Sandra Paul, Renier Potts, Ros Desroches, Hubert Cesar, Christine Klima, Joyce Purchas, Mabel Ramirez, Irene Ramos

Others in Attendance: (from sign-in sheet) Jacob Jackson-General Counsel, Michele Rosiere, Natasha Markman, Al Murray

Item		Follow-up
Welcome & Call to Order	Renee Podolsky, Chair called the meeting to order at 4:18 pm Self-introductions were made. Discussion commenced. A quorum was established at 4:27pm with the arrival of Cindy Arenberg Seltzer.	
Approval of Minutes of Nov. 30, 2016	<b>Motion</b> made by Jeffrey Dwyer to approve the November 30, 2017 meeting minutes. <b>Seconded</b> by Deborah Hosey. <b>Unanimously approved</b>	
Finance Report	The CAO, Christine Klima reported that she would like to start a new trend on how the financials are reported by creating a package which includes information on monthly financial statements also monthly utilization data. The financial statements included in this packet cover the period of August through November 2016. August and September were presented at prior meetings but were not approved and therefore are included here in this packet as well as October and November to be reviewed all together. Utilization for the month of November and a plan for expending an additional 2.1m received from OEL over a two year period and which was submitted to the Board meeting in December needed corrections and is also included in this	

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	<p>packet.</p> <p>One of the things Christine has been asked to do is to look at the way ELC presents the financials and get feedback on the presentation. An initial assessment has also been made on the state of the administrative department activities and identified a few things where some improvements may be needed to include improvement and/or overhaul of fiscal year policy. A brief summary has been included in the packet.</p> <p>General Counsel pointed out at this time the absence of a quorum for any voting items that would be included in the finance report. The Committee recognized that the financial report data was for review only.</p>	
Utilization	<p>Reinier reported on the utilization for November stating that it stayed close to the plan regarding dollars; report shows 75 children less that were served in November with less service to at risk children, TANF children, TCC children and below poverty level children. December numbers look about the same with a slight increase of children served. Average cost went up in December anticipating winter break and with an expectation of more children. CEO and CAO discussed the utilization anomalies that can occur month by month and added that the ELC is taking a look into the calculations and factors involved in the analyzation to hopefully come back with a better detailed report on any changes for the particular month.</p> <p>Reinier also reported on the surplus which covers first 3 months of CSC funds for the next fiscal year. Wait list growth is anticipated and the numbers are still being looked at.</p> <p>There are 212 currently enrolled off the wait list. Current enrollment data off the wait list may be useful for a better projected idea.</p>	
Data Dash Board	<p>The CAO reported on the 2.1m state 2 year expenditure plan and the revisions that were made. A projection calculation includes the 1.8m to cover the CSC debt. 78% of the 2.1m is required by OEL to be applied to slots and the ELC has chosen to add an additional .23% to that amount which calculates into how many children can be enrolled. The ELC targeted 210 children in January and 95 children in February to be</p>	

<p>Dash Board Provider Relations</p> <p>2-1-1 Calls</p>	<p>enrolled, these are projection calculations.</p> <p>Discussion on enrollment using CSC monies. A 2 year projection was done and is being updated routinely to show the 2.1m expenditure and avoid using CSC monies. Committee commented that the data information presented is very user friendly, projected and appreciated.</p> <p>Discussion on eligibility period. Day Rate and base line averaging. Cindy Areneberg Seltzer requested for a side meeting between CSC, BRHPC and ELC Finance/Christine Klima regarding child welfare and additional monies that were targeting this group in particular.</p> <p>ELC Staff Leticia reported 8,988 school aged children served for the month of November and 11,131 served year to date and again a continual watch on how the numbers go for the 12 month eligibility. School aged children represents 29% of the dollars spent. Nothing to note about VPK and we are right on target on how we are spending for the month of November. Year to date the number of VPK children served is 14,626 unduplicated. The chart on page 6 shows number of provider relations SR and VPK providers paid and number of SR and VPK provider agreements.</p> <p>Discussion of at risk child / family eligibility of the CCDF rule of additional 3 month where the family has the opportunity to establish reason for care within this additional time frame and what long run impact the percentage of at risk children has.</p> <p>ELC Staff Leticia reported on the number of calls into 2-1-1 in November with a large spike of calls that were received. Beginning of the year spike seemed to be due to the beginning of school. The contract manager continues to monitor the volume of calls.</p> <p>Member Jeffrey Dwyer was very appreciative in the provision of this new information.</p> <p>Discussion conducted on the data of calls provided.</p>	
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	<p><b>Motion</b> made by Jeffrey Dwyer to approve Financial Report of August 31, 2016, September 30, 2016, October 31, 2016 and November 30, 2016 interim financial statements pending the annual audit performed by a qualified independent certified public accounting firm. <b>Seconded</b> by Cindy Areneberg Seltzer and <b>Unanimously Approved</b>.</p> <p>CAO commented on overhauling of expense report. No questions, all in favor of more time to report on this.</p> <p>Christine reported on Procedures not matching our policies and a look into revealed a list of remedies and she would like 6 months for changes to be reflected in financial reports. Procedures around purchasing, invoice and processing. Jeffrey suggested to write up QRS policy on the above to go towards accreditation</p>	
Matters from the Chair	None	
Matters from the Committee	There was no discussion.	
Public Comment	There was no comment.	
Unfinished Business	None.	
Next Meeting Date	March 1, 2017 3pm	
Adjourn	The meeting adjourned at 5:17pm.	

These minutes contain the action items of the meeting of the Finance and Executive Committee of the Early Learning Coalition. 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.

Submitted by Irene Ramos.