



Approved on October 16, 2023, Board Meeting
Early Learning Coalition of Broward County, Inc.
Board Meeting Minutes
September 11, 2023, at 9:30 AM
Hybrid Meeting

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta; Monica King; Cindy Arenberg-Seltzer; Michael Asseff (Virtual); Sharonda Bailey; Beverly Batson; Richard Campillo; Kirk Englehardt; Maria Hernandez; Carol Hylton; Melody McDonald; Renee Podolsky; Dr. Amoy Reid; Ellie Schrot; Zachary Talbot; Julie Winburn (Virtual); Dr. Allan Zeman
Members Absent	Twan Russell
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Judith Merritt, COO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Allison Metsch, Sr. Director of Education & Quality; Ayme Hamoui, Director of Education Program Assessment(Virtual); Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Megan DeGraaf, Purchasing and Procurement Specialist (Virtual); Kasey LaFrance, Contracts Administration Manager; Magdalena Laino, Quality Assurance Manager (Virtual); Sarane Epps, Contract Specialist (Virtual); Samantha Dempsey, Accountant (Virtual); Irene Ramos; Office Manager (Virtual); Sandra Paul, Senior Director of Provider Reimbursement (Virtual); Roy Persaud, Accountant (Virtual);
Others in Attendance	Julie Klahr, General Counsel; User (Virtual, unidentified); David Millier; Lorena Bravo

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:39 AM. The roll was called, and a quorum was established.
Chair Report	<p>Chair Laurie Sallarulo welcomed Dr. Allen Zeman, who is representing the Broward County Public School Board.</p> <p>Chair Laurie Sallarulo announced that Beverly Batson is resigning, and today is her last Board Meeting. Also, Kristina West has also resigned and is considering becoming an Honorary Board Member.</p>
CEO Report	<p>The CEO welcomed Board members. We are getting another \$500,000 in ARPA COVID relief dollars for the homeless initiative. Trying to help parents who are homeless with workforce issues in the early learning space. We are talking to people in the community who are homeless experts to help us get as much information as we can since this is new. More information to come as we know more.</p> <p>Chair Laurie Sallarulo requested that for one of the meetings in the future, we could get a more in-depth understanding of the special needs population since there is new legislation coming down. Specifically, what efforts are we making, and what will happen when the ARPA funds go away, how will we sustain some of those programs? The CEO replied that we could provide that information at a Lunch & Learn.</p> <p>Monica King expressed interest in the Homeless population as she comes across so many homeless new moms in the work that we do. She’s worked with Dr. Rebecca McGuire, Ph. D., who is head of Homeless Initiative Partnership (HIP) and would love</p>

	<p>to be at that table.</p> <p>Howard Bakalar, CPO, shared that DEL has not talked to anyone on the homeless side about the operational side of this. It is only for families who have been formally brought into the homeless network. We may struggle to spend all the money, but what we do spend will be done smartly.</p> <p>Carol Hylton requested to be included because Career Source would be able to pick up wherever you need help since we received a discretionary grant for half a million targeting single mothers. It's a 2-year grant, and it has to do with the Hope initiative.</p>
<p>Mission Moment-Back to School</p>	<p>A video was shown highlighting the recap of some of our Back-to-School Activations events.</p>
<p>Consent Agenda</p> <ol style="list-style-type: none"> 1. Approve June 14, 2023, Meeting minutes 2. B241CA1 – Approve CSC Financially Assisted Child Care Agreement Renewal 3. B241CA2 – Approve CSC Vulnerable Populations Program Agreement Renewal 4. B241CA3 – Approve Broward County School Readiness & Special Needs Agreement Renewal 5. B241CA4 – Approve City of Pompano Beach Match Funding 6. B241CA5 – Approve Children’s Forum Sub-Recipient Agreement Budget Amendment 7. B241CA6 – Approve Scholastic Agreement Renewal 8. B241CA7 – Authorize Teachstone Sole Source Award 9. B241CA8 – Authorize Contracted CLASS Observers RFQ 10. B241CA9 – Authorize Mental Health Kits RFQ 11. B241CA10 – Authorize Provider Professional Development Trainer RFP 12. B241CA11 – Approve Updated Fiscal Policies 13. B242CA12 – Approve Draft 	<p>A Motion was made by Renee Podolsky to approve the consent agenda excluding items (#2) B241CA1, (#3) B241CA2 and (#4) B241CA3, Seconded by Monica King. The Motion was unanimously approved. Motion Passes.</p> <p>Abstentions: The following Board Members abstained from voting on items (#2) B241CA1, and (#3) B241CA2 and have completed the conflict-of-interest forms.</p> <ul style="list-style-type: none"> • Cindy Arenberg-Seltzer abstains because the funding of these items comes from the government agency that she runs, CSC of Broward County. • Dawn Liberta abstains because she is the Board Chair of CSC of Broward County. • Dr. Allen Zeman abstains because he sits on the CSC Board of Broward County. <p>A Motion was made by Renee Podolsky to approve the consent agenda items #2(B241CA1), and #3(B241CA2), Seconded by Kirk Englehardt. The Motion was unanimously approved. Motion Passes.</p> <p>Abstentions: The following Board Members abstained from voting on item (#4) B241CA3 and have completed the conflict-of-interest forms.</p> <ul style="list-style-type: none"> • Julie Winburn abstains because she works for Broward County Child Care Licensing. <p>A Motion was made by Dawn Liberta to approve the consent agenda item #4(B241CA3), Seconded by Cindy Arenberg-Seltzer. The Motion was unanimously approved. Motion Passes.</p>

<p>2022 403B Retirement Plan Audit Report and Draft 2022 Form 5500</p>	
<p>Finance Committee</p> <ol style="list-style-type: none"> 1. B241FIN1 – Preliminary FY 23 Financial Results 2. B241FIN2 – Approve July Interim Financial Statements 3. B241FIN3 – Approve Budget Amendment #1 4. B241FIN4 – Approve Expenses over \$35K 	<p><u>Preliminary FY 23 Financials</u></p> <p>The CAO presented the preliminary FY24, expressing that the waitlist is now closer to 2,000 children.</p> <p>Dr. Zeman added that without actual Data showing what the need is, the vote from Tallahassee will not move. They will use data with actual numbers rather than what the need is. Dr. Zeman suggested doing surveys or partnering with another organization that is willing to do that. Finance Committee Chair Cindy Arenberg-Seltzer explained that we have tried with other kinds of data.</p> <p>Chair Laurie Sallarulo added that over the last couple of years, Renee’s Leadership with DEL has made a difference. We are in a different place than we were the last time we had a waitlist. Laurie Sallarulo asked what can we, as board members, do to help? The CEO replied that as we have legislative visits, we will inform the Board so they can help spread the word.</p> <p><u>Approve July 2023 Interim Financial Statements</u></p> <p>A Motion was brought forth by the Finance Committee Chair Cindy Arenberg-Seltzer to Approve July 2023 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> <p><u>Approve FY 2024 Budget Amendment #1</u></p> <p>A Motion was brought forth by the Finance Committee Chair Cindy Arenberg-Seltzer to Approve FY2024 Budget Amendment #1 as presented and amended. The Motion was unanimously approved. Motion Passes.</p> <p><u>Approve FY 2024 Purchases over \$35,000</u></p> <p>A Motion was brought forth by the Finance Committee Chair Cindy Arenberg-Seltzer to Approve FY 2024 Purchases over \$35,0000. The Motion was unanimously approved. Motion Passes.</p>
<p>Regular Business</p> <ol style="list-style-type: none"> 1. B241RB1 - Ratify Bryant Miller Olive P.A and Klausner Group Contracts 2. B241RB2 - Authorize Procurement for Retirement Plan Services 	<p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Carol Hylton to Ratify the Agreement with Bryant, Miller, Olive PA for FY24 Employment Law Related Legal Services, and Ratify the Agreement with the Klausner, Kaufman, Jensen & Levinson PA for FY24 ERISA Related Legal Services. The Motion was unanimously approved. Motion Passes.</p> <p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Dawn Liberta to Approve an Increase to the ELC 403B Retirement Plan Match Policy as Presented, Effective October 1, 2023, and Approve the Plan to Procure New Plan Services Providers. The Motion was unanimously approved. Motion Passes.</p>

<p>3. B241RB3 - Approve CEO Performance Evaluation Results and CEO Performance Pay</p>	<p>The COO discussed the CEO’s FY 23 Evaluation results. The overall score for the CEO performance rating was 4.3, which exceeds expectations.</p> <p>A Motion was made by Monica King and seconded by Cindy Arenberg-Seltzer to Approve the following:</p> <ol style="list-style-type: none"> 1. Approve FY23 CEO Evaluation Results 2. Approve \$10,000 Performance Bonus for FY23 effective June 30, 2023 (accrued) 3. Approve Adjustment to CEO base pay to \$210,155 effective August 15, 2023, as presented. <p>The motion was unanimously approved. Motion Passes</p>
<p>Governance Committee <i>Update from Committee Chair</i></p>	<p>None</p>
<p>Program Review Committee <i>Update from Committee Chair</i></p>	<p>Program Review Committee Chair Monica King shared highlights that were discussed in the meeting including, the new waitlist and where we currently are, strategies for spending \$19M in ARPA discretionary funds, expanding the training for the onsite and center-based training for educators and a commitment to continuing to support CDA classes.</p>
<p>Nominating Committee <i>Update from Committee Chair</i></p>	<p>None</p>
<p>Ad Hoc Fundraising <i>Update from Committee Chair</i></p>	<p>Michael Asseff, Co-Chair of Fundraising Committee, shared that we will be having our first Fundraising event, “Wine & Cheese Social” a “Bring Your Friend” on October 5, 2023. The hope is that Board members invite attendees so ELC can friend/fundraise. Additionally, if any of the Board has an Honorary Board member in mind, this could be the event they attend to learn about the ELC.</p> <p>Michael Asseff also shared that Kristina West is no longer on the board, and we now have a spot open on the Board, if anyone can refer a Board member.</p> <p>Chair Laurie Sallarulo added that we have spots open for the Private Sector and Provider Representatives.</p>
<p>Audit Committee <i>Update from Committee Chair</i></p>	<p>None</p>
<p>Provider Representatives <i>Update from Provider Representatives</i></p>	<p>None</p> <p>Renee Jaffe, CEO, and Chair Laurie Sallarulo presented a memento to our Board Faith Based Provider Representative, Beverly Batson, for all her Board Participation as this is her last Board Meeting.</p>
<p>Unfinished Business</p>	<p>None</p>
<p>Matters from the Chair</p>	<p>None</p>

Matters from the Board	Dawn Liberta announced that she resigned from her position at the Department of Children and Families and took a position at Healthy Mom Healthy Babies. Ellie Schrot acknowledged Allison and her team for their hard work on the peer support folks to help with the referrals with Early Steps.
Matters from the CEO	None
Matters from Committees	None
Matters from our Partners	None
Public Comments	There was no discussion.
Next Meeting	<u>October 16, 2023, at 9:30 AM</u>
Adjourn	The meeting adjourned at 11:06 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.