



**APPROVED AT NOVEMBER 01, 2022 EXECUTIVE COMMITTEE MEETING**

Early Learning Coalition of Broward County, Inc.

**Executive Committee Meeting Minutes**

**August 30, 2022 – 1:30 pm**

Virtual Meeting

Members in Attendance	Chair, Laurie Sallarulo; Dawn Liberta; Twan Russell; Cindy Arenberg-Seltzer; Michael Asseff; Renee Podolsky
Members Absent	Monica King;
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Judith Merritt, COO, Stephanie Landreville, Controller; Allison Metsch, Director of Education & Quality Initiatives; Lizbeth Juan, Executive Assistant; Melody Martinez, Board Liaison; Amy Moore, Senior Director of Family Services and Provider Relations; Reiner Potts, Financial Analyst; Kasey Lafrance, Contracts Administration Manager; Megan DeGraaf, Purchasing and Procurement Specialist; Ancel Pratt, III, Senior Director of Communications & Outreach
Others in Attendance	Julie Klahr, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair, Laurie Sallarulo called the meeting to order at 2:39 PM. Roll was called, and a quorum was established.
Chair Report	We just started our new Fiscal Year in July and from a Board attendance perspective, please remember we cannot miss 3 consecutive meetings or 4 non-consecutive meetings in the Board and Committee meetings we serve on.
CEO Report	Nothing to report
<b>CONSENT AGENDA</b> a. Approve May 24, 2022, Executive Committee meeting minutes b. EXC231CA1 – CSC Financially Assisted Child Care Agreement Renewal c. EXC231CA2 – CSC Vulnerable Populations Program Agreement Renewal d. EXC231CA3 – Broward County School Readiness & Special Needs Agreement e. EXC231CA4 – Revation System Inc. Amendment Increase	<p>There was a <b>Motion</b> to approve items A-E except for items B and C on the Consent Agenda by Dawn Liberta and <b>Seconded</b> by Renee Podolsky. <b>Motion Passes. Unanimously approved.</b></p> <p><b>Abstentions:</b> Board Members Cindy Arenberg-Seltzer &amp; Dawn Liberta both abstained from voting due to voting conflict with items B &amp; C and completed the required conflict of interest documentation.</p> <p>There was a <b>Motion</b> to approve items B and C on the Consent Agenda by Renee Podolsky and <b>Seconded</b> by Twan Russell. <b>Motion Passes. Approved.</b></p>
<b>REGULAR BUSINESS</b> a. EXC231RB1 – Approve Related Party Lease Agreement with School Board	<b>Approve Related Party</b> There was a <b>Motion</b> to approve Three-Year Related Party Lease Agreement Renewal with the School Board of Broward County at the Gulfstream Early Learning Center for the period September 5, 2022 through September 4, 2025, by

b.EXC231RB2 – CEO Performance Evaluation Results and CEO Performance Pay

Twan Russell and **Seconded** by Dawn Liberta. **Motion Passes. Unanimously approved.**

**CEO Performance Evaluation Results and CEO Performance Pay**

CEO evaluation has two parts, Section I – a leadership performance evaluation tool that consists of 10 leadership indicators and counts towards 40% of the CEO’s evaluation, and Section II – CEO Goals metrics, which count towards 60% of the evaluation. There was an 84% response rate from the Board, 2 of those that responded have been on the Board less than 6 months, so their ratings were not included in the overall aggregation for the CEO Evaluation.

In section I of the CEO Performance Evaluation, 79% of the Board rated the CEO as Exceeds Expectations or Outstanding, and in Section II - CEO Goals/Outcomes, 71% rated the CEO as either Exceeds Expectations or Outstanding. Zero Board members scored the CEO Below Expectations in any section

Overall, the score was 4.2 which Exceeds Expectations.

The CEO is eligible for up to \$10, 000 in Performance pay.

There was a **Motion** to approve CEO’s Evaluation Results and Approve CEO Performance Pay to the Full Board by Dawn Liberta and **Seconded** by Cindy Arenberg-Seltzer. **Motion Passes. Unanimously approved.**

Dawn Liberta thanked CEO Renee, and the Staff for all the hard work and congratulated her on the evaluation.

Cindy Arenberg-Seltzer agreed with Dawn.

Chair Laurie Sallarulo added that this year was a great year of growth for the organization.

**CEO Goals for FY 22/23**

c.EXC231RB3 – CEO Goals for FY 22/23

Dawn Liberta asked if the personal goals are going to be added to your evaluation as well.

CEO replied that last year it was suggested by this group to add growth opportunities that are more specific to CEO and not to the organization.

Dawn responded that she does not have an issue with adding personal growth if that’s what everyone wants. My personal issue is that you will add those on top of what’s already there. Your specific performance appraisal is the longest and most involved performance appraisal I do. My only request is that if we are going to add the personal goals, we look at what we are taking out.

Chair Laurie Sallarulo added that she saw growth as a leader this year in Renee, both in the community and internally. I want to recognize that. I hope that as a

	<p>Board we continue to support her by continuing to get guidance and coaching and giving her the opportunity to continue to grow, as well as the Exec team.</p> <p>Dawn Liberta agreed.</p> <p>There was a <b>Motion</b> to approve CEO Goals and CEO Scorecard, and bring to the Full Board by Dawn Liberta, and <b>Seconded</b> by Renee Podolsky. <b>Motion Passes. Unanimously approved.</b></p>
<b>UNFINISHED BUSINESS</b>	There was no discussion.
<b>NEW BUSINESS</b> a. EXC231RB4 – Related Party Purchase from the School of Broward for Training Room Facility Usage Fees	<u><b>Approve Related Party</b></u> There was a <b>Motion</b> to approve Related Party Purchases for Training Room Facility Usage Fees at SBBC Gulfstream Center for period of September 1, 2022- June 30, 2023, by Michael Asseff and <b>Seconded</b> by Twan Russell. <b>Motion Passes. Unanimously approved.</b>
<b>MATTERS FROM CHAIR</b>	There was no discussion.
<b>MATTERS FROM COMMITTEES</b>	There was no discussion.
<b>PUBLIC COMMENT</b>	There was no comment.
<b>NEXT MEETING DATE</b>	November 1, 2022
<b>ADJOURN</b>	<b>A Motion</b> was made to adjourn at 3:00 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.*