



APPROVED ON JANUARY 23, 2024, FINANCE COMMITTEE MEETING

Early Learning Coalition of Broward County, Inc.

Finance Committee Meeting Minutes

December 5, 2023, at 1:30 PM

Virtual Meeting

Members in Attendance	Chair Cindy Arenberg-Seltzer (joined at 1:46 pm); Maria Hernandez; Renee Podolsky; Twan Russell; Laurie Sallarulo
Members Absent	Zachary Talbot
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Megan DeGraaf, Purchasing & Procurement Specialist; Reinier Potts, Financial Analyst; Kasey LaFrance, Contracts Administration Manager; Sarane Epps, Contrast Specialist; Sandra Paul, Senior Director of Provider Reimbursements; Allison Metsch, Senior Director of Education & Quality; Ancel Pratt III, Senior Director of Communications; Amy Moore, Sr. Director of Family Services & Customer Services; Samantha McAnally, Accountant
Others in Attendance	Julie Klahr, Legal Counsel; Monica King; Michael Asseff

Item	Action/Discussion
Welcome & Call to Order	Acting Chair Laurie Sallarulo called the meeting to order at 1:39 p.m. The roll was called, and a quorum was not established at that moment. A quorum was established when Chair Cindy Arenberg-Seltzer joined at 1:46 pm.
Consent Agenda	
1. Approve October 3, 2023, Committee meeting minutes	A Motion was made by Maria Hernandez and Seconded by Renee Podolsky to move the Consent Agenda. The Motion was unanimously approved. Motion Passes.
Regular Committee	<u>Approve August Interim Financial Statements</u>
1. FIN243RB1 – Approve August Interim Financial Statements	CAO went over the August Interim Financial Statements. A Motion was made by Maria Hernandez and Seconded by Laurie Sallarulo to Approve August 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.
2. FIN243RB2 – Approve Budget Amendment #3	<u>Approve FY2024 Budget Amendment #3</u> A Motion was made by Laurie Sallarulo and Seconded by Maria to Approve FY 2024 Budget Amendment #3 as presented. The Motion was unanimously approved. Motion Passes.
3. FIN243RB3 – Provide Budget Authority for Individual Expenses over \$35K	<u>Approve FY 24 Purchases over \$35K</u> CAO went over the two Program Purchases of over \$35,000. There was a discussion regarding the amount and the benefits.

	A Motion was made by Twan Russell and Seconded by Maria Hernandez to Provide Budget Authority for FY 2024 Purchases over \$35,000 as presented. The Motion was unanimously approved. Motion Passes.
Unfinished Business	None
New Business	None
Matters from the Chair	None
Public Comments	There was no discussion.
Next Meeting	<u>January 23, 2024, at 1:30 PM</u>
Adjourn	The meeting adjourned at 2:27 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 before approval at the next meeting.