

**APPROVED AT APRIL 26, 2022 FINANCE COMMITTEE MEETING**

Early Learning Coalition of Broward County, Inc.

**Finance Committee Meeting Minutes**

**March 29, 2022, at 1:30 pm**

Virtual Meeting

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| Members in Attendance | Chair Cindy Arenberg-Seltzer; Renee Podolsky; Khalil Zeinieh; Dawn Liberta; Laurie Sallarulo; Twan Russell   |
| Members Absent        | Zachary Talbot   |
| Staff in Attendance   | Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Judith Merritt, COO; Allison Metsch, Director of Education & Quality Initiatives; Stephanie Landreville, Controller; Elsy Silvestre, Contract Administrator; Sandra Paul Sr. Director of Provider Reimbursement; Samantha Dempsey, Accountant; Jackie Hudson, Accountant; Reiner Potts, Financial Analyst; Megan DeGraaf, Purchasing and Procurement Specialist; Lizbeth Juan, Executive Assistant; Melody Martinez, Board Liaison |
| Others in Attendance  | Richard Campillo; Michael Asseff; Monica King; Marlon Hill, Shana Bridgeman, Jacob Horowitz  |

| Item   | Action/Discussion   |
|--|---|
| Welcome & Call to Order  | Khalil Zeinieh called the Finance Committee to order at 1:35 pm at the request of the Chair because the Chair was having connectivity issues and could not easily see the screen. Roll was called, and a quorum was established. The Chair took over after her connectivity issues were resolved. |
| <b>CONSENT AGENDA</b>  |   |
| a. Approve February 1, 2022, Finance Committee meeting minutes | There was a <b>Motion</b> to approve the Consent Agenda by Renee Podolsky and <b>Seconded</b> by Dawn Liberta. <b>Unanimously approved. Motion Passes.</b>  |

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| <p><b>REGULAR BUSINESS:</b></p> <p>a. FIN225RB1 Approve February 2022 Interim Financials</p> <p>b. FIN225RB2 Approve Proposed Purchase over \$35,000</p> | <p>CAO spoke about the Interim Financial Statements for the 8-month period ending February 28, 2022 highlighting the following:</p> <ul style="list-style-type: none"> <li>• The Coalition has reached the point where there is no waiting for services for the first time in Coalition history and will continue to enroll all families in real time as applications come in.</li> <li>• Provider reimbursement rates for non-school-aged children reached the 75<sup>th</sup> percentile of the most recent market rate survey for the first time in Coalition history. The increase went into effect on March 1 and providers will see the change with their reimbursements in April.</li> </ul> <p>Khalil Zeinieh stated that he was impressed that the wait list has been cleared and that provider rates have hit the Federal targets, complimenting the staff for their hard work.</p> <p>Renee Podolsky asked if we have a marketing plan to see if there are additional families out there who will apply for care now that there is no waiting? CEO replied that staff have a comprehensive plan in place and have procured a vendor to run several campaigns.</p> <p>There was a <b>Motion</b> to Approve the February 2022 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant by Renee Podolsky and <b>Seconded</b> by Dawn Liberta. <b>Unanimously approved. Motion Passes.</b></p> <p><b><u>Approve Proposed Purchases over \$35,000</u></b></p> <p>There was a <b>Motion</b> to Approve FY22 Purchases over \$35,000 by Khalil Zeinieh and <b>Seconded</b> by Dawn Liberta. <b>Unanimously approved. Motion Passes.</b></p> |
| <b>NEW BUSINESS</b>  | There was no discussion.   |
| <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>   | April 26, 2022, at 1:30 PM   |
| <b>ADJOURN</b>   | Chair, Cindy Arenberg Seltzer, motioned to adjourn the meeting at 2:00 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.*