



APPROVED at the March 22, 2017 Finance Meeting

Early Learning Coalition of Broward County
Finance Committee Meeting Minutes

March 1, 2017 – 3:00 pm

6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Cindy Arenberg Seltzer, Jeffrey Dwyer via phone, Nicholas Kaniaris, Deborah Meidinger Hosey

Members Absent: Renee Podolsky, Barrington Russell, Laurie Sallarulo

Staff in Attendance: Christine Klima, Sandra Paul, Doreen Moskowitz, Reinier Potts, Ros Desroches, Hubert Cesar, Judy Samuels, Mabel Ramirez, Irene Ramos

Others in Attendance: Jacob Jackson, General Counsel, Christy Kozla-BRHPC, Natasha Markman-BRHPC, Michelle Rosiere - BRHPC

(from sign-in sheet)

| Item | | Follow-up |
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| Welcome & Call to Order | Vice Chair Cindy Arenberg Seltzer called the meeting to order at 3:14 pm Self-introductions were made. A quorum was established. | |
| Approve January 25, 2017 Minutes | Motion made by Deborah Hosey to approve the January 25, 2017 minutes. Seconded by Nicholas Kaniaris. Unanimously approved | |
| Finance Report Proposed Mid -Year Budget Modifications | Christine Klima reported on the revisions made for the Mid-Year Budget. Funds were identified and realigned. Next year’s budget will be fully evolved. Subcontractors are on track although a commonality among them is a staff turnover with an average of about 42% where we should be at 50%. Those subcontractors who have and are experiencing this turnover have submitted their plans on how they will be spending that out and will be reviewed for 3 rd quarter. No contract reductions will take place. | |

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| <p>\$5k Proposed expense</p> | <p>New adjustments were made to add new monies from OEL and DCF and deferred CSC dollars. An explanation of the deferred monies was made. ELC direct funding reflects approximately \$650k related to Quality and are available for spending and \$600k allocated to Provider Services. \$250k of the \$650k have been put in reserve to put towards slots at end of 3rd quarter. Administration budget changes were made with about \$399k reallocated to some additional activities in four categories: One time enhancement items; Professional Development for ELC Staff; Migration to electronic records system and IT infrastructure upgrades.</p> <p>Mabel Ramirez, Director of Education and Quality reported on extra space for training purposes. A Brief discussion on the build out in the new space and infrastructure upgrades to include digital scanning of records. Hubert explained the advantage between leasing and buying a scanner and suggesting that buying the scanners would be of benefit. Renee added that on-site scanners would benefit providers with ELC assisting them scanning to the provider portal.</p> | |
| <p>Professional Development</p> | <p>Christine reported briefly on the monies allocated for leadership executive coaching, internal professional development related to quality and internal professional development related to team building. Renee added that the professional training related to quality and team building would create a model to follow and reduce the need to outsource and thereby maximizing the dollars.</p> <p>Mabel reported that a temporary Inclusion Specialist will be assisting the ELC with the backlog of calls from the Warm-line. \$75k has been budgeted for train the trainer and community scholarships, model classroom, book donation to literacy bus, Art Throb and TSG.</p> <p>Cindy recommended that there be reporting and a revisit on the concentration of centers with the need for TSG and maximize the usage of monies. With the new OEL expulsion policy, there may be a higher need of assessing the children.</p> <p>Cindy recommended putting an ELC training reimbursement policy in place for employees who take the training and then leave the work place.</p> | |

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| Utilization | <p>Renee Jaffe, CEO commented on the RTCO feedback. A compilation of data from the program is in process and will be presented with the outcomes. This will allow a better idea of how to proceed.</p> <p>Cindy requested a motion for approval of proposed Mid-Year Budgeted Modifications. Motion made by Deborah Hosey. Seconded by Nicholas Kaniaris. Unanimously Approved.</p> <p>Motion made by Nicholas Kaniaris to move forward the proposed administrative purchases over \$5k. Seconded by Deborah Hosey. Unanimously Approved.</p> <p>A discussion among the members was held on the ELC providing training in house or out in the community and a recommendation was made to provide the Board all the options for in house training space and administrative functions space.</p> <p>Motion made by Nicholas Kaniaris to authorize staff to explore expanding the office space and Seconded by Deborah Hosey. Unanimously approved.</p> <p>Motion made by Nicholas Kaniaris to approve budget and amendments and financial statements as presented with the caveats. Seconded by Deborah Hosey. Unanimously approved.</p> <p>Reinier commented on slot utilization. Slot dollars will be able to serve an additional 160 children and keep within the current funds. In December, we served 61 more children than anticipated.</p> | |
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| New Business | | |

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| Matters from the Chair | | |
| Matters from the Committee | There was no discussion. | |
| Public Comment | There was no comment. | |
| Next Meeting Date | March 22, 2017 | |
| Adjourn | Motion to adjourn was made by Deborah Hosey. The meeting was adjourned at 5:01 pm. | |

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.