



**Approved at the May 3, 2018 Board Meeting**

Early Learning Coalition of Broward County  
 Board Meeting Minutes  
 April 5, 2018 @ 3:00 PM  
 6301 NW 5<sup>th</sup> Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Chair; Angela Iudica; Cindy Arenberg Seltzer; Deborah Meidinger Hosey; Dolly Trevino Rump; Ellen Schrot; Jeffrey Dwyer; Khalil Zeinieh; Mason Jackson; Monica King; Natalie Williams; Richard Campillo; Renee Podolsky, via phone

Members Absent: Ashley Davis; Avis Proctor; Kenickay Prendergast; Laurie Rich Levinson; Michael Asseff; Nicholas Kaniaris; Silvia Beebe; Schmeka Lyons; Twan Russell.

Staff in Attendance: Renee Jaffe; CEO; Christine Klima, CAO; Howard Bakalar, COO; Alexander Browning; Amy Ungor; Doreen Moskowitz; Hubert Cesar; Irene Ramos; Karen Swartzbaugh; Keisha Dunn-Pettis; Megan DeGraaf; Reinier Potts; Sandra Paul; Suwenda Louis

Others in Attendance: Jacob Jackson, General Counsel  
 Allison Metsch, NSU; Barbara Weinstein, Michelle Rosegreen and Betty Moore, Family Central

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo, Chair, called the meeting to order at 3:22 p.m. A Roll Call was conducted and a quorum was established with the arrival of Cindy Arenberg Seltzer and Natalie Williams at 3:35 p.m.	

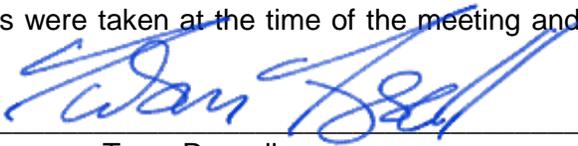
Chair Report	Laurie Sallarulo announced the resignation of Kenickay Prendergast, who is leaving the area, and wished her well in her new endeavors. In preparation for the election of Board Officers, descriptions of the roles and responsibilities of each position will be emailed to all Board members with a survey requesting nominations.	
<p>Consent Agenda:</p> <p>Approve March 1, 2018 Meeting Minutes</p> <p>Approve Broward County Special Needs Contract Amendment</p>	<p>A <b>Motion to Approve</b> the March 1, 2018 Minutes and the Broward County Special Needs Contract Amendment was made by Jeffrey Dwyer, <b>seconded</b> by Monica King and <b>unanimously approved</b>. Deborah Meidinger Hosey <b>abstained</b> from voting on the Broward County Special Needs as she is an employee with Broward County Government.</p>	
<p>CEO Report</p> <p>Sub Recipient Agreement Update</p> <p>Authorize CEO to Continue Leasing Swing Space</p>	<p>Renee Jaffe, CEO, introduced Keisha Dunn Pettis as ELC's new Director of Family Services and Provider Relations.</p> <p>Due to the re-structuring of the Family Services department and new parent outreach efforts, Renee gave kudos to staff for a re-determination response of 100% for the month of March. Board members applauded the organization for this amazing achievement!</p> <p>Legislative actions that impact the Office of Early Learning and ELCs were summarized including subsidy differentials, new quality and child assessment initiatives and modifications to the statewide information system and data elements in the statewide annual report.</p> <p>Hubert Cesar, IT Director, provided a brief update on the EFS Modernization. He will be part of a statewide team to provide additional testing of the system prior to the statewide roll-out in July. Providers have already begun entering data into the system and workload efficiencies are already having an impact.</p> <p>Renee provided an update on Family Services Currently. Since the department restructure, there are ben a 100 percent response rate for redetermination cases. Currently, 70 children from the wait list are now receiving services with an additional 160 children in process. In addition, 300 additional families (424 children) have been notified of their potential eligibility for care, for a total of 826 children notified.</p> <p>Renee Jaffe provided a timeline of dates and actions to be brought to the Board for sub-recipient contracts for FY 19.</p> <p>Howard Bakalar, COO, presented comparison data for five (5) potential lease space options, all of which are within the approved operating budget. Cindy Arenberg Seltzer expressed her appreciation for the detailed information and analysis provided.</p>	

<p>Request the Board Chair Create an Ad Hoc Lease Space Committee</p> <p>FY 17/18 Annual Report Update</p> <p>Approve February Interim Financial Statements</p> <p>Strategic Plan Committee Report</p>	<p><b>A Motion to Authorize</b> the CEO to Continue Leasing Swing Space Not to Exceed \$27.10/square foot at Lakeside Plaza was made by Jeffrey Dwyer, <b>seconded</b> by Cindy Arenberg Seltzer and <b>unanimously approved</b>.</p> <p>Mason Jackson requested clarification regarding the role of the Ad Hoc Committee which will be to advise staff and provide guidance as needed. He also recommended that the Ad Hoc Committee include external partners with expertise in the area of lease negotiations.</p> <p><b>A Motion to Request</b> that the Board Chair Create an Ad Hoc Lease Committee to include outside individuals from the outside community who's specialty may be in commercial leasing to assist with lease negotiations and space/move related decisions <b>was made by Jeffrey Dwyer, seconded</b> by Cindy Arenberg Seltzer and <b>unanimously approved</b>.</p> <p>Renee Jaffe provided an update on the 1<sup>st</sup> and 2<sup>nd</sup> quarter OEL annual report data. There was discussion about how this data, and other data elements in process, can be used to inform service decisions. Cindy Arenberg Seltzer commended the Sr. Leadership Team on their efforts to provide greater context for, and a deeper analysis of this complex data.</p> <p>ELC is in the process of an outreach effort to enroll 300 income-eligible children to respond to attrition and ensure full contract utilization, beginning this month. There was discussion about the provider capacity to serve infants due to cost, liability and the availability of recruiting qualified staff to care for this population. Board member Natalie Williams will bring the Board's interest in assisting back to the provider community for further discussion and planning. Natalie also expressed interest in working with the Strategic Planning Committees at their upcoming meetings.</p> <p><b>A Motion to Approve</b> the February Interim Financial Statements was brought forward by the Finance Committee pending approval of an annual audit performed by a qualified independent certified public accountant. The motion was <b>unanimously approved</b>.</p> <p>Richard Campillo, Committee Chair, presented an update on the strategic planning process. They are working with Tony Beall, a consultant hired to facilitate the ELC's overall Strategic Plan, and are scheduled to meet again on April 11<sup>th</sup> to finalize recommendations to the Board.</p>	
<p>Matters from the Chair</p>	<p>Laurie Sallarulo advised that a survey is in process to consider new Board meeting dates for FY 19. She also encouraged all Board Members to complete the CEO performance evaluation next month.</p>	

Matters from the Committee	Jeffrey Dwyer requested that Categories Exempt from Licensing be added to the Glossary of Terms for easy reference. Deborah Meidinger Hosey also suggested that ELC explore outreach and marketing opportunities with the upcoming Small Business Expo.	
Public Comment	There was no public comment.	
Next Meeting Date	May 3, 2018 at 3:00 p.m.	
Adjourn	A Motion to Adjourn was made by Mason Jackson and the meeting adjourned at 4:19 p.m.	

These minutes contain the action items of the meeting of the Board of Directors 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.

Board Secretary certifies that minutes were taken at the time of the meeting and that these official minutes have been reviewed for accuracy.

Board Secretary Certification:  \_\_\_\_\_  
Twan Russell