



APPROVED AT THE APRIL 14, 2017 BOARD MEETING (ADDENDUM NOTED)  
 Early Learning Coalition of Broward County  
 BOARD Meeting Minutes  
 March 10, 2017 – 8:30am  
 6301 NW 5<sup>th</sup> Way, Suite 3400, Fort Lauderdale, FL 33309

- Members in Attendance: Laurie Sallarulo, Cindy Arenberg Seltzer, Schmeka Lyons via phone, Renee Podolsky via phone, Michael Asseff, Howard Bakalar, Mason Jackson, Jody Miller, Ashley Davis, Silvia Beebe, Ellie Schrot, Laurie Rich Levinson via phone, Dolly Rump, Deborah Meidinger Hosey, Kenickay Prendergast via phone
- Members Absent: Barrington Russell, Dr. Avis Proctor, Jeffrey Dwyer, Nicholas Kaniaris, Twan Russell
- Staff in Attendance: Renee Jaffe, Gordia Ross, Sandra Paul, Doreen Moskowitz, Renier Potts, Ros Desroches, Hubert Cesar, Mabel Ramirez, Suwenda Louis, Maria Mendoza, Irene Ramos
- Others in Attendance: (from sign-in sheet) Jacob Jackson, General Counsel, Michelle Rosiere – BRHPC, Francisco Isaza – 211, Jeffery Halsey, Melodee Lokos – Early Learning Center of Sunrise, Cynthia Borders – SB & Co., Layne Polakoff, Karen Swartzbaugh Ghezzi, Mairim Hernandez- Charlee Preschool, Nurit Sheinberg – NSU, Carol Adams – Early Learning Center of Margate, Sharon Cohen – Children Services Council

| Item                          |  | Follow-up |
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| Welcome & Call to Order       | Chair called the meeting to order at 8:53am. Roll Call was done and a quorum was established.  |           |
| Chair Report Board Membership | Welcome Jody Miller who represents the Private Provider Board Member seat. The Chair appointed Ellie Schrot as Nominating Chair of the Committee. There are currently two Private Business Sector Board vacancies that need to be filled and one of the first orders of business will be nominating a First Vice Chair ( <b><i>addendum: as Fabienne Fahnestock has moved on as an appointed judge, one of the first duties of the Nomination Committee is to forward a recommendation to the Board</i></b> ). A request was made for nominees to be submitted to the Chair for review |           |

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|  | <p>first and then to the Nominating Committee.</p>   |  |
| <p>Accomplishments</p>                   | <p>The CEO acknowledged there were 23 Providers that hit the second benchmark of the Performance Funding Project. These providers received financial rewards for completing professional development. Mabel recognized the Providers present; Early Childhood Learning Center and Charlee Preschool. A list of all the providers which accomplished their benchmark are included in the Board Packet.</p>  |  |
| <p>CEO's Report<br/>Staffing Updates</p> | <p>CEO reported on Senior Staff on medical leave and the ELC wishes them a speedy recovery and return back to work. As part of the plan in in the interim, a few changes within the infrastructure have been made. Karen Swartzbaugh Ghezzi has agreed to be our Board Communications Advisor on a part time and temporary basis. She will assist in a new process for board and committee meeting packet assembly as well as the coordination with members. Karen will be contributing to help make everything streamlined and concise and pass that on to a second person who will be hired to assist with this in the future.</p> <p>The ELC has been working with the School District on a plan for Kindergarten Transition activities. The School District and RTCO will be providing activities for SR and VPK programs that would like to participate in the activities. On April 22 RTCO, VPK and Head Start children will have the opportunity to see a Three Little Pigs themed play at the Parker Playhouse. There will be representatives from the Cultural Arts community. Then on April 27, there will be Countdown to Kindergarten Day for any VPK or SR provider interested in participating. The event will include a "Day In the life of Kindergarten" video, a book reading of a Kindergarten themed book and activities which the children can engage in to help them transition to Kindergarten. Parents will receive tips on how to help their child easily transition and prepare for Kindergarten. The ELC is looking to be able to fund a portion of the book <u>I'm Ready for Kindergarten</u>, which will be given out to all participating providers so everyone involved will be reading the same book on the same day.</p> <p>EFS Modernization: The State is finalizing a roll out of a Phase 1 of the EFS Modernization. The ELC of Broward is waiting until the functionality is in place before transferring over to the new system which will modernize the provider portal first and</p> |  |

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|                                   | <p>then the eligibility portal. Staff member Hubert Cesar, IT Manager at the ELC of Broward stated other ELC's are using and testing the new system at this time. The system will provide one centralized place to access information and both OEL the ELC is ensuring that the very best product is in place for providers and families.</p> <p>ASQ developmental piece will not be part of the 3.0 EFS Modernization phase but will eventually be integrated in to the new system. The state system will also alleviate the cost of having other companies' service the ELC of Broward portals. Providers have been made aware the Provider portal will roll out first and BRHPC has been made aware regarding the family portal roll out. OEL is currently moving the existing data to the new system. ELC is looking into extending the current contract with the existing provider portal service provider, expiring June 30<sup>th</sup> to ensure coverage and allow for the transfer of the documents.</p> |  |
| <p>Approval of Consent Agenda</p> | <p><b>Motion</b> made by Cindy Arenberg Seltzer to approve the Feb. 10 Board minutes with addendum added. <b>Seconded</b> by Howard Bakalar. <b>Unanimously approved</b></p>   |  |
| <p>Finance Committee Report</p>   | <p>Audit Committee Chair introduced Cynthia Borders and Chris Lehman Audit Principal and Partner, external Auditors for their second year for the ELC of Broward. They presented their findings and reported no issues. An Audit binder has been provided for review which contains the audited financial statements in draft form and the 990 draft form.</p> <p><b>Motion</b> made by Michael Asseff to approve the 2015-16 form 990. <b>Seconded</b> by Mason Jackson. <b>Unanimously approved.</b></p> <p><b>Motion</b> made by Michael Asseff to approve the audited financial statements. <b>Seconded</b> by Mason. <b>Unanimously approved.</b></p> <p><b>Motion</b> made by Michael Asseff to accept the audit report in the whole. <b>Seconded</b> by Cindy.</p> <p>A Thank You on behalf of the Auditors was extended to the ELC Staff for helping in</p>  |  |

conducting the audit and a Thank You on behalf of the Chair to the audit team and ELC Staff.

Second Vice Chair Cindy Arenberg Seltzer reported on the Mid-Year Budget revisions and a review of the budget was made.

In the CAO's review of the budget there were available dollars uncovered that were not aligned appropriately. The report shows an unallocated \$650k non slot dollars that can be used for other purposes and a suggested use is indicated. An approval is sought for the amended budget with alignment as presented. Christine Klima, CAO summarized the expenditures over \$5k, Professional Development Institute Plan and Lease Expansion plan. The report reflects an addition of \$1.4M in revenues with reallocation of those dollars; no dollar amounts will be changed for subcontracts. At the end of year review, any monies not used will be rolled over into slots.

The members reviewed and discussed the budget line items as presented. No approval was made regarding the Legal Counsel budgeted amount. The CAO gave a breakdown and clarification of the admin and program services within the budget. Regarding program services, Mabel Ramirez, Director of Education and Quality elaborated on the Professional Development Training needs stating 255 provider professionals were assessed for their input on the training needs in the community revealing training needs in the following areas: Teachers/Staff Series, Curriculum, SEL, Assessment & Inclusion, Health & Safety, Directors Series, Family Engagement, Technology and Administration. The ELC wants to ensure that the providers are trained properly and effectively and the CEO and Staff feel confident in carrying this out efficiently and noted the dollar savings and additional training of conducting the training in house. Board members pointed out the need for "outcomes" and cost for participants attending the training to be included in the development training parameters as well as the securing of registered participants. The parameters should be presented to the committee. Board member Jody Miller commented on the efficiency of continued education tracks which simplifies renewals of credentials for provider directors and early childhood professionals and in particular gave the opportunity of her school to be poised for advanced accreditation.

The CEO clarified building brand awareness recommendation #4 of the Professional

Development Institute Business plan by saying that brand awareness is to serve the community of Broward County and there will be an interrelationship developed between the ELC of Broward, Palm Beach and Miami Dade. The CEO pointed out that the ELC's in these counties have in-house training institutes in which ELC of Broward is always invited as well as the Providers in the Broward County community. Consideration in the development of Broward's professional development training areas include input from these ELC's with the intentions of having unique areas of training and not duplicating any efforts.

Chair stated that a declaration of how monies can be saved by collaborating between the mentioned ELC's before approving the PDI plan.

Motion to approve budgeted allocation of monies to the new Attorney Rate but did not approve the contract as it has not been presented.

**Motion** by Cindy Arenberg Seltzer to approve the Mid-Year Budget modifications, no Second needed as it is coming forth from the Finance Committee. Mason declared conflict of interest in regards to the space for the PDI. **Unanimously approved.** The recommended budget carries and all will have the opportunity to review each plan as stated in the report.

**Motion** by Cindy Arenberg Seltzer for the concept of ELC developing a PDI with details to come back at a future date. **Seconded** by Howard Bakalar. **Unanimously approved.**

**Motion** by Cindy Arenberg Seltzer for ELC to move its document storage from an Iron Mountain facility to a scanned environment and the associated expenses that go with that. **Seconded** by Mason Jackson. **Unanimously Approved.**

**Motion** by Cindy Arenberg Seltzer to explore additional space in the building to accommodate additional staff and the appropriate meeting space for the Board which may also house the PDI. **Seconded** by Howard Bakalar. Mason Jackson declared conflict of interest. **Unanimously Approved.**

**Motion** by Cindy Arenberg Seltzer to accept the Interim Financial Statement which

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| <p>Utilization Report</p> | <p>incorporate the budget amendments discussed and approved above and all the usual disclaimers. No Second needed as it is coming forth from the Committee.<br/> <b>Unanimously approved.</b></p> <p>Cindy Arenberg Seltzer stated that the team has done an extraordinary job of reviewing and uncovering dollars that will be utilized for slots. The CAO summarized on the reallocation of \$250k to slots. The new proposal considers the addition of 160 children with 90 of those coming from the additional CCEP dollars. By the end of the year, CCEP will be utilized fully.</p>   |  |
| <p>Public Comments</p>    | <p>Frank Isaza, Chief Operating Officer at 2-1-1 Broward presented on the added CCR&amp;R free professional services offered to Providers through the 211 Warm Line and the ASQ line. The Warm line assists Providers with child behavioral problems and referral services. The Warm line is managed by Help Me Grow specialists whom are knowledgeable in child development and apply development screenings using the ASQ. The outreach specialists give developmental surveillance training to providers in the use of the ASQ screenings. The ASQ line assists families with questions and screenings and coordinate Inclusion Specialist services provided by the ELC of Broward. So far, there have been 34 families referred in the second quarter.</p> <p>Board member Jody Miller offered her Provider perspective on the 2-1-1 Warm line services after making a call regarding an Inclusion child at her center. Jody was pleased to say that the ELC Inclusion Specialist Debbie Kay will be out to assist the Provider and the family and all was coordinated within a very quick turn-around time. Frank Isaza recognized the strong collaboration efforts made by 2-1-1 and ELC as well as Early Steps and FDLRS to ensure the referral process is smooth for the families. Frank also clarified that the Warm Line conducts the initial screening and then refer to the respective area of need. Chair recognized the area of Inclusion assistance for providers and families as a big need.</p> <p>Michelle Rosiere reported on behalf of BRHPC regarding children off of waitlist. She reported an enrollment of 350 children off the waitlist and another 188 due to additional funding from CSC for those living in the 33311 area. Some of the children that were enrolled off the waitlist were in the Special Needs category funded by the</p> |  |

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|                             | <p>County while they are on the waitlist, this allowed for additional slots for Special Needs. Since the RFP was released this is the first full year of of the contract. BRHPC has used \$350k less of the RFP contracting amount which can be used for slots as well as an additional \$89k (afforded by the reduction of percentage of the indirect administration rate) that can be used for slots for a total of \$439,486k to be used for slots.</p> <p>Deborah Hosey shared that Safe Sleep Child Care Ordinance Revision will go before the Board on March 14 to be put for placement on public hearing on March 28<sup>th</sup>. The three major items affecting Broward County are the requirements of the American Academy of Pediatrics Training course and establishment of a safe sleep environment within the child care facility and a safe sleep policy which will be shared with the parents. Additionally, Broward County and ELC will meet on March 17<sup>th</sup> with Vice Mayor Furr for further discussion of the SR inspections and the impact it will have on ELC. Deborah will be meeting next week with the director of child care regulatory office for DCF to discuss the next steps of establishing Broward County and DCF website.</p> |  |
| Staff Reports               | None  |  |
| Governance Committee Report | None  |  |
| Nominating Committee Report | None  |  |
| Public Comment              | None  |  |
| Next Meeting Date           |   |  |
| Adjourn                     | Motion made by Cindy Arenberg Seltzer to adjourn the meeting. The meeting adjourned at 10:55am  |  |

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These minutes contain the action items of the board meeting 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