



**APPROVED AT BOARD MEETING 12.7.17**

Early Learning Coalition of Broward County  
Board Meeting Minutes

October 5, 2017 – 3:00pm

6301 NW 5<sup>th</sup> Way, Suite 3400, Fort Lauderdale, FL 33309

- Members in Attendance: Laurie Sallarulo, Chair; Angela Iudica; Cindy Arenberg Seltzer; Debra Hosey Meidinger; Ellie Schrot; Jeffrey Dwyer via phone; Jody Miller; Khalil Zeinieh; Mason Jackson; Michael Asseff; Monica King; Nicholas Kaniaris; Richard Campillo via phone; Schmeka Lyons; Silvia Beebe
- Members Absent: Ashley Davis; Barrington Russel; Dolly Trevino Rump; Dr. Avis Proctor; Kenickay Prendergast; Laurie Rich Levinson; Renee Podolsky; Twan Russell
- Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Amy Unger; Debbie Kay; Doreen Moskowitz; Hubert Cesar; Irene Ramos; Karen Swartzbaugh Ghezzi; Mabel Ramirez; Reinier Potts
- Others in Attendance: Jacob Jackson, General Counsel; Amy Sophia and Sam Sweazy, OEL; Michele Rosiere, BRHPC

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo, Chair, called the meeting to order at 3:20pm. Roll Call was conducted and a quorum was established with Ellie Schrot's arrival at 3:25 pm.	

<p>Chair Report Welcome to New Board and Staff Additions</p>	<p>Welcome to new Board member Angela Iudica who is the newly appointed for Director for Head Start at Broward County Public Schools.</p> <p>Welcome to Howard Bakalar, who leaves the Board to become to be ELC's new Chief Operating Officer.</p>	
<p>CEO Report</p>	<p>Utmost appreciation was extended to ELC Staff and all who supported and provided guidance throughout the transition of In House services.</p>	
<p>Consent Agenda: Approve Meeting Minutes</p>	<p><b>A Motion</b> to approve the September 19, 2017 and the June 9, 2017 meeting minutes, with revisions, was made by Mason Jackson, <b>seconded</b> by Khalil Zeinieh. And <b>unanimously approved</b>. Revisions include the following: Angela Iudica to be notes as absent at the September 19<sup>th</sup> meeting and corrections to motions brought forth from the Executive, Finance and Governance Committee at the June 9<sup>th</sup> meeting. Corrections will be made and distributed as requested.</p>	
<p>CEO Report/ Eligibility and Payment Services Transition Update</p>	<p>In-house transition of Eligibility and Payments services officially took place on October 2, 2017 and 47 new staff were on-boarded and welcomed at an orientation breakfast. Work stations and technology support were installed to accommodate the new units as well as new staff out-posted at community locations. Data portals are fully operational and the ELC is on target with all processing of payments. Special thanks is extended to ELC Miami, ELC Palm Beach and Manatee for their assistance with the transition!</p> <p>Broward County and ELC Staff met to discuss Special Needs contract and match commitments. Contracts are in process and pending Commission approval. Most other funder contracts for match commitments have been reassigned to the ELC and are pending execution.</p> <p>The proposed plan for space expansion at Lakeside Plaza was distributed which will accommodate 60 staff and contract negotiations are in process.</p> <p><b>A Motion</b> was made by Cindy Arenberg Seltzer to authorize the CEO to Negotiate and Execute a New Lease Expansion and Extension at Lakeside Plaza, in an amount Not to Exceed, or use the same parameters to obtain comparable space. The motion was <b>seconded</b> by Mason Jackson and <b>unanimously approved</b>.</p>	

Approve HR Benefits Policy Changes	<p>To ensure the uninterrupted health coverage for new, transitioning staff, the Benefits Policy has been revised. Members discussed the 403B retirement plan revision, gap insurance and health benefit options. Further changes to the benefits package will be discussed with the appropriate Committees and brought forward to the full board for consideration.</p> <p><b>A Motion</b> to waive bylaws requiring proposed policy changes be first reviewed by Committee so revisions could be considered directly by the Board was made by Mason Jackson, <b>seconded</b> by Cindy Arenberg Seltzer and <b>approved by a 2/3 majority vote.</b></p> <p><b>A Motion</b> to approve the revisions to the Health Benefit Eligibility Period, Alternative Health Coverage Offerings and Employer Contribution to 403(b) Retirement Savings Plan, as presented, was made by Cindy Arenberg Seltzer, <b>seconded</b> by Monica King and <b>unanimously approved.</b></p>	
Ad-Hoc Strategic Plan Committee	<p><b>A Motion</b> to create a Strategic Planning Ad Hoc committee was made by Khalil Zeinieh, <b>seconded</b> by Cindy Arenberg Seltzer and <b>unanimously approved.</b></p> <p>Members of the Board will volunteer to serve on the Ad Hoc committee</p>	
Finance Committee Report	<p>The Preliminary FY17 Results were presented. July 2017 Interim Financial Statements were inadvertently omitted from the packet and will be made available to all Board members. Action on the July 2017 Interim Financial Statements was deferred. Due to the accelerated transition of eligibility and payment services in-house, the annual Audit has been rescheduled for November.</p>	
Audit Committee Report	<p>External evaluators, Q&amp;Q Research, are in the process of analyzing data for the Road To Child Outcomes (RTCO) initiative. Due to Hurricane Irma and resulting school closures, key interviews and focus groups were delayed. Concurrent with this evaluation work, ELC is also researching other promising State and National quality programming for consideration by the Audit and Ad Hoc Strategic Plan Committees.</p>	
Matters from the Chair	None	
New Business	None	

Matters from the Committee	<p>The Audit committee will meet next week to continue their evaluation of RTCO and their role moving forward with consideration of quality initiatives, in collaboration with the Ad Hoc Strategic Planning Committee.</p> <p>Angela Iudica shared School District measures taken to accommodate Hurricane evacuees. A Pre-K 3 and 4 class has opened at Everglades Elementary to receive an estimated 300 displaced children.</p>	
Public Comment	There was no public comment.	
Next Meeting Date	November 2, 2017	
Adjourn	<b>Motion to adjourn</b> was made by Cindy Arenberg Seltzer and the meeting was adjourned at 4:55pm.	

These minutes contain the action items of the meeting of the Early Learning Coalition Board Members. They do not include all the discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Any Corrections indicated from the members will be taken prior to approval at the next meeting.