



APPROVED WITH AMENDMENT AT 3/10/17 BOARD MEETING

Early Learning Coalition of Broward County
 COALITION BOARD Meeting Minutes

February 10, 2017 – 8:30 am

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

Members in Attendance: Laurie Sallarulo - Chair, Ashley Davis, Cindy Arenberg Seltzer, Deborah Meidinger Hosey, Dolly Trevino Rump, Dr. Avis Proctor, Ellen Schrot, Fabienne Fahnestock via phone Howard Bakalar, Jeffrey Dwyer, Laurie Rich Levinson, Mason Jackson, Nicholas Kaniaris, Renee Podolsky, Schemeka Lyons, Twan Russell

Members Absent: Barrington Russell, Silvia Beebe, Jody Miller

Staff in Attendance: Renee Jaffe, Gordia Ross, Sandra Paul, Doreen Moskowitz, Renier Potts, Ros Desroches, Hubert Cesar, Christine Klima, Mabel Ramirez, Janice Carter, Debbie Kay, Carmen Nicholas, Suwenda Louis, Irene Ramos

Others in Attendance: (from sign-in sheet) Jacob Jackson, General Counsel, Jeff Wesse, Aldington Murray- 211 Broward

Item		Follow-up
Welcome & Call to Order	Chair called the meeting to order at 8:47 am Roll Call was done. A quorum was established.	
Approve February 10, 2017 Board Minutes	Motion made by Jeffrey Dwyer to approve the December 9, 2016 minutes. Seconded by Alfreda Coward. Unanimously approved	

<p>Chair Report</p> <p>OEL Rodney MacKinnon</p> <p>VPK/SR Overview Document</p> <p>Board Membership</p>	<p>Chair welcomed Howard Bakalar as a new Board Member.</p> <p>The Chair reported that in conversation with Rodney MacKinnon, Executive Director at OEL, he stated that he had heard great things about the ELC of Broward. He will be joining us at our May Board Meeting and possibly visit a couple of provider centers and funding partners.</p> <p>A hand out was provided to the Board Members with an overview of the VPK and School Readiness programs to assist new Board Members to understand the Coalition’s programs and their requirements.</p> <p>Board Member Alfreda Coward was recognized by the Chair and Board members for her 8 years service and commitment to the ELC of Broward and was presented with an award. Alfreda will be moving on as her membership term has been completed. She was appreciative of the recognition given by Board Members and expressed her pleasure to have served in the capacity of serving children.</p> <p>Chair made a call to members to fill the two vacancies in the Nominating Committee of which one is the Chair position. Dolly Rump and Twan Russell volunteered and were appointed to serve on the Nominating Committee.</p>	
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CEO Report New Staff Member	<p>Welcome Mabel Ramirez as new member to the ELC of Broward in the capacity of Directory of Education and Quality. With the Senior Staff Team now in place, the organization is operating more efficiently. The ELC is tracking all areas where efficiencies have resulted in a cost savings and will report to the Board in the near future.</p>	
Professional Development	<p>Additionally, an education department has been created for the first time. There have been many meetings with the community and the State regarding opportunities the ELC can be part of. There are many ideas and initiatives on the table such as CHES and Ready for K, more details will be presented next month.</p> <p>Feedback from our Providers on their training needs showed that there is a need for additional professional development. To meet that need, a plan has been developed to address subjects that have not previously or on topics of high interest. A Professional Development plan will be brought to the Board next month to include cost projections. At the present time, there is an opportunity to acquire training space without extending the term of our existing lease and maintain the same operational and square footage cost. A cost analysis is being finalized at this time. If it is not feasible to obtain the training space, training can still be conducted at outside venues.</p>	
Health and Safety	<p>Last year, the Federal Government made changes to the block grant with reauthorization of the dollars and changes to the health and safety rules. Four standards have been implemented for every licensed provider. License exempt providers will also need to go through the health and safety check list. The ELC has only seven contracted exempt providers and it accounts for approximately seventeen children. A funding agreement to implement the standards and health and safety check list needs to be made between OEL and DCF and at this time there is no funding for this additional work load. Licensing has requested additional dollars for an additional 1.5 staff members which has not been approved. The impact of the rule changes will come in July with scheduled license renewals; if the requirements cannot be met there will not be approval of School Readiness Provider contracts. SR dollars is not an option to fund this task as OEL will most likely not approve. Five</p>	

	<p>other ELC counties have provided info on what they do and some are moving forward without funding. Vice Mayor Furr is interested in this issue and he will be talking to people in the community to see what he can do to help this situation. One more meeting with LLA staff will take place to better understand the constraints on their staff.</p> <p>Deborah Hosey of the local licensing agency stated the issue under review is whether LLA or DCF will conduct the monitoring. A work analysis projection was made with Broward county ahead of the curve with 18 locations. State requirement is to have a policy for case loads and recommends DCF case loads to be 50-60 cases to 1 staff member. Currently CCLE has a case load of 1 staff member to 75 cases. Broward County work load is different than other counties and this has been pointed out to OEL. Child care licensing is actively pursuing the support of the SR standards and additional resources are needed to accomplish this. Amended 3/14/17 at Board Meeting- by Irene Ramos</p> <p>Deborah commented on the variances and details of the services rendered by DCF staff and the details involved, there are 2800 inspections done on a yearly basis.</p>	
<p>Finance Committee Report</p>	<p>Christine Klima reported on two important goals identified in presenting information to the Committees and Board. One is the challenge of providing up to date data in order to make prospective decisions. Second is to provide meaningful and informative data with an in-depth look at the mechanics and interrelationships of the data. ELC Staff reviewed data after receiving Committee member feedback and found dissonance, therefore, the Dashboard report was not included in this packet. Going forward a timely and more precise report will be presented.</p> <p>Members discussed Committee meeting dates and subcontractor invoice submissions and automated process as options for timeliness and accuracy of data. Cindy Arenberg Seltzer commented on the confidence in the CAO to automate the financial process. CAO will assess the issues and implementation of change should happen in the turn of the Fiscal Year.</p>	

	<p>Motion made by Renee Podolsky to Approve Interim Financial Statements of August 2016-November 2016. Seconded by Jeffrey Dwyer and Unanimously Approved.</p>	
Utilization	<p>Reinier Potts reported on the November numbers coming close to the projection made. There were seventy five less children served than the previous month. The trend for the last few months has been less at risk children served. We continue to enroll from the waitlist and are keeping the 2 year system balanced as we go along. Cindy requested that ELC include all stakeholders in conversations regarding utilization for a better look at the big picture to better serve the children on the waitlist. The CAO of ELC commented that involving stakeholders and subcontractors is exactly what is necessary to provide more precise and timely data reporting. Further discussion of wait list children and funding.</p>	
Wait List	<p>Staff member Doreen Moskowitz reported on the updated numbers as of Jan. 31, 2017 to include the number of children enrolled and if not enrolled where in the process they are. As of yesterday, there are 263 children enrolled from the waitlist with a target of 305 children to be enrolled. Number of invitations sent out to families was 461 with the expectation to have another 42 more children enrolled off the waitlist.</p>	
CEO Evaluation and Staff Cost of Living Increase	<p>Chair reported on the review and results of the CEO evaluation at the Executive Committee meeting and the cost of living increase of 3% for all staff.</p> <p>Motion by Jeffrey Dwyer to approve the CEO evaluation with 3% cost of living increase for the CEO and the CEO will provide a list and organizational goals for calendar year 2017 (Tab 8) and a 3% staff cost of living increase (Tab 9). Seconded by Alfreda. Unanimously approved.</p>	

	<p>CEO reported on a bonus policy across the board which will be presented to the Board for review. Chair added that the CEO will bring back for Board review a summary of the goals for the upcoming year. Motion, Unanimously approved.</p>	
Staff Reports	<p>Motion by Jeffrey Dwyer to approve Funding Increases for CCEP and Amendment #002 DCF Contract for revenue stream to be placed where Staff recommends. Seconded by Mason Jackson. Unanimously Approved.</p>	
Governance Committee	<p>Nothing to report.</p>	
Nominating Committee	<p>Alfreda reported on the last Committee meeting results with the approval of Howard Bakalar as one of the newest members. Alfreda thanked the Committee for their hard work over the years to ensure that the selected members are qualified and dedicated.</p>	
Audit Committee	<p>The CEO reported on behalf of Michael Asseff. The Auditors reported no findings at the previous Audit Committee meeting. The ELC will bring in the Auditors to the next Board Meeting to present their findings. The CAO added that the Audit and 990 Form will be submitted for approval at the March Board meeting.</p>	
	<p>Chair reported that a comparison across the other ELC's of their signing authority and level amounts was conducted. With this information a recommendation to increase the level amount of monies that the CEO can sign off on and include authorization to sign contractual agreements will be presented to the Executive Committee and any adjustments made at that time.</p>	

Legislative Priorities	<p>Cindy Areneberg Seltzer reported on the legislative priorities and on her meetings with Rodney MacKinnon and Legislatures which took place while she was in Tallahassee. All agencies were required by the Speaker of the House corporate to do a budget cutting exercise. The exercise was painful for many areas to include child welfare, mental health and substance abuse and early childhood. Cindy Encouraged members that if they have any contacts that are on the education appropriation they need to express to them the importance of child care.</p> <p>The CEO commented that she will be meeting with legislative representatives to provide information on the importance of early child education. The ELC has some literature that can be forwarded to members to use as they reach out to the legislature. Laurie Levinson mentioned that she will be meeting with Jarred Moskowitz in Tallahassee this week.</p>	
FYI	Board Meeting calendar. A doodle poll has gone out to Board Members for an alternate Board Meeting date in April. Chair requested for members to respond to the doodle poll.	
New Business	None	
Matters from the Chair	None	

Matters from the Committee	<p>Jeffrey Dwyer commented on Handy program Luncheon on February 17, 2017. Handy is a program that helps the abused and neglected and disadvantaged.</p> <p>Ellie Schrot commented on the continued work of the Inclusion component and thanked the School Board/ FDLR who is funding 3k posters that have contact information for FDLR, Early Steps and ELC to be disseminated around town</p> <p>Chair commented on Junior Achievement having a Shark Tank competition March 25 9am-11am.</p> <p>Cindy Areneberg Seltzer commented on the CSC Youth Summit 2017 on February 20th. You can register through CSC web.</p> <p>Broward Reads, an official grade level reading site has an approved plan by the National Organization and 11 cities have signed on and joined on the bimonthly meetings.</p> <p>JetBlue has funded Fort Lauderdale for book vending machines and using 50K books to provide at summer break spots.</p>	
Public Comment	There was no comment.	
Next Meeting Date	March 10, 2017	
Adjourn	Motion by Jeffrey Dwyer to adjourn. The meeting adjourned at 10:15 am.	

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