



Approved at the October 25, 2017 Executive Committee Meeting

Early Learning Coalition of Broward County

Executive Committee Meeting Minutes

September 27, 2017 – 5:00pm

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

Members in Attendance: Laurie Sallarulo, Chair; Michael Asseff; Cindy Arenberg Seltzer; Renee Podolsky

Members Absent: Barrington Russell; Ellen Schrot; Nicholas Kaniaris

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Mabel Ramirez- Director of Education; Doreen Moskowitz; Hubert Cesar; Irene Ramos; Karen Swartzbaugh Ghezzi; Reinier Potts; Ros DesRoches; Sandra Paul

Others in Attendance: Jacob Jackson, General Counsel

| Item | Action/Discussion | Follow-up |
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| Welcome & Call to Order | Laurie Sallarulo, Chair, called the meeting to order at 5:15pm. A Roll Call was conducted and a quorum was established. | |
| Approve August 23, 2017 Meeting Minutes | A Motion to Approve the Executive portion of the combined Finance/Executive Committee meeting minutes of August 23, 2017 was made by Michael Asseff, seconded by Cindy Arenberg Seltzer and unanimously approved . | |

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| Transition Update | <p>Renee Jaffe, CEO, provided an overview of the current status of the in-house transition of eligibility and payment operations. She highlighted the Job Fair for current and former BRHPC employees held on Saturday, September 23, 2017, which was a great success. With 67 applicants in attendance, interviews were conducted, writing samples evaluated and 47 new and experienced staff are ready to report to work, and to their ELC orientation, on Monday, October 2nd! There was discussion regarding HR Policy changes that may be needed to support these new hires and the Committee requested that any policy changes be reviewed by the Board.</p> <p>Other updates on the additional office space, portal enhancements being completed by Bluejean Ware, coordination with community partners with outposted eligibility staff and transfer of match commitments from BRHPC to ELC were also reviewed.</p> <p>A Motion to Waive By-laws requiring prior approval of policy changes by the Governance committee and bring changes to the HR Benefits Policy for new staff directly to Board on October 5th was made by Renee Podolsky, seconded by Michael Asseff and unanimously approved.</p> <p>Laurie Sallarulo requested that staff prepare a time line for work products in process for the current year be brought to the Board; committee members agreed that a staggered time line could be provided to the Board in November.</p> <p>Renee commended ELC staff for their outstanding work to stage this complex and expedited transition as a success for providers, families and the community!</p> | |
| Hurricane Irma Update | <p>Renee Jaffe provided a brief overview of the advance preparations taken prior to Hurricane Irma and the post-Hurricane efforts taken to support our child care providers. She noted that, at ELC's initiative and in collaboration with BRHPC, provider payments were expedited prior to the storm to ensure centers had cash available and expedited payments after the storm for providers who were not able to submit their invoices in advance.</p> | |
| RTCO Update | Deferred. | |
| New Business | There was no new business to discuss. | |
| Matters from the Chair | There were no matters to discuss. | |
| Matters from the Committee | There were no matters to discuss. | |
| Public Comment | There was no public comment. | |

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| Next Meeting Date | October 25, 2017 | |
| Adjourn | Motion to adjourn the meeting was made and the meeting adjourned at 6:10 pm. | |

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