



Approved at the Finance/ Executive meeting September 28, 2018

Early Learning Coalition of Broward County
 Executive/ Finance Committee Meeting Minutes
 August 23, 2018 – 8:30 am
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Michael Asseff, Renee Podolsky, Twan Russell, Cindy Arenberg Seltzer, Ellie Schrot, Deborah Meidinger Hosey

Members Absent: Nicholas Kaniaris

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Hubert Cesar, Director of IT; Keisha Dunn-Pettis, Director of Family Services; Allison Metsch, Director of Education and Quality; Karen Swartzbaugh, Board Communications Management Advisor; Doreen Moskowitz, Director of Compliance; Reinier Potts, Financial Analyst; Alex Browning, Director of Communications; Irene Ramos, Executive Assistant

Others in Attendance: Jacob Jackson, General Counsel;

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo, Executive Committee Chair called the Finance/ Executive Committee meeting to order at 8:49 am. A roll call was conducted and a quorum was established for both Committees. Laurie Sallarulo went over the new Officer Committee Chair designations that went into effect on July 1, 2018:	

	<p>Renee Podolsky: Second Vice Chair Nicholas Kaniaris: Treasurer, Finance Committee Chair Cindy Arenberg Seltzer: Program Review Committee Chair Richard Campillo: Audit Committee Chair</p>	
<p>CEO Report</p>	<p>Additional Funding:</p> <p>On August 17 2018, ELC was awarded an additional \$7.2M in non-recurring funds from the Office of Early Learning (OEL) for School Readiness (SR) child care slots in FY 2019. The amount awarded was based primarily on each county’s waitlist numbers. ELC staff is currently developing an action plan to sustainably utilize the \$7.2M and has preliminarily estimated 1,900 new children will be enrolled. A second, smaller allotment is expected for FY 2020 that will help maintain enrollments after the current fiscal years ends.</p> <p>Staff will also be surveying SR providers to determine how much capacity is currently available in the child care community to serve a sudden influx of infant and toddler enrollments and what support ELC may need to provide to facilitate capacity expansion.</p> <p>Although the new funds are primarily intended to fund child care slots, ELC is also considering implementing a previously proposed provider rate increase to coincide with the new enrollments. Such an increase must be financially sustainable going forward and would require prior approval from OEL.</p> <p>Space update: A local business located in the Crown Center has offered a donation of office furniture for ELC’s new space (that is in the same complex). ELC would need to cover the cost of dismantling, moving, storing and installing the donated furniture, but the cost savings are still significant. ELC is in the process of having a Computer Assisted Design (CAD) plan developed to determine if the furniture will fit the space and suit ELC’s needs. The proposal will be presented to the Ad Hoc Space Committee along with a recommendation.</p>	
<p>Consent Agenda Executive</p>		

<p>Committee: Approve May 23, 2018 and Special Executive July 5, 2018 meeting minutes</p> <p>Approve Children's Services Council Vulnerable Population Current Year Contract Amendment</p> <p>Approve Department of Children and Families Refugee Entrant Contract XK048 2018-2021</p>	<p>Items on the Consent Agenda were reviewed, none were called for discussion and the items were unanimously approved.</p>	
<p>Regular Business Executive Committee:</p> <p>Strategic Plan Executive Summary update</p>	<p>Over the Summer, the ELC Staff incorporated input from several Board members into the detailed strategic plan and executive summary. Plan implementation is already underway. A quarterly report will be presented to the Program Review Committee.</p> <p>Twan Russell commented that the ELC Staff has done a good job of summarizing a large amount of information in a way that can be easily understood and referenced.</p> <p>CEO goals have been crafted to align with the strategic plan. Laurie Sallarulo requested a strategic plan progress report be presented at each Board meeting. The ELC has developed a score card for the Program Review committee (PRC) that will be summarized for the Board in a dashboard. Cindy Arenberg Seltzer requested the score card go to the PRC and then be presented to the Board on a quarterly basis (in a condensed format). The executive summary of the strategic plan will be presented to the full Board for approval in September.</p>	

<p>New Business</p> <p>Executive Committee Addendum item</p> <p>Approve Chair to sign the FY 2018-2019 Renewal Contract</p>	<p>One day prior to the current Committee meeting, ELC received a draft contract renewal from the County for Special Needs and Child Care Executive Partnership Program (CCEP) child care services. An action item was presented to the Committee as an addendum.</p> <p>A Motion was made by Cindy Arenberg Seltzer authorizing the Chair to Execute the FY 2018-2019 renewal contract pending legal counsel approval. Seconded by Ellie Schrot. Unanimously approved.</p> <p>Ellie Schrot requested that ELC investigate the process for establishing Special Needs as a higher local priority for enrollments from the waitlist.</p> <p>Discussion:</p> <p>Renee Podolsky recommended that ELC take steps to publicize the \$7.2 million in new slot funding and attempt to assess the economic impact of a large, rapid enrollment initiative in the Community. Cindy agreed and added that ELC should also publicize the availability of child care funding for women in addiction recovery through the CSC Vulnerable Populations Program.</p> <p>Staff explained a communications plan is being built to publicize the \$7M funding – including to community members and the media. The Committee offered suggestions on media experts and community partners that can assist the ELC communication department. Michael Asseff suggested utilizing technology to reach families and children. He will continue to take a deeper look into technological accessibility.</p> <p>Kellogg grant:</p> <p>Renee mentioned that ELC, CSC and CareerSource are working together on a Kellogg Foundation funded project to help families that may find themselves on the fiscal cliff (above the financial level to receive subsidized child care) to sustain child care enrollment as family incomes increase. At this time, not many families have been identified to meet the criteria. Florida Children’s Services Council has requested the funding from Kellogg be used instead to research and better understand the circumstances of families facing the fiscal cliff and what the barriers to participation might be.</p>	
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<p>Finance Committee Addendum item: Approve Purchase over \$25,000 for Temporary Staff Costs</p>	<p>ELC requested the Finance Committee's approval for a purchase order in excess of \$25,000 for temporary staff needed to assist in customer services/enrollment of approximately 2,000 additional children over the next 4-6 months. The ELC's strategy of using a temporary staffing agency to fill a number of positions in its customer service department has proven effective, and this method would be continued and expanded under this purchase order.</p> <p>A motion was made by Cindy Arenberg Seltzer to approve budget for staffing not to exceed \$240,344 for staff costs related to the implementation of the growth of the child care development (\$7million funding) and the response to changes in EFS. Seconded by Deborah Meidinger Hosey. Item was not approved, motion does not carry.</p> <p>Discussion: Committee discussed the temp staff qualification and clarification was made on the approval of the budget not being for positions.</p> <p>A motion was made by Cindy Arenberg Seltzer to bring a purchase order for staffing solution directly to the Board for approval. Seconded by Deborah Meidinger Hosey. Unanimously approved.</p>	
<p>Consent Agenda Finance Committee: Approve June 6, 2018 Meeting Minutes</p>	<p>A Motion was made by Deborah Meidinger Hosey to approve the Finance Committee June 6, 2018 meeting minutes. Seconded by Cindy Arenberg Seltzer. Unanimously approved. No discussion.</p>	
<p>Regular Business Finance Committee: Preliminary Year End Results FY 17/18 Approve Interim Financial</p>	<p>The CAO went over the preliminary results for FY 2018 for information purposes only in advance of ELC's annual audit set to begin in October. The CAO corrected a scrivener's error in the Issue Statement on the results in the Revenues section, third bullet point, to reflect that excess expenditure amount of OEL funds should read not exceed 1.5% rather than 3%.</p> <p>In addition, the CAO reviewed the Interim Financial Statements for July 2018.</p> <p>A Motion was made by Cindy Arenberg Seltzer to approve the Interim Financial Statements for July 2018 pending approval of an annual audit performed by a</p>	

Statements for July 2018	qualified independent certified public accountant. Seconded by Laurie Sallarulo. Unanimously approved.	
Approve FY 19 Annual Budget Amendment #1	The CAO presented the first amendment to the FY 2019 annual budget that updated revenue to reflect the actual amounts of funding awards and re-allocated expense line items. A Motion was made by Cindy Arenberg Seltzer to approve the FY 19 Annual Budget Amendment #1. Seconded by Deborah Meidinger Hosey. Unanimously approved	
Authorize ELC to Establish New Bank Account	At the June Board meeting, ELC was asked to create a mechanism for Board members to contribute funds for refreshments at meetings. Staff requested that the Committee authorize ELC to open a segregated bank account for these funds to prevent intermingling with ELC business cash. A Motion was made by Cindy Arenberg Seltzer to open the bank account for Board and Employee fund cash. Seconded by Laurie Sallarulo. Unanimously approved	
Matters from the Chair	None	
Matters from the Committee	Twan Russell agreed to join the Finance Committee in addition to the Executive Committee. A request to become a Finance Committee member will be extended to Ellie Schrot as well.	
Public Comment	There was no comment.	
Next Meeting Date	Sept. 28, 2018 9:30am	
Adjourn	The meeting adjourned at 10:52am.	

These minutes contain the action items of the Executive/ Finance Committee meeting of the Early Learning Coalition of Broward. 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.