



APPROVED at the Finance & Executive meeting January 24, 2019

Early Learning Coalition of Broward County
 Finance & Executive Committee Meeting Minutes
 September 28, 2018 – 9:30 am
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Michael Asseff, Acting Executive Chair via phone; Cindy Arenberg Seltzer, Deborah Meidinger Hosey, Richard Campillo, Renee Podolsky, Twan Russell via phone

Members Absent: Ellen Schrot, Nicholas Kaniaris

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Hubert Cesar, Director of IT; Keisha Dunn-Pettis, Program Director; Allison Metsch, Director of Education and Quality; Suwenda Louis, Inclusion Specialist; Doreen Moskowitz, Director of Compliance; 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	Michael Asseff, First Vice Chair, Acting Executive Chair called the meeting to order at 9:38 am. Roll Call was done and a quorum was established. Renee Podolsky, Acting Finance Committee Chair.	

	<p>feedback from ELC Providers there appears to be sufficient capacity for additional children for each level of care. There was a job fair hosted by Broward College yesterday to recruit child care staff. ELC alerted SR and VPK providers of the fair and at least 12 providers participated.</p>	
<p>Approve Finance & Executive Committee August 23, 2018 meeting minutes</p>	<p>A Motion was made by Cindy Arenberg Seltzer to approve the Finance portion of the Finance & Executive August 23, 2018 meeting minutes. Seconded by Deborah Meidinger Hosey. Unanimously approved.</p> <p>A Motion was made by Michael Asseff to approve the Executive portion of the Finance & Executive August 23, 2018 meeting minutes. Seconded by Richard Campillo. Unanimously approved.</p>	
<p>Finance Committee Regular Business:</p> <p>Approve August Interim Financial Statements</p>	<p>The CAO reviewed the August Financial Interim Financial Statements noting that School Readiness funding utilization was higher than normal due to the problems with the EFS database. ELC has had to bill OEL for services that would otherwise be billed to local funders because system generated reports need to support invoices are not available. This imbalance will be reconciled once the system comes back online.</p> <p>In the coming months, ELC also expects to be ramping up expenditures for School Readiness due to \$7.2M in new funding that was awarded in August 2018. The process of enrolling an estimated 2200 new children from the waiting list began in September.</p> <p>The CAO also presented a proposal to increase child care provider rates for the first time in five years. Provider rate data provided by the ELC was presented, reviewed and discussed. Members of the committee requested that ELC conduct further analysis including the potential impact of the new quality rate differential that will go into effect on July 1, 2019.</p> <p>A motion was made by Cindy Arenberg Seltzer to approve the August Interim Financial Statement pending approval of an annual audit performed by a qualified independent certified public accountant. Seconded by Twan Russell. Unanimously approved.</p>	

<p>Approve Proposed Provider Rate Increase</p> <p>Approve Revised Fiscal Policies</p>	<p>The action statement for proposed provider rate increases was tabled pending additional analysis.</p> <p>The action statement to approve revised fiscal policies was tabled to permit the members more time to evaluate and discuss all of the proposed policy revisions all at one time, rather than piecemeal.</p>	
<p>Executive Committee Consent Agenda:</p> <p>Authorize Chair to Execute Business and Leadership Institute for Early Learning contract</p> <p>Authorize Chair to Execute Children’s Services Council Financially Assisted Child Care Contract FY 18/19</p> <p>Authorize Chair to Execute Children’s Services Council Vulnerable Populations Subsidized Child Care FY 18/19</p>	<p>A Motion was brought forth by the Executive Committee to approve the consent agenda. Seconded by Cindy Arenberg Seltzer. Unanimously approved.</p> <p>Revisions to the CSC contract sheets were presented. The consent agenda was approved with the included revisions.</p>	

Approve Updated Outcome Measures & Budget Amendment to WAGE\$ Contract FY 19		
New Business	None	
Matters from the Chair	None	
Matters from the Committee	<p>Efficiency of meetings is needed.</p> <p>A Motion was made by Richard Campillo to have the Chair and First Vice Chair review and develop a proposed format for meeting efficiency at a sunshine noticed meeting before the December Board meeting. Seconded by Cindy Arenberg Seltzer. Unanimously approved.</p>	
Public Comment	There was no comment.	
Next Meeting Date	November 28, 2018 at 9:30am	
Adjourn	A motion was made by Cindy Arenberg Seltzer to adjourn the Finance & Executive Committee meeting. The meeting adjourned at 11:35am.	

These minutes contain the action items of the Finance & Executive 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.