



APPROVED AT NOVEMBER 02, 2021 EXECUTIVE COMMITTEE MEETING

Early Learning Coalition of Broward County, Inc.

Executive Committee Meeting Minutes

August 31, 2021 – 2:00 pm

Virtual Meeting

Members in Attendance	Chair, Laurie Salarullo; Dawn Liberta; Twan Russell; Monica King; Cindy Arenberg-Seltzer; Khalil Zeinieh; Michael Asseff; Richard Campillo
Members Absent	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Judith Merritt COO; Allison Metsch, Director of Education & Quality Initiatives; Reiner Potts, Financial Analyst; Stephanie Landreville, Controller; Pablo Calvo, Director of Community Engagement, Elsy Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Salarullo called the meeting to order at 2:16 pm. Roll was called and a quorum was established.
Chair Report	Chair welcomed everyone to the meeting. Chair asked members of the committee if anyone would like to volunteer for the Finance Committee as they need more members. Khalil Zeinieh and Dawn Liberta volunteered.
CEO Report	<p>CEO informed committee members regarding COVID relief efforts. We are expecting Phase 6, and the grant awards to be larger than Phase 5. They are with the Department of Education for approval.</p> <p>We are adding a few questions to the grant application just to better understand how the county is doing with vacancies and hiring.</p> <p>ARP funds will be coming January 2022.</p>
<p>CONSENT AGENDA</p> <ul style="list-style-type: none"> a. Approve June 1, 2021 Executive Committee meeting minutes b. EXC221CA1 – CSC Contract - Financially Assisted Child Care Renewal c. EXC221CA2 – CSC Contract – Vulnerable Population d. EXC221CA3 – REI Training Contract e. EXC221CA4 – 211 Broward FY22 Contract Renewal f. EXC221CA5 – Revation Agreement - VOIP 	<p>There was a Motion to approve the items A-F with the exception of B & C on the Consent Agenda by Michael Asseff and Seconded by Khalil Zeinieh. Motion Passes. Unanimously approved.</p> <p>There was a Motion to approve the items B & C on the Consent Agenda by Monica King and Seconded by Michael Asseff. Motion Passes. Unanimously approved. abstain.</p> <p>Abstentions: Board Members Cindy Arenberg-Seltzer & Dawn Liberta both abstained from voting due to voting conflict with items B & C.</p>

REGULAR BUSINESS	
a. EXC221RB1 – ELC Bridge to ARP Funding Workforce Initiative and Funding Proposal	<p>ELC Bridge to ARP Funding Workforce Initiative and Funding Proposal</p> <p>ELC staff created a workforce initiative to attract new staff to work as early educators due to the current shortage. The plan includes stipends and other initiatives to cover the cost of background screenings and required trainings. ELC will create a distinct track of trainings for new child care staff. The Children’s Services Council (CSC) has agreed to fund a PR campaign to recruit qualified staff into our childcare small business and the ELC will do outreach of the campaign. CareerSource will conduct some job fairs. ELC submitted a proposal to Broward County requesting funding to assist child care small businesses increase their wages. Renee Jaffe was told the proposal is being considered.</p>
b. EXC221RB2 – Strategic Plan FY 20/21 – Q1-Q4 Results	<p>Strategic Plan FY 20/21 – Q1-Q4 Results</p> <p>Out of the 26 outcome for the Strategic Plan, 18 exceeded the benchmark, 6 met/achieved the benchmark, and 2 were placed on hold due to COVID.</p>
c. EXC221RB3 – CEO Performance Evaluation Results and CEO Performance Pay	<p>CEO Performance Evaluation Results and CEO Performance Pay</p> <p>85% response rate from the Board. Overall the Board rated the CEO in the 10 individual indicators, with 65% (11) of the Board scoring the CEO with either Exceeds Expectations or Outstanding, and 24% (4) of the Board scoring the CEO as Meets Expectations. Two Board members scored the CEO Below Expectations which equals to 11%.</p> <p>In the 5 Goals/Outcomes 76% (13) of the Board scored the CEO with either Exceeds Expectations or Outstanding, 18% (3) of the Board Members scored the CEO as Meets Expectation, and 1 Board member scored the CEO Below Expectation which is 6%.</p> <p>Overall the score was a 4.0 which Exceeds Expectation. CEO will use the feedback from the Board Evaluation and incorporate an action plan on how to move forward and make improvements in those areas.</p> <p>The CEO is eligible for up to \$10, 000 in Performance pay.</p> <p>There was a Motion to approve CEO’s Evaluation Results to the Full Board by Dawn Liberta and Seconded by Richard Campillo. Motion Passes. Unanimously approved.</p> <p>There was a Motion to approve CEO’s Performance Pay of \$10,000 to the Full Board by Dawn Liberta and Seconded by Monica King. Motion Passes. Unanimously approved.</p>

<p>d. ESC221RB4 – CEO Goals FY 21/22</p> <p>e. ESC221RB5 – Staff Satisfaction Survey Results</p>	<p>The CEO goals are to come directly from the objective and outcomes included in the Strategic Plan. Laurie suggested that the goals should focus more on the CEO as opposed to organizational goals. Laurie also suggested adding a section in the evaluation form where they can comment and incorporate some strategies to help the CEO achieve those goals. Laurie suggested to bring back to the Executive committee meeting on November 02, 2021 once the goals have been updated.</p> <p>Cindy suggested having more Executive/Finance meetings. Monica feels we can benefit from more meetings as well. No vote needed, Laurie and Renee will discuss the calendar and bring feedback to the committee.</p> <p>The annual Staff Satisfaction Survey was conducted in August and we had a 90% satisfaction rate with a 64% response rate. Areas that staff felt needed improvements are: recognizing strong performance, competitive compensation, and pay equity practices. We have an external employee staff satisfaction survey that will be happening in October/November of this year. ELC staff and management will review the results and make a plan to address those areas that need improvements.</p>
NEW BUSINESS	There was no discussion.
MATTERS FROM CHAIR	There was no discussion.
MATTERS FROM COMMITTEES	There was no discussion.
PUBLIC COMMENT	There was no comment.
NEXT MEETING DATE	November 2, 2021 @ 1:30PM
ADJOURN	A Motion was made by Cindy Arenberg-Seltzer to adjourn at 3:11 PM.

These minutes contain the action items of the Board 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.