



Approved at November 15, 2021 Board Meeting
Early Learning Coalition of Broward County, Inc.
Board Meeting Minutes
September 13, 2021 at 12:00 PM
 Virtual Meeting

Members in Attendance	Laurie Sallarulo; Michael Asseff; Dawn Liberta; Cindy Arenberg-Seltzer; Beverley Batson; Ellie Schrot; Cara Cerchione; Amoy Reid; Renee Podolsky; Khalil Zeinie; Angela Iudica; Richard Campillo; Kristina West; Kirk Englehardt; William Karp; Monica King; Laurie Rich Levinson
Members Absent	Twan Russell; Zachary Talbot; Carol Hylton
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Judith Merritt, COO, Allison Metsch, Sr. Director of Education & Quality; Elsy Silvestre, Contract Administrator; Nancy Hennagan, Executive Assistant; Melody Martinez, Board Liaison; Pablo Calvo, Director of Community Engagement; Reiner Potts, Financial Analyst; Sandra Paul, Sr. Director of Provider Reimbursement; Keisha Dunn-Pettis, Senior Director of Family Services and Provider Relations
Others in Attendance	Jacob Jackson, General Counsel; Jennifer Shields

Item	Action/Discussion
Welcome & Call to Order	Board Chair called the meeting to order at 12:09 PM. Roll was called and a quorum was established.
Chair Report	Board Chair welcomed everyone to the Board Meeting. She thanked Khalil & Dawn for joining the Finance committee, Kirk for joining the Governance & AD Hoc Strategic Planning committee, and Kristina for joining Nominating & Ad Hoc fundraising committee. Board Chair also announced that Angela Iudica is retiring in early October and Sharonda Bailey will be taking her place.
CEO Report	<p>CEO welcomed everyone and introduced new staff members to the Board. She looks forward to meeting in person in the near future. CEO summarized the CEO report as follows:</p> <ul style="list-style-type: none"> • CRRSA is with the DOE and we are waiting for approval. Will be at least 14 more days. There will be a survey attached to it to see how the issues are with retaining and hiring new staff. • Over 6,700 families participated in the bookworm initiative. • We have processed about 500 Phase V Cares Grants. • 1,971 SR children have been enrolled. • 2,084 are on waitlist down from 2,206 reported at the April board meeting. <p>Howard Bakalar, CPO; Hubert Cesar, CIO; & Allison Metsch, Sr. Director of Education & Quality gave a bookworms Initiative presentation with the following key points:</p> <ul style="list-style-type: none"> • Last April, ELC Board approved up to \$500,000 to be spent on books and accompanying activities for Broward’s families with young children (0-5)

	<ul style="list-style-type: none"> • Six weeks for sign up. ELC ran radio adds, TV spots with WSFL talking weekly, social media, and Broward partners, and emailed all school readiness and VPK families. • More than 8,300 families responded. • Almost 6,000 are interested in continuing relationships. • CRM continues to allow us to move quickly to make all of this happen. • Even though we've had to stop our live events, we are still reaching out to almost 6,000 families who wanted to keep in touch with us. We did back to school webinar, and we will continue to have more events.
<p>Consent Agenda</p> <ol style="list-style-type: none"> 1. Approve June 21, 2021 Meeting minutes 2. B221CA1 – CSC Contract – Financially Assisted Child Care Renewal 3. B221CA2 – CSC Vulnerable Populations—Authorize the Chair to Sign Amendment before October 1, 2021 4. B221CA3 – REI Training Contract 5. B221CA4 – 211 Broward FY22 Contract 6. B221CA5 – Revation Agreement – VOIP 7. B221CA6 – Approve Purchases over \$35,000 	<p>A Motion was made by Dawn Liberta to approve items 1-7 with the exception of items 2 & 3 on the Consent Agenda. Seconded by Ellie Schrot. Unanimously approved. Motion Passes.</p> <p>Abstentions: Board Members Cindy Arenberg-Seltzer, Dawn Liberta, Cara Cerchione, and Beverley Batson all abstained from voting due to voting conflict.</p> <p>A Motion to approve the two CSC items # 2 & 3 on the Consent Agenda by Khalil Zeinieh. Seconded by Renee Podolsky. Unanimously approved. Motion Passes.</p> <p>Abstention: The following board members abstained from voting due to voting conflicts.</p> <ul style="list-style-type: none"> • Cindy Arenberg Seltzer abstained because she is the CEO of Children's Services Council. CSC is giving ELC the money. • Dawn Liberta abstained because she is the Board Chair for CSC. • Cara Cerchione abstaining because of possibility of financial gain. • Beverly Batson abstaining because of possibility of financial gain.
<p>Audit Committee</p> <ol style="list-style-type: none"> 1. B221AUD1 – Approve Keefe McCullough Engagement Letters for FY21 Audit and other Services 	<p>A Motion was brought forth by the Audit Committee to approve Keefe McCullough Engagement Letters for FY21 Audit and other Services. The Motion was unanimously approved. Motion Passes.</p>
<p>Finance Committee</p> <ol style="list-style-type: none"> 1. B221FIN1 – FY 21 Financial Results – FYI Only 	<p>Approve Interim July Financials</p> <p>CAO shared and presented the July 2021 interim financial statements.</p>

<p>2. B222FIN2 – Approve July 2021 Interim Financial Statements</p> <p>3. B223FIN3 – Approve FY 22 Budget Amendment #1</p>	<p>A Motion was brought forth by the Finance Committee to approve July 2021 Interim Financial Statements, pending approval of an annual audit performed by a qualified independent certified public accountant. The Motion was unanimously approved. Motion Passes.</p> <p>The Chair and Treasurer recommended that staff keep enrolling aggressively in anticipation of additional funding becoming available to help eliminate waiting time for new enrollments</p> <p>Approve FY 22 Budget Amendment #1</p> <p>The CAO reviewed the highlights of the FY21 Budget Amendment #1</p> <p>A Motion was brought forth by the Finance Committee to approve FY2022 Budget Amendment #1. The Motion was unanimously approved. Motion Passes.</p>
<p>Regular Business</p> <p>1. B221RB1 – ELC Bridge to ARP Funding Workforce Initiative and Funding Proposal</p>	<p>CEO spoke about the ELC Bridge to ARP Funding Workforce Initiative and Funding Proposal</p> <p>In an effort to immediately address the county’s critical need to recruit, upskill and retain early learning child care staff, the ELC has devised a multipronged approach that will roll out immediately.</p> <ul style="list-style-type: none"> • A grant opportunity for child care small business to raise staff wages. • We will partner with CSC who has agreed to fund a portion of this campaign to help recruit and attract new child care staff. • We will do some marketing and we are working with career source as well. • Lastly we are partnering with Broward County business development unit to provide technical assistant in training to providers prior to them receiving the ARCP fund so they can plan to better use the fund. <p>Board Member Cara Cerchione wanted to stress how important and critical this is for the small businesses. The staffing crisis is very difficult, and every day you are hiring new staff and training from the bottom up and this is also hard on the children.</p> <p>Board Chair Laurie Sallarulo, suggested we have a Workforce group where board members, ELC staff and any community members can join to address and pinpoint any issues we are having and a way to solve them. The following board members volunteered:</p> <ul style="list-style-type: none"> • Laurie Sallarulo • Cara Cerchione • William Karp • Cindy Arenberg-Seltzer • Laurie Rich Levinson

<p>2. B221RB2 – Strategic Plan FY20/21 – Q1-Q4 Results</p> <p>3. B221RB3 – CEO Performance Evaluation Results and CEO Performance Pay</p> <p>4. B221RB4 – Staff Satisfaction Survey Results</p>	<ul style="list-style-type: none"> • Dawn Liberta <p>Strategic Plan FY 20/21 – Q1-Q4 Results Judith Merritt, COO discussed the Strategic Plan for FY20/21, 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> <p>CEO Performance Evaluation Results and CEO Performance Pay Judith Merritt, COO discussed the CEO Evaluation result. We used a new performance evaluation tool with indicators and goals. The overall score for the CEO performance rating was a 4 which is exceeds expectations. Each section was broken down which helps the CEO 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>Executive Committee recommended the approval of the CEO Performance Pay of \$10,000.</p> <p>A Motion was made by Dawn Liberta to approve the CEO’s Performance Evaluation Results and the CEO Performance Pay. Seconded by Khalil Zeinieh. Unanimously approved. Motion Passes.</p> <p>Staff Satisfaction Survey Results Judith Merritt, COO discussed the staff satisfaction survey with the board members. We had a 64% response rate with a 96% Satisfaction rating, which increased by 2% from the prior Satisfaction Survey score. Areas that staff felt needed improvements are: recognizing strong performance, competitive compensation, and pay equity practices.</p> <p>We have an external employee staff satisfaction survey that will be happening in November of this year. ELC staff and management will review the results and make a plan to address those areas along with the internal survey and update the Board accordingly.</p>
<p>Nominating Committee - Michael Asseff</p> <p>Governance Committee – Dawn Liberta</p> <p>Program Review Committee – Khalil Zeinieh</p>	<p>No Discussion.</p> <p>No Discussion.</p> <p>No Discussion.</p>

<p>Provider Representative –</p> <p>Cara Cerchione, Representative private for profit child care provider</p> <p>Beverley Batson, Representative private faith based child care provider</p>	<p>Cara Cerchione mentioned that she wanted to stress that the provider community are concerned regarding staffing, and a lot of the centers have raised their tuition rates and it's not so affordable for the families.</p>
UNFINISHED BUSINESS	None
NEW BUSINESS	None
MATTERS FROM CHAIR	There was no discussion.
MATTERS FROM COMMITTEES	William Karp mentioned that child care licensing started a pilot program for providers that are in good standing, in business 2 years, no class 1 violations in two-year period, qualified director and are not in an investigation. Those providers who meet that eligibility can have one remote desk inspection. This will help to congratulate compliant providers.
PUBLIC COMMENT	There was no discussion.
NEXT MEETING DATE	December 20, 2021 at 12:00PM
ADJOURN	Meeting adjourned by Dawn Liberta at 1:38 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.

James F. King
ELC Secretary