



Approved at March 28, 2019 Finance & Executive Committee Meeting
 Early Learning Coalition of Broward County
 Finance & Executive Committee Meeting Minutes
 January 24, 2019 – 8:30 am
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

- Members in Attendance:** Laurie Sallarulo, Chair; Renee Podolsky, Nicholas Kaniaris, Ellie Schrot via phone, Richard Campillo, Deborah M. Hosey
- Members Absent:** Michael Assef, Twan Russell, Cindy Arenberg Seltzer
- Staff in Attendance:** Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Hubert Cesar, Director of IT; Keisha Dunn-Pettis, Director of Program; Allison Metsch, Director of Education and Quality; Reinier Potts, Financial Analyst; Irene Ramos, Executive Assistant
- Others in Attendance:** Jacob Jackson, General Counsel; Stacey Angier, Abundant Life Child Care Center; Julia Musella, BB International Preschool; Donna Fung, Andover Academy Preschool; Kelly D. Clark, Education Station Preschool; Layne Polakoff, Broward County Public Schools; Helen Magnuson, First Christian Day School; Andrew Skurowitz, Early Learning Centers of Broward; Frank Isaza, 2-1-1 Broward; Helen Fernandez, Children’s World Center; Cara Cercione, Michelle’s Int’l Learning House; Wendi Siegel, I Am Ready; Sonia & Kevin Eutsey, Achievers Preschool;

Item	Action/Discussion	Follow-up
Welcome & Call to	Laurie Sallarulo, Executive Committee Chair, called the Finance & Executive	

Order	Committee meeting to order at 8:40 am. Roll call and Self-introductions were made. A quorum was established for both the Executive Committee and Finance Committee.	
Chair Report	<p>The Chair proposed scheduling a Board retreat in April and annually thereafter to discuss big picture Board and ELC business issues. The members agreed and suggested topics such as the Board Committee roles and process, strategic planning and CEO annual goals</p> <p>The Chair noted that OEL sent a letter in advance of their annual fiscal monitoring site visit designating ELC as “high risk” after ELC pushed back on findings and raised questions about the independence of the monitors during the prior two monitoring site visits. OEL cited “communication issues” in the letter with inaccurate depictions of events as the basis of this designation. Both the Chair and the CEO felt the letter was inappropriate and counterproductive. A firm response with a request for a retraction will be forthcoming. The risk designation does not constitute a finding or carry any specific consequences for the ELC.</p>	
CEO Report	<p>ELC held two large weekend events in January to boost enrollments from the waitlist. An estimated 79% of the more than 400 parents invited came in to complete their applications in person. Parents could also complete them online. To date, approximately 779 new children have been enrolled from the waitlist since October. The effort to enroll through events and online will continue through the remainder of the year.</p> <p>Over 600 providers have registered for ELC’s annual BECE professional development event scheduled for February 2, 2019. ELC anticipates up to 800 attendees this year.</p> <p>ELC has reached out to the County and awaiting a response on the possibility of supporting families who need assistance paying for child care as a result of the Federal Government shut down.</p> <p>The CEO provided an update on OEL’s progress bringing the EFS system back online.</p>	

<p>Executive Committee Consent Agenda: Approve November 26, 2018 Special Finance Meeting Minutes</p> <p>November 28, Finance Executive Committee Meeting Minutes</p> <p>January 11, 2019 Special Finance Executive Meeting Minutes</p> <p>Approve CEO Goals for FY 18/19</p> <p>Approve CSC Vulnerable Populations Contract Amendment #1</p> <p>Approve Qualified CLASS Assessors</p>	<p>Renee Podolsky pulled the CEO goals from the Consent items.</p> <p>The remaining Consent items were Unanimously Approved.</p> <p>The members agreed that CEO performance goals and Performance Evaluation tool should be discussed at the Board retreat this year.</p> <p>A Motion was made by Richard Campillo to approve the CEO goals for FY 18/19. Seconded by Nick Kaniaris. Unanimously approved.</p>	
<p>Approve 211 proposed scope of work agreement for FY 2020</p>	<p>The CEO gave an overview of a proposal to explore a sole sourced procurement for services from 211-Broward that would modify the scope of work to align with actual call traffic and ELC's business needs. Both ELC and 211 are in agreement with the new proposed scope of work.</p>	

<p>Finance Committee Consent Agenda</p> <p>September 28, 2018 Finance Executive Committee Meeting Minutes</p> <p>November 26, 2018 Special Finance Executive meeting minutes</p> <p>November 28, 2018 Finance Executive Committee meeting minutes</p> <p>January 11, 2019 Special Finance Executive meeting minutes</p>	<p>A Motion was made by Renee Podolsky to approve the 2-1-1 Broward proposal to pursue a Sole Sourced Procurement for a revised scope of work not to surpass the \$462,000 for FY 2020. Seconded by Richard Campillo. Unanimously approved.</p> <p>Items on the Finance Consent Agenda were reviewed, none were called for discussion and the items were Unanimously Approved.</p>	
--	--	--

<p>Provider Rate Increase Proposal</p>	<p>A \$2 dollar per child per day rate increase for non-school aged children was proposed as recommended by the Program Review Committee. There was discussion on increasing the provider rate to eventually meet the federally recommended 75th percentile. The members suggested that provider rates should be reviewed annually going forward.</p> <p>A Motion was made by Laurie Sallarulo to change the proposed rate to \$3 contingent on what that increase would be once it is modeled. Seconded by Deborah M. Hosey. With a 50% vote approval, Motion did not pass.</p> <p>The Committee continued discussion to reach a decision on the appropriate rate increase.</p> <p>A Motion was made by Renee Podolsky to model what it would take to reach the federally recommended 75% percentile of markets over time. Seconded by Laurie Sallarulo. With a 2/3 vote approval, Motion approved.</p> <p>A Motion was made by Deborah M. Hosey to approve the \$2 provider rate increase per day per child for non-school aged children. Seconded Renee Podolsky. Unanimously approved.</p>	
<p>December 2018 Interim Financial Statements</p>	<p>A Motion was made by Renee Podolsky to approve the December 2018 interim financial statements pending approval of an annual audit performed by a qualified independent certified public accountant. Seconded by Laurie Sallarulo. Unanimously approved.</p>	
<p>FY19 Budget Amendment #2</p>	<p>The CAO summarized the changes in budget amendment #2. The members requested that the salary adjustment component of the staff costs line item in the amendment be considered separately by the full Board due to the complexity of the 4 motions recommended by the Committee at the January 11 meeting.</p>	

Proposed Salary Adjustment	<p>A Motion was made by Laurie Sallarulo to recommend approval of the Amendment Budget #2 without the salary line. All other items are recommended for approval. Seconded by Nicholas Kaniaris. Unanimously approved.</p> <p>A Motion was made by Laurie Sallarulo recommending the budget allocation for salary adjustments recommended by the Finance Committee on January 11, 2019 go directly to the Board for approval. Seconded by Nicholas Kaniaris. Unanimously approved.</p> <p>Deborah M. Hosey declined to vote on the item related to staff salary adjustments because of a conflict of interest. She is currently seeking employment with the ELC.</p>	
New Business	None	
Matters from the Chair	None	
Matters from the Committee	None	
Public Comment	Public Commentary were made by Kevin Eutsy, Stacy Angier, Andrew Skurowitz, Helen Fernandez and Kelly Clark. Comments were related to the budget and provider rate increase.	
Next Meeting Date	March 28, 2019 8:30am	
Adjourn	Motion to adjourn the meeting was made by Laurie Sallarulo. The meeting adjourned at 11:42 am	

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.