



Approved on December 11, 2023, Board Meeting  
**Early Learning Coalition of Broward County, Inc.**  
**Board Meeting Minutes**  
**October 16, 2023, at 9:30 AM**  
Hybrid Meeting

Members in Attendance	Chair Laurie Sallarulo; Monica King (Virtual); Michael Asseff (Virtual); Sharonda Bailey (Virtual); Richard Campillo; Kirk Englehardt (Virtual); Maria Hernandez (Virtual); Melody McDonald; Dr. Amoy Reid (Virtual); Ellie Schrot; Traci Schweitzer; Zachary Talbot; Julie Winburn
Members Absent	Cindy Arenberg-Seltzer; Twan Russell; Carol Hylton; Renee Podolsky; Dr. Allan Zeman
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Allison Metsch, Sr. Director of Education & Quality; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Ayme Hamoui, Director of Education Program Assessment; Beverly Hung, Director of Human Resources; Irene Ramos; Office Manager (Virtual); Kasey LaFrance, Contracts Administration Manager (Virtual); Magdalena Laino, Quality Assurance Manager (Virtual); Megan DeGraaf, Purchasing and Procurement Specialist (Virtual); Reiner Potts, Financial Analyst; Sandra Paul, Senior Director of Provider Reimbursement; Sarane Epps, Contract Specialist (Virtual); Stephanie Landreville, Controller (Virtual); Joseph Fike, IT (Virtual); Jenny Sanchez, Quality Education Manager
Others in Attendance	Julie Klahr, General Counsel; Dawn Liberta; Beverly Batson (Virtual); Kristie Castillo; Rebecca Thompson, Dr. Allen Zeman’s Assistant (Virtual)

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:33 AM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo welcomed new Board member Traci Schweitzer, who is the new DCF representative.  Chair Laurie Sallarulo announced new committee members: <ul style="list-style-type: none"> <li>• Nominating Committee Member - Melody McDonald</li> <li>• Audit Committee Member – Richard Campillo</li> </ul>
CEO Report	The CEO welcomed Board members, and thanked all Board members who attended and supported the Fundraiser event.
Mission Moment-Back to School	A video was shown highlighting the Back-to-School Activities/Events.
<b>Consent Agenda</b>	
<ol style="list-style-type: none"> <li>1. Approve September 11, 2023, Meeting minutes.</li> <li>2. B242CA1 – Authorize the Board Chair to sign the Fort Lauderdale School Readiness Match Funding Agreement.</li> </ol>	A <b>Motion</b> was made by Ellie Schrot and <b>Seconded</b> by Richard Campillo to move the Consent Agenda. The <b>Motion was unanimously approved. Motion Passes.</b>

<b>Finance Committee</b>  1. B242FIN1 – Approve August Interim Financial Statements  2. B242FIN2 – Approve Budget Amendment #2  3. B242FIN3 – Approve Expenses over \$35K	<p><b><u>Approve August 2023 Interim Financial Statements</u></b></p> <p>The CAO presented the August Interim Financial Statements.</p> <p>There was a discussion regarding the Financials and the waitlist. CEO shared that we have a Legislative Lunch &amp; Learn coming up where we will discuss the points where board members can get more information on these items.</p> <p>The Finance Committee brought forth a <b>Motion</b> to Approve August 2023 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p><b><u>Approve FY 2024 Budget Amendment #2</u></b></p> <p>The Finance Committee brought forth a <b>Motion</b> to Approve FY2024 Budget Amendment #2 as presented and amended. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p><b><u>Approve FY 2024 Purchases over \$35,000</u></b></p> <p>A <b>Motion</b> was made by Richard Campillo and <b>Seconded</b> by Melody McDonald to Approve FY 2024 Purchases over \$35,000, including special accounting procedures, as presented, not to exceed \$1,000,000 over up to 2.5 fiscal years. The <b>Motion was unanimously approved. Motion Passes.</b></p>
<b>Regular Business</b>  1. B242RB1 - Authorize ELC to Request Proposals to provide Child Care Resource & Referral Software Services  2. B242RB2 - Authorize ELC to negotiate for Child Care Classroom management and online Learning Technology services	<p>A <b>Motion</b> was made by Ellie Schrot and <b>Seconded</b> by Melody McDonald to Authorize staff to release a Request for Proposals (RFP) and recommend a vendor to provide Child Care Resource &amp; Referral Software as a Service under the ARPA Discretionary Funding Plan, not to exceed \$500,000 for up to 2.5 years. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>A <b>Motion</b> was made by Melody McDonald and <b>Seconded</b> by Richard Campillo to Authorize staff to release an Invitation to Negotiate and recommend a vendor to provide Child Care Classroom Management and Online Learning Technology Software as a Service under the ARPA Discretionary Funding Plan, not to exceed \$500,000 for up to 2.5 years. The <b>Motion was unanimously approved. Motion Passes.</b></p>
<b>Governance Committee</b> <i>Update from Committee Chair</i>	None
<b>Program Review Committee</b> <i>Update from Committee Chair</i>	None
<b>Nominating Committee</b>	

1. B242NOM1 – Approve Private Business Sector Candidate	<p>Committee Chair Michael Asseff shared that we had a fantastic Nominating Meeting with great candidates, four of whom were for the faith-based position and one Private Business Sector.</p> <p>The Nominating Committee brought forth a <b>Motion</b> to Approve Nominating Private Sector Board candidate Dawn Liberta. The <b>Motion was unanimously approved. Motion Passes.</b></p>
2. B242NOM2 – Approve Faith-Based Provider Representative Candidate	<p>The Nominating Committee brought forth a <b>Motion</b> to Approve Faith Based Provider Representative Nominee Krystie Castillo. The <b>Motion was unanimously approved. Motion Passes.</b></p>
<b>Ad Hoc Fundraising</b> <i>Update from Committee Chair</i>	<p>Michael Asseff, Co-Chair of the Fundraising Committee, shared that we had a fantastic night at our first Fundraising event, “Wine &amp; Cheese Social, Bring Your Friend” on October 5, 2023. We had about 30 guests and about \$1800 in donations.</p> <p>If anyone wants to join the Fundraising Committee, please contact Renee.</p>
<b>Audit Committee</b> <i>Update from Committee Chair</i>	None
<b>Provider Representatives</b> <i>Update from Provider Representatives</i>	Melody McDonald shared that some providers are unhappy that the ARPA money went towards the curriculum and not to the providers. Providers are reporting that they would like more communications from ELC.
<b>Unfinished Business</b>	None
<b>Matters from the Chair</b>	None
<b>Matters from the Board</b>	None
<b>Matters from the CEO</b>	<p>Read for the record is on October 26. Hands on Broward is where you can sign up. Also, send me an email.</p> <p>Melody McDonald said she would love to have guest readers at her center.</p>
<b>Matters from Committees</b>	None
<b>Matters from our Partners</b>	None
<b>Public Comments</b>	There was no discussion.
<b>Next Meeting</b>	<b><u>December 11, 2023, at 9:30 AM</u></b>
<b>Adjourn</b>	The meeting adjourned at 10:41 A.M.

*These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of 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 before approval at the next meeting.*