



Approved on February 13, 2023, Board Meeting
 Early Learning Coalition of Broward County, Inc.
 Board Meeting Minutes
 December 12, 2022, at 9:00 AM
 Hybrid Meeting

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta; Twan Russell (Virtual); Monica King (Virtual); Cindy Arenberg-Seltzer (late 9:05 am); Michael Asseff; Beverly Batson; Sharonda Bailey; Richard Campillo; Kirk Englehardt; Maria Hernandez (Virtual); Carol Hylton; Melody McDonald; Renee Podolsky (Virtual); Amoy Reid (Virtual); Ellie Schrot; Kristina West; Julie Winburn
Members Absent	Zachary Talbot
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Judith Merritt, COO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Allison Metsch, Sr. Director of Education & Quality; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Beverly Hung, Human Resources Director; Sandra Paul, Senior Director of Provider Reimbursements; Megan DeGraaf, Purchasing and Procurement Specialist (Virtual); Irene Ramos, Office Coordinator; Reiner Potts, Financial Analyst (Virtual); Kasey Lafrance, Contracts Administration Manager (Virtual); Magdalena Laino, Quality Assurance Manager;
Others in Attendance	Julie Klahr, General Counsel; Carol Wick, Consultant (Virtual)

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:02 AM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo welcomed everyone and gave a shout-out to Ancel Pratt III and his team, for the increase in social media activity.
CEO Report	CEO welcomed Board members and shared that we now have Board engagement documents in the packets that will be updated constantly. Reminder that the next Board meeting will start at 9:30 am, and there will be another meet-greet and eat, 45 minutes before the Board meeting.
Mission Moment – ELC impact on Video	Howard Bakalar presented a video on childcare small businesses speaking about ELC. Board members enjoyed the video. Chair Laurie Sallarulo suggested the video gets sent to Legislators and shared with everyone. Also, asked for the video to get posted on all social media platforms and for everyone to share it.
Consent Agenda 1. Approve November 14, 2022, Meeting minutes 2. B233CA1- Authorize ELC to request a proposal for Human Resource Management Training services 3. B233CA2 – Authorize ELC to request a proposal for Mental Health and Social-emotional support kits 4. B233CA3 – Authorize ELC	A Motion was made by Cindy Arenberg-Seltzer to approve the consent agenda, Seconded by Richard Campillo. The Motion was unanimously approved. Motion Passes.

- to issue a Sole Source Award to Teachstone Inc.
- 5. B233CA4 – Authorize ELC to Amend Nova Southeastern University Agreement
- 6. B233CA5 – Authorize ELC to Amend One Beat Agreement for CPR Training
- 7. B233CA6 – Authorize ELC to issue a Sole Source Award to Council for Professional Recognition
- 8. B233CA7 – Approve Individual Purchases over \$35K

Finance Committee

- 1. B233FIN1 – Approve October 2022 Interim Financial Statements

- 2. B233FIN2 – Approve Proposed FY23 Budget Amendment #3

- 3. B233FIN3 – Approve Compensation Adjustment

Approve October 2022 Interim Financials

A **Motion** was brought forth by the Finance Committee Chair Cindy Arenberg-Seltzer to Approve September 2022 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The **Motion was unanimously approved. Motion Passes.**

Approve FY 23 Budget Amendment #3

A **Motion** was brought forth by The Finance Committee Chair Cindy Arenberg-Seltzer to Approve Proposed FY23 Budget Amendment #3. The **Motion was unanimously approved. Motion Passes.**

Approve Compensation Adjustment

Cindy Arenberg Seltzer presented the Finance Committee’s recommendation for the Board to approve a Performance-Based Bonus for all staff due to the financial constraints the staff are facing. The committee recommends a Performance Based bonus with a maximum of \$2,000.

There was a discussion regarding the proposed motion. Richard Campillo asked why the CEO was excluded from this bonus. CEO shared that she wanted this to be about the staff. After discussion, the Board Chair Laurie Sallarulo said she agreed with Richard Campillo that the CEO should be part of this Performance Based Bonus.

Cindy Arenberg-Seltzer informed the members that if we would like to do something for CEO Renee Jaffe, it would have to be a separate motion.

A **Motion** was brought forth by the Finance Committee Chair Cindy Arenberg-Seltzer to Approve a one-time exception to the Coalition’s performance pay policy to:

- 1. Authorize FY23 funds not to exceed \$400,000 to pay individual one-time mid-year bonuses to all staff (excluding CEO) up to \$2,000 each in amounts based on individual 6-month performance scores utilizing an award structure developed by management. This one-time bonus will be in addition to normal merit increase awards administered at the end of the fiscal year under the

	<p>Coalition’s normal performance pay policy; and</p> <ol style="list-style-type: none"> 2. Allow total performance pay compensation amounts for FY23 performance to exceed the Coalition’s current 5% increase cap. The Motion was unanimously approved. Motion Passes. <p>A Motion was made by Richard Campillo to include the CEO in the performance review for Mid-Year Bonus. Seconded by Cindy Arenberg-Seltzer. The Motion was unanimously approved. Motion Passes.</p>
<p>Regular Committee a. B233RB1 – ARPA Update</p>	<p>CEO presented an ARPA update.</p>
<p>Governance Committee a. B233GOV1 – Approve and Agree on Governance recommendations for Board Strategic Plan Goals, Objectives, and Outcomes</p>	<p>Dawn Liberta shared the strategic plans Board goals and outcomes and outlined the recommendations from Governance Committee.</p> <ol style="list-style-type: none"> 1. Annual Board Survey to be conducted utilizing the prior survey conducted by Carol Wick and removing those questions relating to Strategic Planning. 2. Post Committee/Board meeting Ratings - Survey of Board members conducted after each meeting, rating the meeting be adopted and be completed and sent to ELC staff and then reported out to the Board. 3. A Scorecard for Board Engagement – This would be a Board Engagement Matrix not a scorecard and would show each members engagement at various activities outlined on Board Engagement Opportunities Calendar. <p>A discussion ensued regarding adding a return rate to the Annual Survey. Renee Podolsky suggested the standard be 90%. Chair, Laurie Sallarulo asked what the return rate was for last year, Carol Wick indicated 19 members completed the survey, which resulted in a 100% return rate. Board members indicated they would like this added to the motion and updated in the Strategic Plan.</p> <p>A discussion ensued regarding the Post Committee/Board meeting Ratings, various members felt that it would be difficult to rate the meeting given the proposed questions, and Cindy Arenberg-Seltzer suggested that the questions be “I” statements. Additionally, Ellie Schrot suggested adding a comments section after each question so that we can have feedback to help improve any deficiencies. Board members agreed this would be more helpful. It was agreed that the Governance Committee should review the questions and bring them to the next meeting but that we should do this once the questions have been revised.</p> <p>A Motion was made by the Governance Committee to Approve and Agree on Governance Recommendations for Board Strategic Plan Goals, Objectives, and Outcomes and this is to include an Annual Board Survey with the addition of 100% Return Rate added as a measure, the adoption of a Post Committee/Board meeting rating after Governance have revised and updated the questions and added a comments section to each and the creation of a Board Engagement Matrix. The Motion was unanimously approved. Motion Passes.</p>

Nominating Committee	None
Ad Hoc Fundraising <i>Update from Committee Chair</i>	Kristina West shared that the Ad Hoc Fundraising committee is still trying to schedule a meeting
Program Review Committee <i>Update from Committee Chair</i>	Monica King shared that the committee would meet after the Lunch & Learn at 1:00 PM Friday, December 16, 2022. If anyone wants to join, they would be welcome. Board Chair Laurie Sallarulo expressed that she would like Ellie Schrot to get invited to the meeting, and at future PRC meetings, to speak about special needs.
Audit Committee	None
Provider Representatives Update	None
Unfinished Business	None
New Business	None
Matters from the Chair	None
Matters from the Board	Renee Podolsky thanked the staff for the comprehensive Board Engagement Opportunities sheet; it is very helpful. Carol Hylton thanked CEO Renee Jaffe and Hubert Cesar for their outreach regarding the grant we received for single mothers. We had 300 single mothers call us because of the outreach you did. Richard Campillo asked, "what data can we collect to demonstrate to the State and for future fundraising activities, that show Broward County needs this historic level of funding going forward?" CEO said we would review the data and provide this information to the Board. Chair Laurie Sallarulo suggested that the board get invited to all events and suggested calendar invites should be sent. Cindy Arenberg-Seltzer suggested writing (optional) in front of the invite. Board members agreed this was a good idea moving forward. Chair Laurie Sallarulo suggested that we review any Board member action steps at the meeting so that everyone is clear on items they must address.
Matters from the CEO	None
Matters from Committees	None
Matters from our Partners	None
Public Comments	There was no discussion.
Next Meeting	<u>February 13, 2023</u>
Adjourn	Dawn Liberta Motioned to Adjourn meeting at 10:26 AM

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.

✓ Monica F. King