



APPROVED AT JANUARY 23, 2024, EXECUTIVE COMMITTEE MEETING  
**Early Learning Coalition of Broward County, Inc.**  
**Executive Committee Meeting Minutes**  
**December 5, 2023, at 1:30 PM**  
Virtual Meeting

Members in Attendance	Chair, Laurie Sallarulo; Monica King; Cindy Arenberg-Seltzer; Twan Russell; Michael Asseff; Renee Podolsky
Members Absent	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Megan DeGraaf, Purchasing & Procurement Specialist; Reinier Potts, Financial Analyst; Kasey LaFrance, Contracts Administration Manager; Sarane Epps, Contrast Specialist; Sandra Paul, Senior Director of Provider Reimbursements; Allison Metsch, Senior Director of Education & Quality; Ancel Pratt III, Senior Director of Communications; Amy Moore, Sr. Director of Family Services & Customer Services; Samantha McAnally, Accountant
Others in Attendance	Julie Klahr, Legal Counsel

Item	Action/Discussion
Welcome & Call to Order	In the absence of the Chair and First Chair, Second Chair Twan Russell was acting Chair and called the meeting to order at 2:27 PM. The roll was called, and a quorum was established.
Chair Report	Nothing to Report
CEO Report	The CEO provided an update. Last week, we enrolled 190 children.
<b>Consent Agenda</b>  1. Approve October 3, 2023, Committee meeting minutes 2. EXC243CA1 – Authorize Agreement for Child Care Classroom Management and Online Learning Technology 3. EXC243CA2 – Authorize Agreement for Mental Health Support Kits 4. EXC243CA3 – Authorize Agreement Early Educator Professional Development Training Services 5. EXC243CA4 – Authorize Negotiating and Executing Agreement for CCR&R Software	<b>A Motion</b> was made by Monica King and <b>Seconded</b> by Cindy Arenberg-Seltzer to move the Consent Agenda. The <b>Motion was unanimously approved. Motion Passes.</b>

<p><b>Regular Business</b></p> <p>1. EXC243RB1 – Authorize RFP for vendor design for Model Classroom</p> <p>2. EXC243RB2 – Authorize RFP for Community Needs Assessment</p> <p>3. EXC243RB3 –Strategic Plan Year 1 Updates</p>	<p>CAO discussed RFP for the model classroom.</p> <p>There was a discussion regarding the need for the classroom.</p> <p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer and <b>Seconded</b> by Monica King to Authorize staff to release a Request for Proposals (RFP) and recommend a vendor to design and create model classroom features in ELC Office Space in accordance with Broward’s ARPA Discretionary Funding Plan, not to exceed \$50,000. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>A <b>Motion</b> was made by Monica King and <b>Seconded</b> by Cindy Arenberg-Seltzer to Authorize staff to release a Request for Proposals (RFP) and recommend a vendor for conducting an enhanced Community Needs Assessment under the ARPA Discretionary Program, not to Exceed \$100,000. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>The COO reviewed the updates made to the 1 Year strategic Plan. None of the updates had a significant impact to the overall 5 year strategic plan goals and objectives.</p> <p>A <b>Motion</b> was made by Monica King and <b>Seconded</b> by Cindy Arenberg-Seltzer to Adopt the changes to the 5-Year Strategic Plan. The <b>Motion was unanimously approved. Motion Passes.</b></p>
<b>Unfinished Business</b>	None
<b>New Business</b>	None
<b>Matters from the Chair</b>	None
<b>Public Comments</b>	There was no discussion.
<b>Next Meeting</b>	<a href="#"><b>January 23, 2024, at 1:30 PM</b></a>
<b>Adjourn</b>	Acting Chair Twan Russell adjourned the Meeting at 3:15 PM.

*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.*