



Approved at Finance Committee Meeting 9.27.17
Early Learning Coalition of Broward County
Finance/ Executive Committee Meeting Minutes
August 23, 2017 – 9:00am
6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Executive Chair; Renee Podolsky, Finance Chair; Barrington Russell; Cindy Arenberg Seltzer; Deborah Hosey; Ellie Schrot; Michael Asseff; Nicholas Kaniaris.

Members Absent: Jeffrey Dwyer

Staff in Attendance: Renee Jaffe- CEO; Christine Klima, CAO; Howard Bakalar, Interim COO; Amy Ungor; Doreen Moskowitz; Hubert Cesar; Irene Ramos; Janice Carter; Judy Samuels; Karen Swarzbaugh; Mabel Ramirez; Ros DesRoches; Sandra Paul

Others in Attendance: Jacob Jackson, General Counsel; Twan Russell, Richard Campillo, Cristy Kozla, Michele Rosiere and Natasha Markman, BRHPC; Sheila Smith- 211 Broward; Julia Musella, Stacy Angier and Wendy Siegel, Child Care Providers

Item	Action/Discussion	Follow-Up
Welcome & Call to Order	Laurie Sallarulo, Executive Committee Chair, called the joint meeting of the Executive and Finance Committees to order at 9:20 am. A Roll Call was conducted and a quorum was established. Michael Asseff joined the meeting at 9:25 am. Barrington Russell joined the meeting at 11:30.	
CEO Report:	Items for inclusion in the CEO Report were reviewed and discussed.	

<p>Approve Consent Agenda: Executive Committee meeting minutes of May 31, 2017</p> <p>Finance Committee meeting minutes of May 31, 2017</p>	<p>A Motion to Approve the Consent Agenda, which included the Minutes for the May Executive Committee and the May Finance Committee, was made by Cindy Arenberg Seltzer, seconded by Michael Asseff and unanimously approved</p>	
<p>Finance Committee Report: ELC Sub-Recipient System</p>	<p>During the summer, ELC leadership conducted a comprehensive review of its own organization's business operations simultaneously with a regularly scheduled annual fiscal monitoring review of its sub-recipients. As detailed in the attached supporting documentation for the Finance Committee, several compliance issues were identified, including \$1.7 million in budgeted administrative expenses that exceeded contract limits and diverted funds otherwise designated for quality or child care services. Several strategies and contract options to address this significant problem were reviewed in detail and it was agreed that ELC's current sub recipient business model is unsustainable. Public Comment was heard; a BHRPC letter was read into the record, committing its support for a smooth transition of payments, eligibility and enrollment functions back to the ELC. Support and collaboration was also provided by 211's CEO to analyze CCRR functions for FY 17/18. Committee members discussed the importance of an Ad Hoc Transition Committee to be identified at the September Board meeting to ensure a seamless transition of services.</p> <p>A Motion was made by Cindy Arenberg Seltzer, Finance Committee, to direct staff to develop a full budget to transition payments, eligibility and enrollment functions to ELC and achieve compliance with OEL administrative requirements for presentation to the Full Board in September, without prior review by the Finance Committee. The motion was seconded by Nicholas Kaniaris and unanimously approved.</p> <p>A Motion was made by Cindy Arenberg Seltzer, Executive Committee, to recommend to the full Board approval of a six month transitional contract with BRHPC for the period of October 1, 2017 through March 31, 2018. The motion was seconded by Renee Podolsky and unanimously approved, with Laurie Sallarulo abstaining.</p> <p>A Motion was made by Cindy Arenberg Seltzer, Executive Committee, to renew the 211 contract for the period of October 1 2017 through September 30, 2018 for Child Care Information and Referral, with a revised Scope of Work and reduced budget. The motion was seconded by Michael Asseff and unanimously approved.</p>	

Public Comment

Natasha Markman, representing BRHPC, read a letter acknowledging their gratitude to ELC Board for the opportunity given to BRHPC in providing School Readiness and VPK assistance since August 24, 2015 stating: "During that time BRHPC has implemented, created and standardized the way eligibility is assessed throughout the community. For 35 years BRHPC has prided itself on dedication, innovation and collaboration with partners in the community in delivering services above and beyond standards and requirements of funders." A listing of specific partners and agencies and their commendations of the process of services delivered by BRHPC was mentioned. The letter also stated that "BRHPC has decided not to renew the SR/VPK contract effective September 30, 2017. BRHPC will sign a contract to transition services to the ELC effective January 1, 2018 and will assist the ELC through March 2018. BRHPC stands committed to the children and families in Broward County and will offer resources, technical support and office space during this transition". BRHPC thanked the ELC Board of Directors and say they "are proud and grateful to have served the children and families of Broward and the opportunity to create an efficient family friendly system for the community".

Stacy Angier, Abundant Life Christian Academy, spoke as a former Faith-Based Provider Board member stating concerns about how the findings from ELC's business model could have occurred without OEL catching it. CAO Christine Klima explained that while OEL conducts fiscal monitoring reviews of ELC, it is ELC's responsibility to monitor sub recipient activity. ELC gave incorrect guidance to its sub recipients.

Julia Musella spoke as a former Provider Board member and expressed her concern about how the transition of services would be communicated to the community. CEO Renee Jaffee indicated that a transition team will be formed to assist throughout the transition process, consisting of Board members, sub-recipients and providers and welcomed her participation.

ELC addressed a question by Wendi Siegel, clarifying the differences between direct service costs and administrative costs.

Committee member Twan Russell expressed appreciation for the integrity that ELC staff has taken; working diligently to identify issues, accept responsibility and develop strategies to correct deficiencies and shortfalls. The ELC team has strongly considered the effect on all parties involved with this transition and their humanistic approach to system and compliance improvements. There is no doubt that ELC will go on to provide better services to the community.

Sheila Smith, 211 Broward, provided an update on new technology advancements that will include text and Chat with families as well as screen sharing service to better assist with on-line

	<p>applications. She thanked the Board for taking into account their call center support and pledged flexibility and data analysis to enhance CCRR services.</p> <p>Michele Rosiere, BRHPC clarified that while BRHPC has declined renewal of the current contract with ELC, they had previously submitted a revised budget the reduced administrative costs by \$800,000.</p>	
Finance and Utilization Report	<p>The Finance and Utilization Reports were reviewed and discussed.</p> <p>The Finance Committee meeting adjourned at 11:35am</p>	
Reconvene Executive Committee Meeting	<p>Executive Committee meeting reconvened at 12:14pm and was called to order by Laurie Sallarulo Chair. Roll Call was done and a quorum was established.</p>	
Strategic Planning	<p>As recommended by the Executive Committee, ELC staff conducted a comprehensive review of the 2013-2018 Plan. Much has changed in the early care and education system of care and in the organizational capacity of the ELC. Most of the goals and objectives in that five year plan have been completed, are in need of revision or are now obsolete. After review of a status report, by Goal and by Objective, members of the combined Executive and Finance Committees have recommended that this Plan be closed.</p> <p>A draft one-year Goals and Objectives plan for 2017-18 was also reviewed by the Executive Committee. It was recommended that the full Board consider hiring an external consultant to engage the Board in the development of a new Strategic Plan. Additionally, it was also recommended that an Ad Hoc Strategic Plan committee be convened at the September 7th Board meeting which would work closely with the external consultant on plan development for consideration by the full Board at a time to be determined.</p> <p>A Motion was made by Cindy Arenberg Seltzer to recommend to the board the creation of an Ad Hoc Committee to assist with the development of a new Strategic Plan. Motion seconded by Ellie Schrot and unanimously approved.</p> <p>A Motion was made by Cindy Arenberg Seltzer to recommend to the Board the creation of an Ad Hoc Transition Committee. Motion seconded by Michael Asseff and unanimously approved.</p>	
New Business	None	

Matters from the Chair	None	
Matters from both Committees	None	
Next Meeting Date	September 27, 2017	
Adjourn	Motion to adjourn and meeting adjourned at 1:31 pm.	

These minutes contain the action items for the joint meeting of the Executive Committee and the Finance Committee of the Early Learning Coalition. 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.