



APPROVED at the April 26, 2017 Finance Meeting
 Early Learning Coalition of Broward County
 Finance Committee Meeting Minutes
 March 22, 2017 – 4:00 pm
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Cindy Arenberg Seltzer, Renee Podolsky via phone, Nicholas Kaniaris, Deborah Hosey via phone, Jeffrey Dwyer via phone

Members Absent: Barrington Russell

Staff in Attendance: Christine Klima, Renee Jaffe, Sandra Paul, Doreen Moskowitz, Renier Potts, Ros Desroches, Maria Mendoza, Hubert Cesar, Mabel Ramirez, Amy Ungor, Irene Ramos

Others in Attendance: (from sign-in sheet) Jacob Jackson, General Counsel, Natasha Markman, Christy Kozla

Item		Follow-up
Welcome & Call to Order	Cindy Arenberg Seltzer called the meeting to order at 4:11 pm Self-introductions were made. A quorum was established.	
Consent Agenda Approval	Motion made by to approve the March 1, 2017 minutes. Seconded by . Unanimously approved	
Approve Financial Statements January 31, 2017	Christine reported on the Financial Statements. Discussion on reasons for attrition, caseloads down so referrals down. BG3 #'s are coming down. Motion made by Laurie Sallarulo and Seconded by Cindy Arenberg Seltzer to approve the Financial Statements. Unanimously approved.	
Approve Performance Pay Policy Revision and	Christine summarized performance pay policy or staff and CEO performance pay. The CEO gave an explanation on the bonus structure for staff pay policy and expressed that a new monitoring tool with a goal rating will be developed when	

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<p>Proposed CEO Performance Pay</p>	<p>applying a bonus. CEO expressed that a staff max of up to 5% performance pay increase will be put in place to reward outstanding work.</p> <p>Motion made by Nicholas Kaniaris to create a bonus pool based on 3%. Seconded by Laurie S.</p> <p>Discussion held on the amount of pool percentage. Question.</p> <p>Motion made by Nicholas to approve performance pay CEO as reported. Seconded by Laurie S. Unanimously approved. Discussion on minimum performance to be met.</p> <p>Motion made by Laurie S. to align performance evaluation and fiscal year pay for CEO. Seconded by Deborah. Unanimously approved.</p> <p>Changes made to contract and bring to Exec. ??</p> <p>approve the Budget at \$30k for this year and policy with insertion of cap of 5% and add language of permanent staff</p>	
<p>CEO Purchasing and Cash Disbursement Authority</p>	<p>Discussion on the increase of authority of up to \$5k for CEO to sign. Authority of Contract of up to \$35k.</p> <p>Motion made by Laurie S. of purchases of single item less than \$25k be approved by CEO and revise cash disbursement that any check under \$5k can be approved by CEO. Seconded by Deborah H. Unanimously Approved.</p>	
<p>New Business</p>		
<p>Matters from the Chair</p>		
<p>Matters from the Committee</p>	<p>There was no discussion.</p>	
<p>Public Comment</p>	<p>There was no comment.</p>	

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Next Meeting Date	April 26, 2017	
Adjourn	The meeting adjourned at 5:23 pm.	

These minutes contain the action items of the meeting of the Finance and Executive 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.

Submitted by Irene Ramos