



APPROVED AT SEPTEMBER 2, 2020 PRC MEETING

Early Learning Coalition of Broward County
 Program Review Committee Meeting Minutes
 September 26, 2019 – 3:00 pm

1475 W Cypress Creek Road, Suite 301, Fort Lauderdale, FL 33309

Members in Attendance: Cindy Arenberg Seltzer, Chair; Richard Campillo, via phone, Laurie Sallarulo, via phone, Renee Podolsky, Laurie Rich Levinson Dawn Liberta, via phone

Members Absent: Khalil Zeinieh

Staff in Attendance: Renee Jaffe, CEO; Howard Bakalar, CPO; Perry Borman, COO; Allison Metsch via phone, Director of Education and Quality; Keisha Dunn Pettis, Director of Family Services; Elsy Silvestre, Executive Assistant

Others in Attendance: Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Cindy Arenberg Seltzer, Chair called the meeting to order at 3:08 pm. Roll was called and a quorum was established.
Consent Agenda: Approve July 26, 2019 meeting minutes	A Motion was made by Renee Podolsky to approve the July 22, 2019 meeting minutes. Seconded by Laurie Levinson. Unanimously approved
Regular Business: PRC202RB1 – Small Business Training	Committee was reminded that at the last Program Review Committee meeting, the value and need for child care provider business training was discussed. Components of the training as well as outcomes were evaluated by ELC staff doing a cost analysis and using program surveys and prior outcomes data to draft an RFP. \$50,000 has been set aside in the FY 20 budget approved by the finance committee and the board at the May 2019

finance and June 2019 board meetings.

Howard and Cindy discussed the RFP and contract timeline as to whether or not this RFP should be done immediately or mid-year FY 20 based on whether the contract start date/service delivery would begin in February of this fiscal year or early next fiscal year. It was decided since the money is already in the budget this year, the RFP and contract start date should both take place in the current fiscal year. The committee agreed on the following timeline:

- October 4 RFP released
- October 21st Bidders' Conference
- November 6th Program Review Committee meets to review/approve Rating Committee recommendations
- December 19th ELC Board votes on board recommendation
- February 1, 2020 Contract begins

Renee Podolsky voiced concerns over the drafted outcome expectations and the benchmarks in the RFP provided by staff. She wanted the outcomes to be more detailed as to the shorter and longer term learning gains of participants. She also wanted to ensure that a tool was agreed upon to gauge success. She also suggested further clarification of who would be participating in the workshops, wanting to ensure that there was diversity in types of facilities participating.

Staff provided there will be pre and post measures and benchmarks for all outcomes. Additionally, ELC will be surveying the students to measure longer term benefits, and the findings will be shared with both the committee and the successful provider of services through the RFP.

The Committee questioned how recruitment of students is currently conducted and Howard Bakalar clarified the approach currently used, with the current vendor recruiting and ELC reinforcing that recruitment. The Committee requested implementation of an application process where ELC staff and the successful provider jointly approve student applications for the workshop series to ensure a diverse group of directors and other leaders (with owner approval) would be approved for participation. These students need the right mindset to be successful. The successful vendor applicant will need to explain how they plan to recruit students.

Jake Jackson reported that he had made formatting changes to the RFP. He had made no programmatic

	<p>changes.</p> <p>There was a Motion made by Laurie Rich Levinson and Seconded by Renee Podolsky to approve the RFP with requested revisions and to bring to the Board on October 3, 2019. Motion passes.</p>
New Business	<p>Please let Howard Bakalar know if anyone wants to be on the Rating Committee.</p> <p><i>Follow Up: Howard to provide new ELC QA plan and data. Howard to forward the analysis of ineligibility.</i></p>
Matters from the Chair	<p>The Children’s Movement and FLAECY are promoting the movie No Small Matters at 10:00 AM on September 27. ELC may want to sponsor a showing. They are looking for people to do showings to promote importance of early learning.</p> <p>Read for the Record is coming up on November 7. CEO, Renee Jaffe attended a reading of the book “Thank you, Omu” by Oge Mora. ELC purchased approximately 3,000 books. ELC is planning to do an evening “family night” reading activity, and will send out flyers and information to the Board.</p>
Matters from the Committee	There was no discussion.
Public Comment	There was no comment.
Next Meeting Date	December 4, 2019 at 3:00 PM
Adjourn	Cindy motioned to adjourn the meeting. The meeting adjourned at 4:27 pm.

These minutes contain the action items of the Program Review Committee meeting of the Early Learning Coalition of Broward. 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.