

Early Learning Coalition of Broward County, Inc.
Addendum to Executive Committee Meeting Agenda
Feb 27, 2024, at 1:30 PM
Zoom Meeting

Meeting ID: 876 2326 6359 Passcode: 589947

<https://us06web.zoom.us/j/87623266359?pwd=bHY0RkJ5ZjZjR1F4WW15VjVja2tjdz09>

Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussing and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict, and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

PAGE

1.	Call to Order	Laurie Sallarulo, Chair
2.	Roll Call	Melody Martinez, Board Liaison
3.	Chair Report Traci Schweitzer – Co-Chair of Ad Hoc Fundraising Committee	Laurie Sallarulo, Chair
4.	CEO Report	Renee Jaffe, CEO
5.	Consent Agenda <ol style="list-style-type: none"> 1. Approve January 23, 2024, Committee meeting minutes 2. EXC245CA1 – Approve RFQ for Employee Benefits Broker 3. EXC245CA2 – Approve RFQ for Risk Management Broker 4. EXC245CA3 – Approve FY25 RFP for customer Relations Management SaaS 5. EXC245CA4 – Approve FY25 RFP for Bookworms Supply & Shipping Services 6. EXC245CA5 – Approve FY25 RFP for First Aid-CPR Training 7. EXC245CA6 – Approve FY25 RFP for Executive Coaching 8. EXC245CA7 – Approve MODEL Classroom Vendor Selection 	Laurie Sallarulo, Chair
6.	Regular Business <ol style="list-style-type: none"> 1. EXC245RB1 – Approve United Way Sponsorship Related Party Agreement 2. EXC245RB2 – Approve Mid-Year CEO Evaluation Merit Increase 3. EXC245RB3 – Approve Healthy Start Coalition Related Party Transaction 	Christine Klima, CAO Judith Merritt, COO
7.	FYI <ul style="list-style-type: none"> • FYI-1 Contract List • FYI-2 Legislative Bill Tracker • FYI-3 Board Engagement Calendar • FYI-4 2023/2024 Board Calendar • FYI-5 Board Committee Member List 23/24 • FYI-6 FY 23-24 Executive Committee Meeting Attendance • FYI-7 Glossary of Terms 	

8.	Unfinished Business New Business Matters from the Board Matters from the CEO Matters from the Committee Matters from our Partners Public Comment		
9.	Next ELC Executive Meeting: April 30, 2024, at 1:30 PM		
10.	Adjourn		
<p><i>Please Note: Agenda is subject to revisions and additions at the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. Members of the Public: Please sign up at the entry desk for public comments to be made on any particular agenda items no later than five minutes after the Coalition meeting has been called to order.</i></p> <p><i>“As per §286.0105, Fla. Stat. Any person who decides to appeal any decision of the Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which the appeal is to be based.”</i></p>			

ITEM/ MEETING:	EXC245RB3 / Executive Committee
DATE:	February 27, 2024
SUBJECT:	Related Party Purchase
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve FY24 Related Party Purchase of “Starter” books for Broward Healthy Start Coalition, Inc. to use to promote family literacy engagement with newborns at home.
FINANCIAL IMPACT:	Not to Exceed \$15,000 FY24 ARPA Funds
ELC STAFF LEAD	C. Klima

Background Information:

In accordance with Florida Statute and the DEL Grant Agreement, all Coalitions are required to secure Board prior approval by a 2/3 vote for all related party contracts and purchases.

According to the Coalition’s DEL Grant Agreement (the full text of the section is attached), related party activities and/or conflicts of interest occur when, for any transaction, the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:

- May be financial or non-financial.
- May include actual, potential, and perceived conflicts of interest.
- Include organizational conflicts of interest due to a relationship with an affiliate or subsidiary organization.
- May occur due to governing board members and/or active entity employees.

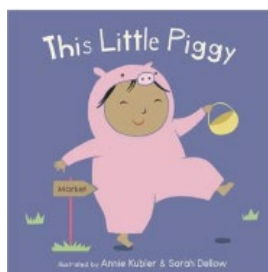
Current Status:

The following is a list of requested related party purchases.

Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
a	\$15,000	<ol style="list-style-type: none"> 1. Monica King/Broward Healthy Start Coalition Inc. CEO 2. Dawn Liberta/Broward Healthy Start Coalition, Inc. Board Member 3. Allison Metsch/Broward Healthy Start Coalition, Inc. Board Chair 	Purchase Children’s Books for Families with Newborns Receiving Services from Broward Health Start Coalition, Inc.

In March, 2024 ELC staff will purchase approximately 2,000 age-appropriate children’s books for the Broward Healthy Start Coalition and their community partners’ staff to give to clients with newborns during home visits with Broward County families. The “Baby Bookworms” initiative will help expand the reach of ELCs popular Broward Bookworms program where families sign up to receive books and other ELC program activities by mail. Home visitors will use the “starter” book purchased through this transaction to encourage parents to read to their babies and help them sign up for more on the Bookworms website.

The Healthy Start Coalition’s mission is to promote the health and well-being of women, infants and families to achieve a successful pregnancy and a healthy start in life. They operate a home visiting program among other things and are responsible for administering the Healthy Families Program in Broward County. ELC staff will use FY24 ARPA funds earmarked for family engagement activities to purchase books similar to this example in English, Spanish and Haitian Creole for \$5 to \$7 each plus shipping for a total amount not to exceed \$15,000.



Recommended Action:

Approve FY24 Related Party Purchase of “Starter” books for Broward Healthy Start Coalition, Inc. to use to promote family literacy engagement with newborns at home.

Supporting Documentation:

- Related party disclosure requirements under DEL Grant Agreement
- Signed Conflict of Interest Form – Allison Metsch

**DEL FY2023-24 GRANT AGREEMENT
AUDIT REQUIREMENTS**

- 2. Related party disclosures.** The ELC shall ensure all related party transactions are included in the financial statement footnote disclosures in accordance with requirements defined in Financial Accounting Standards Board (FASB) *Accounting Standards Codification* (ASC) 850, *Related Party Disclosures*. In addition, the grantee shall comply with all applicable provisions of Chapter 112, F.S., Public Officers and Employees, as required by s. 1002.83(9) and s. 1002.84(21), F.S. for related party transactions.
 - 2.1.** Documentation of related party activity to support proper written notification to the entity's governing board is required and must be submitted to DEL for review/acceptance. Such supporting documentation includes the following items.
 - 2.1.1.** The impacted individual must complete the necessary conflict of interest disclosure forms.
 - 2.1.2.** Any governing board member(s) benefitting from the activity must disclose the conflict of interest in advance in writing and must abstain from the vote process.
 - 2.1.3.** Meeting minutes that reflect a valid vote of approval by two-thirds vote of the entire membership of the governing board.
 - 2.1.4.** A copy of the agreement or written summary of the transaction including the start date, purpose, amount/cost incurred and funding/OCA code(s) charged.
 - 2.1.5.** Related documentation to verify compliance with state purchasing rules.
 - 2.2.** No related party activities may be executed without approval from the Division.
 - 2.2.1.** Transactions under \$25,000 must be submitted to DEL for processing within thirty (30) days after receipt of governing board approval.
 - 2.2.2.** Transactions of \$25,000 or more must be submitted to DEL for prior written approval before the contract/agreement/activity can be executed.
 - 2.3.** Related party activities and/or conflicts of interest occur when for any transaction the benefits of an interested party may be seen as competing with those of the state of Florida. Such conflicts of interest:
 - 2.3.1.** May be financial or non-financial.
 - 2.3.2.** May include actual, potential and perceived conflicts of interest.
 - 2.3.3.** Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.
 - 2.3.4.** May occur due to governing board members and/or active entity employees.
 - 2.4.** The ELC shall submit one electronic copy of the support files described above in Section 2.1 and any other supporting files considered necessary electronically to the report recipient indicated in Exhibit VI, List of Reports. If the ELC does not have access to the DEL SharePoint site, DEL will provide alternative written instructions.

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Allison Metsch, hereby disclose that on February 27 and March 11, 20 24 :

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, _____;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

A measure will come before my agency which inures to the special gain of the Broward Healthy Start Coalition, Inc. of which I am the President of the Board of Directors.

Feb 26, 2024

Date Filed

Allison Metsch

Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.






Voting_Conflict_Form_8b Metsch BHSC Related Party

Final Audit Report

2024-02-26

Created:	2024-02-26
By:	Christine Klima (cklima@elcbroward.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9VIQOqFI0zIS8yAKcc9_v88lbs9T0pxu

"Voting_Conflict_Form_8b Metsch BHSC Related Party" History

-  Document created by Christine Klima (cklima@elcbroward.org)
2024-02-26 - 9:16:00 PM GMT
-  Document emailed to Allison Metsch (ametsch@elcbroward.org) for signature
2024-02-26 - 9:18:19 PM GMT
-  Email viewed by Allison Metsch (ametsch@elcbroward.org)
2024-02-26 - 9:22:52 PM GMT
-  Document e-signed by Allison Metsch (ametsch@elcbroward.org)
Signature Date: 2024-02-26 - 9:23:17 PM GMT - Time Source: server
-  Agreement completed.
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