

# 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

	Р	PAGE
•	Call to Order	Laurie Sallarulo, Chair
2.	Roll Call	Melody Martinez, Board Liaison
3.	<b>Chair Report</b> Traci Schweitzer – Co-Chair of Ad Hoc Fundraising Committee	Laurie Sallarulo, Chair
4.	CEO Report	Renee Jaffe, CEO
5.	<ul> <li>Consent Agenda <ol> <li>Approve January 23, 2024, Committee meeting minutes</li> <li>EXC245CA1 – Approve RFQ for Employee Benefits Broker</li> <li>EXC245CA2 – Approve RFQ for Risk Management Broker</li> <li>EXC245CA3 – Approve FY25 RFP for customer Relations Management SaaS</li> <li>EXC245CA4 – Approve FY25 RFP for Bookworms Supply &amp; Shipping Services</li> <li>EXC245CA5 – Approve FY25 RFP for First Aid-CPR Training</li> <li>EXC245CA6 – Approve FY25 RFP for Executive Coaching</li> <li>EXC245CA7 – Approve MODEL Classroom Vendor Selection</li> </ol> </li> </ul>	Laurie Sallarulo, Chair
6.	<ul> <li>Regular Business</li> <li>1. EXC245RB1 – Approve United Way Sponsorship Related Party Agreement</li> <li>2. EXC245RB2 – Approve Mid-Year CEO Evaluation Merit Increase</li> <li>3. EXC245RB3 – Approve Healthy Start Coalition Related Party Transaction</li> </ul>	Christine Klima, CAO Judith Merritt, COO
7.	<ul> <li>FYI</li> <li>FYI-1 Contract List</li> <li>FYI-2 Legislative Bill Tracker</li> <li>FYI-3 Board Engagement Calendar</li> <li>FYI-4 2023/2024 Board Calendar</li> <li>FYI-5 Board Committee Member List 23/24</li> <li>FYI-6 FY 23-24 Executive Committee Meeting Attendance</li> <li>FYI-7 Glossary of Terms</li> </ul>	

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	Ì	

**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.

"As per  $\frac{$286.0105, Fla. Stat.}{$286.0105, Fla. Stat.}$  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."



ITEM/ MEETING:	EXC245RB3 / Executive Committee
DATE:	February 27, 2024
SUBJECT:	Related Party Purchase
FOR ACTION:	YES
RECOMMENDED	Approve FY24 Related Party Purchase of "Starter" books for Broward Healthy Start Coalition,
ACTION:	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.

ltem No.	Estimated Amount	Related Party and Affiliated Organization	Activity
а	\$15,000	<ol> <li>Monica King/Broward Healthy Start Coalition Inc. CEO</li> <li>Dawn Liberta/Broward Healthy Start Coalition, Inc. Board Member</li> <li>Allison Metsch/Broward Healthy Start Coalition, Inc. Board Chair</li> </ol>	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

- 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.
    - 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.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAM		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Early Learning Coalition of Broward County, Inc. EMPLOYEE			
MAILING ADDRESS 1475 West Cypress Creek Road Suite 301		WHICH I SERVE	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: N/A		
CITY Fort Lauderdale, FL	COUNTY Broward			OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED February 27, 2024		MY POSITION IS:			

#### WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

### **INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES**

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

# ELECTED OFFICERS:

\*

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and* 

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

## **APPOINTED OFFICERS:**

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

• You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

## **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.

DISCLOSU	RE OF LOCAL OFFICER'S INTEREST	
I,_Allison Metsch	, hereby disclose that on _ February 27 and March 11	, <b>20</b> <u>24</u> :
(a) A measure came or will come before my agency	v which (check one)	
inured to my special private gain or loss;		
inured to the special gain or loss of my busi	ness associate,	;
inured to the special gain or loss of my relat	ive,	;
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.	
the Board of Directors.	to the special gain of the Broward Healthy Start Coalition, Inc. of which	
Feb 26, 2024	Allison Matach	
Date Filed	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
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- 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
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