



Approved September 4, 2025, Governance Committee Meeting
Early Learning Coalition of Broward County, Inc.
Governance Meeting Minutes
May 1, 2025, at 11:30 AM
Zoom Meeting

Members in Attendance	Chair Dawn Liberta; Michael Asseff; Renee Podolsky; Laurie Sallarulo
Members Absent (Excused)	Kirk Englehardt; Amoy Reid
Members Absent (Unexcused)	
Staff in Attendance	Renee Jaffe, CEO; Judith Merritt, COO; Hubert Cesar, CIO; Christine Klima, CAO; Melody Martinez, Board Liaison;
Others in Attendance	Julie Klahr, Legal Counsel

Item	Action/Discussion
Welcome & Call to Order	<p>Chair Dawn Liberta called the meeting to order at 11:45 AM. The roll was called, and a quorum was not established at this time.</p> <p>Laurie Sallarulo joined the meeting at 11:50 AM, establishing a quorum and allowing the committee to proceed with official business and voting.</p>
Consent Agenda 1. Approve February 3, 2025, meeting minutes	<p>A Motion was made by Renee Podolsky and Seconded by Michael Asseff to approve the Consent Agenda. The motion was Unanimously Approved. Motion Passed.</p>
Regular Committee 1. GOV254RB1 – Approve DEL CEO Annual Evaluation Tool	<p><u>CEO Annual Performance Evaluation tool</u></p> <p>Judith Merritt, Chief Operating Officer, provided an overview of the CEO performance evaluation process. She noted that the Division of Early Learning (DEL) requires a mandatory annual CEO evaluation, which closely aligns with the internal evaluation tool currently used. To avoid duplication, staff recommended transitioning to using only the DEL evaluation tool going forward, as it covers the same leadership indicators.</p> <p>A Motion was made by Michael Asseff and Seconded by Renee Podolsky to approve the DEL CEO Annual Performance Evaluation tool. The motion was Unanimously Approved. Motion Passed.</p>
2. GOV254RB2 – Approve proposed list of ELC Holidays FY25/26	<p><u>ELC Holiday Closure Days</u></p> <p>Judith Merritt, Chief Operating Officer, reviewed the State Observed Holidays and presented the proposed ELC Broward office closures for the upcoming calendar year.</p> <p>State Observed Holidays: The following holidays are recognized by the state and proposed for observance by ELC Broward:</p> <ul style="list-style-type: none"> • New Year’s Day • Martin Luther King Jr. Day (third Monday in January) • Memorial Day (last Monday in May) • Independence Day • Labor Day (first Monday in September) • Veterans Day (November 11) • Thanksgiving Day (fourth Thursday in November) • Friday after Thanksgiving • Christmas Day

	<p>Additional Proposed Office Closures:</p> <p>In alignment with updated grant agreement language and internal review of ELC Broward’s holiday schedule, staff are also proposing closure on the following dates:</p> <ul style="list-style-type: none"> • Presidents Day – February 16, 2026 • Columbus Day/Indigenous Peoples’ Day – October 12, 2026 • Spring Holiday – April 3, 2026 (Varies annually and aligns with the vernal equinox, marking the first day of spring) <p>A Motion was made by Michael Asseff and Seconded by Renee Podolsky to Approve 12 ELC Holiday Closure Days FY25/26. The motion was Unanimously Approved. Motion Passed.</p>
3. GOV254RB3 – Approve new AI Policy	<p><u>Approve Artificial Intelligence (AI) Policy</u></p> <p>Hubert Cesar, Chief Information Officer, presented the newly developed ELC policy on the use of Artificial Intelligence (AI) technologies. He explained that implementing this policy ensures AI tools are used thoughtfully, ethically, and responsibly within the organization. The policy has been reviewed by legal counsel.</p> <p>Chair Dawn Liberta shared that she reviewed the proposed AI policy and emphasized the importance of ensuring all staff receive training on its contents. She recommended that the training be conducted in person, noting the effectiveness and accountability of in-person sessions compared to online formats.</p> <p>A Motion was made by Renee Podolsky and Seconded by Laurie Sallarulo to Approve AI Policy. The motion was Unanimously Approved. Motion Passed.</p>
4. GOV254RB4 – Approve FY26 Risk Management Insurance Policy Renewal Coverage	<p><u>Risk Management Insurance Policies</u></p> <p>Judith Merritt, Chief Operating Officer, provided an update regarding the organization's insurance coverage. She clarified that there is no change in cost or coverage details compared to the previous year; the only update is to the policy term, which is required to be reviewed and updated annually.</p> <p>A Motion was made by Renee Podolsky and Seconded by Michael Asseff to Approve the Proposed FY26 Risk Management Insurance Policy Renewal Coverage Levels. The motion was Unanimously Approved. Motion Passed.</p>
5. GOV254RB5 – Approve HR Mandated Reporting Policy	<p><u>Mandated Reporting Policy update</u></p> <p>Judith Merritt, Chief Operating Officer, went over the revised Mandated Reporting Policy.</p> <p>A Motion was made by Renee Podolsky and Seconded by Michael Asseff to Recommend the Board approve the revised Mandated Reporting Policy. The motion was Unanimously Approved. Motion Passed.</p>
Unfinished Business	None
New Business	None
Matters from the Chair	None
Public Comments	None
Next Meeting	September 4, 2025
Adjourn	Meeting adjourned at 11:58 AM by Renee Podolsky.

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of 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 before approval at the next meeting.