



Early Learning Coalition of Broward County, Inc. - **Executive Committee Meeting Agenda**
December 1, 2020 – 1:30 pm
Virtual Meeting
Meeting Call-In Number: 1 (872)240-3412 Access Code: 534-097-765
Go To Meeting Access: <https://global.gotomeeting.com/join/534097765>

Members are reminded of conflict of interest provisions. In declaring a conflict, please refrain from voting or discussion 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	
I.	Call to Order		Laurie Sallarulo, Chair
II.	Roll Call		Elsy Silvestre, Executive Assistant
III.	Chair Report		Laurie Sallarulo, Chair
IV.	CEO Report	1	Renee Jaffe, CEO
V.	Executive Committee Consent Agenda a. Approve September 10, 2020 Executive Committee meeting minutes b. EXC212CA1 - Approve registration of fictitious name “ELC Broward” with Sun Biz	4 8	Laurie Sallarulo, Chair Executive Team
VI.	Executive Committee Regular Business a. EXC212RB1 – Legal Counsel Contract Renewal	9	Christine Klima
VII.	FYI <ul style="list-style-type: none"> • FYI-1 Wait List Report • FYI-2 Contract List • FYI-3 Education and Quality Training Calendar • FYI-4 2020/2021 Board Calendar • FYI-5 Board Committee Member List 20/21 • FYI-6 FY 20-21 Executive Committee Meeting Attendance 	20 21 22 24 25 26	
VIII.	Unfinished Business New Business Matters from the Board Matters from the CEO Matters from our Partners Public Comment Next Executive Committee: February 2, 2021 at 1:30 PM Adjourn		

Please Note: Agenda subject to revisions and additions per 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 particular agenda items no later than five minutes after the Coalition meeting has been called to order.

CEO Report
Executive Committee – December 1st 2020

Waitlist Efforts

As was reported in the last CEO update, in mid-October OEL awarded ELC Broward \$9.8M from a \$60M Statewide funding pool for enrolling new children into School Readiness from the waitlist. Broward's waitlist had approximately 3,500 children listed as of July 1, 2020 when OEL compiled their analysis for their report to the Legislature. OEL has indicated that the funds may be recurring, but the amount is unknown and subject to appropriations within the annual State budget.

This allocation will pay for slots for approximately 1,925 new children to be enrolled by year end in June 2021. Staff began notifying families currently on the waitlist the first week of November, with an initial mail-out to parents of more than 500 waitlist children. Parents have a one-month window to upload eligibility documents to the OEL portal after receiving their waitlist notification.

Because response/eligibility rates tend to fall between 40-50 percent, ELC will be sending out its notifications to parents of an additional 400 children every two weeks, beginning December 4th. Additionally, ELC Family Services staff are calling and emailing parents who have already received notification, offering assistance in producing/uploading necessary documentation. Parents have also been offered the option of scheduling virtual meetings via Teams with Family Services Specialists for more in-depth conversations and questions.

VPK Program Assessment Pilot

The Office of Early Learning announced in mid-October that it would be starting a pilot program with the goal of increasing Kindergarten Readiness scores by involving and including public and private VPK providers in the use of the STAR Literacy assessment as a learning tool at the beginning of the VPK year, rather than using it solely as an assessment tool upon a child's entry into Kindergarten.

More than 1,400 child care providers throughout the State participated in webinars October 26th and 27th, and were given the opportunity to apply to be included in the pilot program. Applications were due back to OEL by November 11th, and all providers accepted into the pilot program were notified the week of November 16th. One hundred twenty-two providers from Broward have been chosen to participate.

CARES Phase IV

The Office of Early Learning released Phase IV of CARES grant funding November 13th. This funding is available for all open SR and VPK providers and child care facilities, regardless of whether they currently have a contract with the ELC. Eligible providers will receive up to \$3,250, based on their license capacity. The due date for submitting applications is December 4th 2020.

COVID 19 Update

As of November 15th, all of Broward's contracted child care centers have reopened. A handful of centers that remained closed have chosen to terminate their contract with ELC. Because more than 99% of child care facilities statewide have now reopened, the Office of Early Learning (OEL) has begun scaling back reimbursing School Readiness providers based solely on enrollment, rather than attendance. Using its "dimmer switch" approach, OEL has allowed reimbursement for School Readiness children for up to 16 excused absences for the month of October (which is 6 additional days than contractually allowed) and up to 14 excused absences for the month of November (which is 4 additional days). OEL will be following this same pattern, allowing for 12 excused absences for the month of December (two additional days) before returning to its traditional payment policy of 10 excused absences per month per child.

As of October 1st, VPK attendance policies have now returned to normal, allowing for 100 percent payment if a child attends at least 80 percent of each month. The option to provide flexible (virtual) instruction for VPK has also begun, and 56 Broward child care providers and the School District have been approved to provide this virtual instruction.

OEL has also agreed to continue to reimburse child care providers for parent co-payments through the months of November and December.

In October, the reported attendance rate for School Readiness children was 83% (10,918) and the absence rate was 17% (2,272). This data includes 2,404 children of first responders/medical personnel (who had an attendance rate of 94%). Without the children of first responders/medical personnel, the School Readiness attendance rate was 80% (8,522) and the absence rate was 20% (2,117).

As of November 13, there have been 14,230 approved VPK applications for the current school year however only 10,115 children are actually enrolled with a VPK provider. Enrollments are down drastically from 14,990 children in FY 19/20, which is a decrease of 32.5%. Statewide numbers continue to be down as well. VPK Outreach efforts to reach families with an approved application but no enrollment are under way. Additional efforts are scheduled to take place in January 2021, subject to the status of the virus locally.

Website

After several months of hard work and dedication, we're pleased to announce on Tuesday, November 3, ELC Broward successfully launched its new website.

Our goal with this new website is to provide our visitors an easier way to learn about our services and gain access to trainings, forms and helpful videos. In addition, the site allows the visitor to browse information based on their own choice. The new website is creative, interactive and gives better access to web pages. Our current and prospective clients will find useful information about our services and are able to easily contact our staff if additional assistance is needed.

We will be constantly updating our content with helpful information, articles, newsletters, ELC Broward announcements and success stories in the Blog section. We also conduct periodic surveys to ensure families and providers can easily navigate the site and find what they need. We wish to establish this website as a source of information for all of our Broward County providers and families!

Legislator & Municipality Update

The recent elections have resulted in a new slate of elected state officials representing Broward County with six new State Representatives and two new State Senators being elected. All new and returning members received congratulatory messages from the ELC as well as annual reports and recent COVID-19 updates. Also at the first Broward Legislative Delegation meeting on Thursday, November 12th 2020, ELC staff spoke with attending members and their staff to schedule future meetings prior to the start of the legislative session committee weeks in January.

This election also brought more than three dozen new Commissioners to cities and towns across Broward County along with a small number of new Mayors. ELC has sent congratulations and introductions to these new local leaders and requested opportunities to brief them on early education opportunities and issues affecting their constituents as well as providing details of the child care centers in their communities. As the new year begins, we will also update municipalities on the progress made in safely reopening these centers and the vital importance of their funding on stabilizing the child care industry.

OEL Accountability Audit

The Office of Early Learning (OEL) will be conducting an eligibility and programmatic review commencing December 7th 2020. The review will cover the following areas:

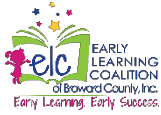
- Voluntary Prekindergarten (VPK) and School Readiness (SR) child eligibility files

- SR Provider Payment Validation
- VPK Provider Payment Validation
- SR Provider Health and Safety Checklists
- VPK Provider Eligibility and Providers on Probation (POP)
- Data Accuracy
- Child Care Resource and Referral (CCR&R)

OEL will utilize their internal scorecard which lists the requirements being reviewed and its outcome measures. With the use of these scorecards, ELC staff have been tasked with gathering documentation, policies and procedures to upload into the OEL portal in advance of the December 7th survey. An entrance and exit meeting with the staff conducting the desk review will occur, where the findings will be reviewed. Results from OEL's review will be shared with the board.

Internal Auditors Update

ELC's newly procured external auditors, Keefe McCullough, began the field work for ELC's FY2020 single audit in October and plan to complete a draft report in early January 2021. The process has gone smoothly to date and the auditors would like to remind any Board members that haven't returned the "related party questionnaire" to please do so as soon as possible.



Early Learning Coalition of Broward County, Inc.
Executive Committee Meeting Minutes
September 10, 2020 – 10:00 am
 Virtual Meeting

Members in Attendance	Chair, Laurie Salarullo; Dawn Liberta, Michael Asseff; Richard Campillo; Khalil Zeinieh, Twan Russell; Cindy Arenberg-Seltzer
Members Absent	Monica King
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Judith Merritt COO; Allison Metsch, Director of Education & Quality Initiatives; Reiner Potts, Financial Analyst; Stephanie Landreville, Controller; Pablo Calvo, Director of Community Engagement, Elsy Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Salarullo was not present for the beginning of the meeting. First Vice Chair Dawn Liberta called the meeting to order at 10:09 am. Roll was called and a quorum was established.
Chair Report	<p>Upon the Chair’s arrival to the meeting, she shared she was late due to an issue at her facility. She further explained the issue was with a child attending her organization’s learning pods and further talked about the impact of the pandemic on children’s mental health, behavior, etc.</p> <p>Board Chair thanked all new committee members: Dawn, Khalil and Monica. Chair asked if new members wanted to also join the Finance Committee.</p>
CEO Report	<p>CEO welcomed everyone to the first Executive Committee Meeting of the new fiscal year.</p> <p>VPK flex is virtual VPK. We are accepting applications for VPK flex. The Governor did extend an Executive Order that allowed the ELC’s to pay providers based on enrollment rather than attendance and to cover costs of parent copays through the end of the month of September. OEL is considering a more gradual approach to stopping the payments based on enrollment.</p> <p>ELC’s provider closure rate is currently at 6 percent. CEO reminded the group in April we were at a 70% closure rate. She also reminded the committee that, because of Broward County’s executive order, no group sizes could exceed more than 10 people in child care center classrooms.</p> <p>Reminder, if you have not filled out the Board and committee meeting availability survey, please fill it out.</p> <p>CEO also introduced Judith Merritt, COO, as this was her first Executive Committee meeting.</p>

<p>CONSENT AGENDA</p> <ul style="list-style-type: none"> a. Approve June 11, 2020 Executive Committee meeting minutes b. EXC207CA1 – Approve Children’s Services Council Financially Assisted Child Care Contract c. EXC207CA2-Approve Children’s Services Council Vulnerable Populations Child Care Contract 	<p>There was a Motion to approve the Consent Agenda by Cindy Arenberg-Seltzer and Seconded by Michael Asseff. Motion Passes.</p>
<p>REGULAR BUSINESS</p> <ul style="list-style-type: none"> a. EXC207RB1 - Strategic Plan FY 19/20 Q4 Results b. EXC207RB2 - Strategic Plan FY20/21 c. EXC207RB3 - CEO Goals FY 20/21 d. EXC207RB4 – CEO Performance Evaluation e. EXC207RB5- Coronavirus Update 	<p>FY 19-20 Strategic Plan Q4 Results</p> <p>ELC met all but one non-COVID-19 impacted outcome from all of the pillars for FY19-20. The only outcome not achieved was missed by 1% for calls that were answered by the call center. The goal was 85% while the organization’s actual answered call rate was 84%.</p> <p>Seven of the thirty-three outcomes were impacted by COVID-19. We were on target to meet or exceed those outcomes before COVID-19 (through the 3rd quarter).</p> <p>Strategic Plan FY 20/21</p> <p>We are in the 3rd year of a 3-year Strategic Plan. We are mindful that this is not a normal year and we spent a lot of time thinking about how to proceed with updating the plan for FY 20/21. We concluded that the foundation of the plan is still relevant. What needed to change was the outcomes impacted by COVID-19.</p> <p>While the current plan worked well for the organization for the past 2 years, because the plan was developed shortly after we took services in house, the plan was very operational. Now we are at a place where we feel that the next iteration of the plan (FY 21/22) will be more strategic and high level. We are excited to start planning for the next Strategic Plan.</p> <p>There was a Motion to approve the Strategic Plan FY 20-21 by Khalil Zeinieh and Seconded by Richard Campillo. Unanimously approved. Motion Passes.</p> <p>CEO Goals FY 20/21</p> <p>As directed by the Board, the CEO goals come directly from the Strategic Plan. The CEO goals for FY 20-21 were updated to align with the objectives and outcomes included in the draft of the FY 20-21 Strategic Plan. The goals selected were those</p>

considered to be of a higher level and more strategic in nature. The CEO scorecard was updated to reflect changes and updates that appear in the FY 20-21 CEO goals.

There was a **Motion** to approve the CEO Goals FY 20-21 by Richard Campillo and **Seconded** by Cindy Arenberg-Seltzer. **Unanimously approved. Motion Passes.**

CEO Performance Evaluation

The Board was provided a previously approved evaluation tool that included a 4-point rating system. There was 100% participation by the board in evaluating the CEO. Overall, the CEO's performance received a rating of 3.1, which is defined as exceeds expectations. Seven members of the board said the CEO "Met Expectations", 10 said the CEO "Exceeded or was Outstanding", with only 1 board member rating the CEO "Below Expectations". Judith shared one or two of the comments provided by members including one that requested the results of the Staff Satisfaction Survey. Judith is drafting a report on the results of the staff satisfaction survey and will be shared with the Board in the near future.

The CEO thanked everyone for their participation in her review and for the comments. She wants to continue to learn and grow.

There was a **Motion** made by Cindy Arenberg-Seltzer that CEO receive the \$10,000 bonus and **Seconded** by Richard Campillo. **Unanimously approved. Motion Passes.**

There was a question about whether other Executive Team or staff received performance pay. CEO mentioned that the board approved discretion for CEO to do performance pay or merit pay. Eligible staff received merit increases and we also ensured staff not at the 30th percentile was moved to the 30th percentile. In response to a question from Khalil, the CEO stated that only she was receiving bonus (performance) pay.

CEO thanked the committee for their approval.

Coronavirus Update

We are at a 6% provider closure rate. Attendance is always a month behind. For August, 62% of SR children attended their program. 26% of those 62% were first responders. Without the 3,000 first responder children, SR attendance is low (36%). We are watching this carefully. OEL continues to allow us to pay based on enrollment and not attendance. The ELC developed a return to office policy that is going to the governance committee on Friday.

The CEO shared information on the community effort to fund learning pods. The funders included CSC, Jim Moran Foundation, AD Henderson Foundation, DeLuca Foundation, and United Way. The funding will allow children to attend their public school classes virtually in the safe environment, with an adult supervising. Many

	<p>organizations applied to have their learning pods funded including more than 100 child care providers. The ELC was asked to help review the applications. The ELC was asked to lead the process of facilitating the choosing of specific centers to become learning pods, and the process using the combination of private funder and School Readiness funds to pay those centers.</p> <p>The CEO reported Howard has worked very closely on this project. Howard thanked Maria Juarez of CSC for her hard work and for turning things around quickly. He shared, the funder group chose child care centers based on zip codes with the highest needs. There are 29 centers approved for 57 pods.</p> <p>There was a discussion about how valuable these pods are in the childcare centers as providers are equipped to handle young school age children. CSC is using the funding through the MOST Program for additional pods. Cindy expects an additional investment from CSC.</p> <p>Chair thanked Cindy for her work coordinating the local funders around this effort.</p> <p>Dawn commended our community for putting this together so quickly. The collaboration was amazing to see how fast it got done. Dawn also thanked Maria for her fantastic job in this.</p> <p>Cindy wanted to thank Melanie Burgess from the Jim Moran Foundation because she asked to get folks together and everyone showed up and were willing to help. This was an amazing collaboration in Broward County.</p> <p>There was an article in the Washington Post regarding the collaboration</p> <p>FOLLOW UP: Renee to share the Washington Post article with the Board.</p>
NEW BUSINESS	There was no discussion.
MATTERS FROM CHAIR	There was no discussion.
MATTERS FROM COMMITTEES	Committee member Renee Podolsky wanted to remind everyone to call the Department of Health to report if anyone tests positive for COVID-19 in the pods.
PUBLIC COMMENT	There was no comment.
NEXT MEETING DATE	TBD
ADJOURN	<p>A Motion was made by Laurie at 10:56 AM to adjourn the Executive Committee</p> <p>The meeting adjourned at 10:56 AM</p>

These minutes contain the action items of the Board 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.

ITEM#/MEETING	EXECUTIVE / EXC212CA1
DATE:	12/1/20
SUBJECT:	Change to Sun Biz Fictitious Name Registration
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve Adding the Fictitious Name “ELC Broward” as DBA on ELC Sun Biz Registration in order to accept checks made out with that name.
FINANCIAL IMPACT:	None
AS RECOMMENDED BY:	Executive Committee – 12/1/20
ELC STAFF LEAD	C. Klima

Background

Wells Fargo, ELC’s operating bank, does not allow check deposits to ELC operating accounts when the payee is rendered as “ELC Broward” because it does not match the legal name on the account which is registered with Sun Biz as “Early Learning Coalition of Broward County, Inc.” On multiple occasions, ELC has had to request that checks sent to us by providers or funders be voided and re-issued with ELC’s correct legal name as the payee. To remedy this problem, Wells Fargo recommended that staff register the name “ELC Broward” as a DBA on our Sun Biz account.

With this change, the Sun Biz registration would be:

“Early Learning Coalition of Broward County, Inc. d/b/a ELC Broward”

For contracting, and all other legal purposes, the name would be rendered “Early Learning Coalition of Broward County, Inc.”

Current Status

Since ELC may begin receiving a significant number of checks from child care providers for the Broward Early Child Care Educators Conference (BECE) registration fees and/or installments on provider repayment plans for FY19/FY20 EFS Mod overpayments during calendar year 2021. ELC staff have completed the steps to register ELC Broward with Sun Biz as a fictitious name pending Board approval.

ELC General Counsel has reviewed the proposed change and agrees that the fictitious name can be used to facilitate banking.

Summary

Staff recommends that the members approve adding “ELC Broward” as a fictitious name to ELC’s Sun Biz Registration so that ELC may accept and deposit checks with “ELC Broward” as the payee.

ITEM/MEETING	EXECUTIVE / EXC212RB1
DATE:	12/1/2020
SUBJECT:	Legal Services Contract Renewal
TIES TO PILLAR	Strengthen and Develop the ELC staff and Organization
FOR ACTION:	Yes
RECOMMENDED ACTIONS:	Approve Legal Services Contract Renewal
AS RECOMMENDED BY	N/A
FINANCIAL IMPACT:	FY20/21: \$22,500 FY 21/22: \$67,500
ELC STAFF LEAD	R. Jaffe

Background/History

The Law Offices of Jacob C. Jackson, P.A. was awarded a contract with ELC for Legal Services in 2012 (after being selected from a pool of six firms that responded to an RFQ in late 2011). The contract was renewed on 5/31/17. The current contract is from March 9, 2017 until March 31, 2020 with two (2) one-year renewals. At the Board Meeting on February 13th 2020, the Board approved the first one-year renewal period from April 1st 2020 to March 31 2021. Any renewal of the agreement is done at the sole discretion of the ELC.

Current Status

Mr. Jackson’s first one-year annual renewal term ends on March 31, 2021 with the option for one additional one-year renewal. Renewing the contract for an additional year enables ELC to maintain the status quo and not interfere with other competing priorities.

Staff recommend that the members exercise the second (and final) option remaining in the term of the current contract cycle.

Supporting Documentation

- Current Legal Services contract

AUTHORITY TO REPRESENT

This General Counsel Representation Contract ("Agreement") is entered in Fort Lauderdale, Broward County, Florida, by and between **EARLY LEARNING COALITION OF BROWARD COUNTY, INC. ("ELC, Coalition") and its governing Board of Directors ("Board")**, hereto described as the undersigned "**CLIENT**", primary place of business located at 6301 N.W. 5th Way, Suite 3400, in the City of Fort Lauderdale, Broward County, Florida 33309; and do hereby retain the **LAW OFFICES OF JACOB C. JACKSON, P.A.**, hereto described as the "**FIRM**", with offices located at 150 SW 12th Ave., Suite 315, in the City of Pompano Beach, Florida 33069-3231 (collectively, the **PARTIES**)

WHEREAS, Client is governed by an approved Board from diverse areas, operating under F.S. §1002 *et seq.*, with a mission "to provide the resources, advocacy, leadership, coordination and oversight for early care and education from birth to school-age and to support access to school-age care to ensure children's success in school"; and

WHEREAS, the Client is need of general counsel and other legal services and desires to re-engage the Firm to provide those services to the ELC.

WHEREAS, the Parties agree that the Client's engagement of the Firm's legal services is being done in accordance to Section 287.057(3)(e(4), Florida Statutes.

WHEREAS, the Firm has tendered this Agreement in order to re-establish the rendering of general counsel and other legal services to the ELC as outlined herein; and

WHEREAS, the Board has voted to engage the services of the Firm, and this Agreement has been accepted by the Board for ELC;

NOW THEREFORE, in consideration of the premises and the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

Section I - Exclusive Engagement of The Firm

Client agrees to exclusively engage the Law Office of Jacob C. Jackson, P.A. to perform the legal services set forth below. The Firm shall have the exclusive right to take all legal steps to defend, prosecute, enforce and protect Client's rights. Client agrees not to settle any claim in any matter without the written consent of said Firm.

The Firm understands and agrees that all services contracted for are to be performed by the Firm and/or any attorney or law firm associated with the Firm and otherwise may not be subcontracted for or assigned without prior written consent of Client. The firm will provide the Client's CEO with prior notification whenever possible when services are expected to be rendered by a representative other than the Firm's named attorney, Jacob C. Jackson, P.A.

In the event that the Firm and/or any associated Firm cannot provide a needed service, ELC reserves the right to retain any other counsel with the ability to provide such services if necessary or desired, and to negotiate terms and conditions of retaining non-contracted counsel's services.

Section II – Scope of Services

- 1) The Firm shall act as a legal advisor to the ELC Board of Directors, Executive Committee and other committees, as directed by the Board or Board Chair

- 2) Attend regular and special Board meetings, as well as Committee meetings,
- 3) Serve as Legal Advisor to the Chief Executive Officer and/or designee.
- 4) The delivery, nature and manner of the general counsel and other legal services is further described and detailed in **Exhibit A** of this Agreement.

Section III – Service Location

Those services requiring the Firm's presence shall be rendered primarily at the ELC office location on-site at 6301 N.W. 5th Way, Suite 3400, Fort Lauderdale, Florida 33309. Legal services will also be provided by the Firm for the ELC at the Firm's legal office, or other locations as appropriate.

Section IV – Term

This Agreement shall begin on March 9, 2017 and end on March 31, 2020, with two (2) one year renewals. Any renewal of this Agreement for any additional term will be done at the sole discretion of the Client.

Section V - Fees and Costs Rates

The retention of legal counsel is a major decision for either a corporate and/or public entity or an individual, with a focus on providing world-class legal services at competitive rates.

- 1) Client will only be charged the legal fee as set forth in **Exhibit A** of this Agreement for the Firm's legal services;
- 2) Client agrees and acknowledges that any hourly services detailed in the Agreement, regardless of the hourly-rate, are billed in 1/10 of an hour (0.1) increments, and all funds shall be in U.S. Dollars and be tendered on a bank draft or transferrable instrument or via wire transfer, for all work performed by The Firm on Client's behalf.
- 3) Further, Client will receive a monthly invoice listing services rendered, which is due within the Client's normal 30 day accounts payable cycle and Client shall at all times remain liable for all fees and costs incurred in its representation.
- 4) Costs include, but are not limited to, expenses for copying, long distance phone calls, faxes, witness fees, expert fees, court reporter fees, court costs, investigation reports, and any and all other costs necessary to the representation of the ELC. The Firm will request authority from the Client before incurring any single cost item in excess of \$50.00 before incurring same on the client's behalf.
- 5) Justified and reasonable travel expenses which are directly and exclusively related to the professional services rendered under this Agreement shall be reimbursed in

accordance with F.S. §112.061 provided the Firm has sought prior approval from the Client.

- 6) Client agrees and acknowledges that it is Client's responsibility to review each invoice upon receipt and contact The Firm if there are any questions prior to the fifth (5th) day after the mailing of the invoice otherwise all fees and costs on the invoice will be considered accurate and proper.

Payment for services shall be issued in accordance with provisions of F.S. §215.422.

- 7) In accordance with the provisions of F.S. §287.0582, the Client's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Florida Legislature, if terms of this Agreement extend beyond the current fiscal year.

Section VI – Associate Firm or Counsel

If other law firms are parties to the Agreement, then the Agreement must address the internal system of governance amongst the firms and each law firm must identify one member who is authorized to legally bind said law firm.

- 1) Client agrees that the Law Office of Jacob C. Jackson, P.A., may retain associate counsel/the Firm and/or co-counsel to handle Client's matters in support of the Firm's legal services, but any such arrangement between the Firm and another law firm will not increase or alter the legal fee stated in **Exhibit A** of this Agreement.
- 2) Client authorizes the Firm to assign those matters, duties and/or responsibilities that it may deem appropriate to associated counsel when the Firm is temporarily unavailable to perform said legal services. The Firm will make reasonable effort to notify the Client in advance of such assignment in order to provide the Client the option to seek alternative counsel if so desired. The Firm may assign legal services to the following law firm at its discretion:

Levi Williams, Esq.
Florida Bar No.: 57619
Law Offices of Levi Williams, P.A.
Tax ID No.: 90-0753241
600 S. Andrews Ave., Ste. 600
Ft. Lauderdale, FL 33301-2802
Telephone: (954) 463-1626; Facsimile: (954) 463-1630; Cell: (954) 629-9587
E-Mail: levi@leviwilliamslaw.com

Section VII – Non-Exclusive Representation

The Client is aware that the Firm conducts a variety of other business ventures and represents other clients in its law practice. The Client hereto further understands that the Firm's obligation to other business ventures and clients will be carried out concurrently with the Firm's obligation to the Client pursuant to this Agreement. The Firm represents and warrants to the Client that the

Firm will use its best efforts to avoid any unallowable conflicts of interest with a third party during the Term of this Agreement. Should an unallowable conflict arise, the Firm shall immediately advise the Client of the same in writing within forty-eight (48) hours of knowledge of such a conflict and the Firm will use its best efforts to resolve said unallowable conflict of interest or if applicable, seek a waiver of conflict from the affected parties.

Section VII – Termination

Client reserves the right to terminate this Agreement with or without cause by tendering to the Firm written notice of same in accordance with the Agreement's Notice provision by providing at least thirty (30) days written notice prior to the effective date of termination. If this Agreement is terminated by Client without cause, Client will be relieved of all obligations under this Agreement, except for payment to the Firm that amount of the contract actually performed up to the date of termination. In the event that Client discharges the Firm prior to the complete resolution of any matter under this Agreement, Client agrees to give the Firm a retaining lien on the file equal to the amounts set forth in **Exhibit A** of this Agreement for all work which has been done on Client's behalf plus any costs incurred in furtherance of Client's representation.

It is understood and agreed that the Firm shall have a retaining lien on all files, papers, documents, and funds in their possession, and shall not be obligated to release same to Client until all fees and costs due have been paid and further understand that all outstanding fees, costs and other sums owed to their the Firm will accrue the maximum lawful interest after said sums are sixty (60) days past due. Such interest will be considered in the calculations of fees and costs for any and all collection actions, fee and/or costs hearings, or appellate actions.

Section VIII - Third Party Beneficiary

The Client and the Firm expressly agree and acknowledge that this Agreement does not nor is intended to grant to or create any rights in other persons as third-party beneficiaries or otherwise. Nothing herein shall be construed as consent to be sued by third parties in any matter arising out of this Agreement.

Section IX - Captions

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Agreement.

Section X - Severability

In the event any provision or section of this Agreement shall be found to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the validity, legality and enforceability of the remainder of this Agreement.

Section XI - Binding Effect

This Agreement shall be binding upon and inure to the benefit of the Parties, but neither this Agreement nor any of the rights hereunder shall be assignable or transferrable by a party to this

Agreement to any third party without the written authority of the other party other than that which has been set forth herein.

Section XII - Wavier

A waiver by any party to this Agreement of any of the terms and conditions hereof shall not be construed as a general waiver by such party and such party shall be free to reinstate any such term or condition, with or without notice to the other party.

Section XIII - Choice of Law and Venue

This agreement has been executed and delivered in, and shall be interpreted, construed and enforced pursuant to and in accordance with the laws of the State of Florida. All duties and obligations of the parties created hereunder are performable in Broward County, Florida and a court of competent jurisdiction within Broward County, Florida shall be the sole and exclusive venue for any litigation, hearing, special proceeding or other cause of action as between the Parties that may be brought or arise out of or in connection with or by reason of this Agreement.

Section XIV – Attorney’s Fees

In connection with any litigation, mediation, arbitration, special proceeding or other proceeding arising out of or relating to this Agreement between the Parties, the prevailing party shall be entitled to recover from the other party its costs and reasonable fees, through and including any appeal or post-judgment proceeding.

Section XV - Sovereign Immunity

The Parties hereto acknowledge that ELC may be considered or treated as a political subdivision of the State of Florida for purposes of tort liability and sovereign immunity in accordance with Section 768.28, Florida Statutes. Nothing in this Agreement shall be construed to require ELC to indemnify and hold harmless the Firm or insure the Firm for its negligence or to assume any liability for the Firm’s negligence.

Section XVI - Construction and Acknowledgement

This Agreement shall be construed without regard to any presumption or other rule requiring construction against the party causing this Agreement to be drafted.

Section XVII - Entire Agreement; Modification

This Agreement sets forth the entire agreement of the Parties with respect to the subject matter hereof and supersedes any prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. All continuing covenants, duties and obligations shall survive the expiration or earlier termination of this Agreement.

Section VIII – Entirety of Agreement and Counterparts

This Agreement, including any attachments, embodies the entire agreement by and between the Parties. There are no other provisions, terms, conditions or obligations that have been set forth herein. This Agreement supersedes all previous oral or written communications, representations or agreements in this matter; and where there is a conflict, the terms and conditions herein shall control. This Agreement may be executed in counterparts, including facsimile counterparts, all of which taken together shall constitute but one Agreement.

Section X - Mutual Representation of Authority

The Client and the Firm represent and warrant to each other they have full right, power and authority to enter into this Agreement without the consent or approval, not already obtained. The signatory on behalf of Client and the Firm further represent and warrant that they have full right, power and authority to act on behalf of the ELC and the Law Offices of Jacob C. Jackson, P.A. in entering into and executing this Agreement.

Section XI - Notices

Any notice or other communication required or desired to be given to either party under this Agreement will be in writing, will be addressed to the parties as set forth below and will be deemed given: (a) when received, if personally delivered; or (b) on the date of the receipt if sent by facsimile transmission, certified or registered mail, or by overnight mail or courier. Either party may change its address or facsimile number for notices under this Agreement by giving the other party notice of such change.

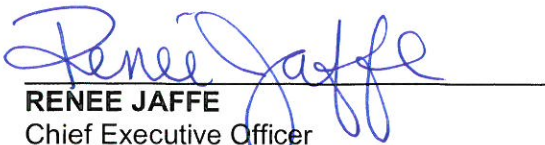
IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement inclusive of Exhibit A on the respective dates under each signature:

CLIENT:

LAURIE SALLARULO,
Board of Directors, Chairperson

5/31/17
DATE

Early Learning Coalition of Broward County, Inc.
6301 NW 5th Way, Suite 3400
Ft. Lauderdale, FL 33309
Phone: 954-377-2188; Fax: 954-377-2192


RENEE JAFFE
Chief Executive Officer

5/31/17
DATE

Early Learning Coalition of Broward County, Inc.
6301 NW 5th Way, Suite 3400
Ft. Lauderdale, FL 33309
Phone: 954-377-2188; Fax: 954-377-2192
Email: rjafee@elcbroward.org

LAW OFFICE OF JACOB C. JACKSON, P.A.

150 SW 12th Ave.
Suite 315
Pompano Beach, Florida 33069-3231
Phone: 754-204-6172
Fax: 954-590-8997
Email: jcjackson@jcjacksonpa.com

BY:



JACOB C. JACKSON, ESQ.

DATE

5/31/17

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EXHIBIT A
SCOPE OF SERVICES

A. Type of Legal Services

The legal services to be offered to the ELC by the Firm are as follows:

General Legal Opinions and Consultation
Labor and Employment
Contract Review and Drafting
Procurement
Agency/ Administrative Matters
Regulatory Matters/Licensing
Parliamentary Procedure/Robert's Rule of Order
Ethics
Public Records
Sunshine Law
Agenda and Action Item Review
Policies and Procedures (Review and Drafting)
Legal Research
Litigation (Representation of the ELC and Management of Outside Counsel- see definition below)
Special Projects (see definition below)

B. Breakdown of Legal Services

(1) Legal Services provided under Hourly Rate of \$190.00:

- a) Communications (phone or email) with the Chair, Committee Chair, Board Member CEO and staff regarding matters falling under this section (2)
- b) Contract and Memorandum of Understanding reviews, revisions, drafting, negotiation and approval for contractors, agencies and vendors
- c) Labor and employment issues
- d) Attendance at Standing Committee and Board meetings per Bylaws
- e) Legal research, advice and opinions to staff, CEO and Board
- f) Audit Letters
- g) Public records consultation, disclosure, review, response and redaction
- h) Ethics, Sunshine and Conflicts of interest issues and opinions
- i) Policy and procedure (including plans and manuals)-regular or routine reviews and minor revisions
- j) Legal advice and consultation regarding licensing and compliance issues with providers, contractors and vendors
- k) Legal advice and consultation regarding regulatory and compliance issues for Coalition, particularly as it relates to Office of Early Learning and Department of Education (federal, state, local)
- l) Procurement opinions, compliance and reviews

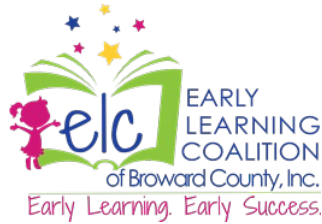
(2) Hourly rate of \$225.00 for (A) litigation-related matters or (B) special projects/tasks

(A) Litigation Representation

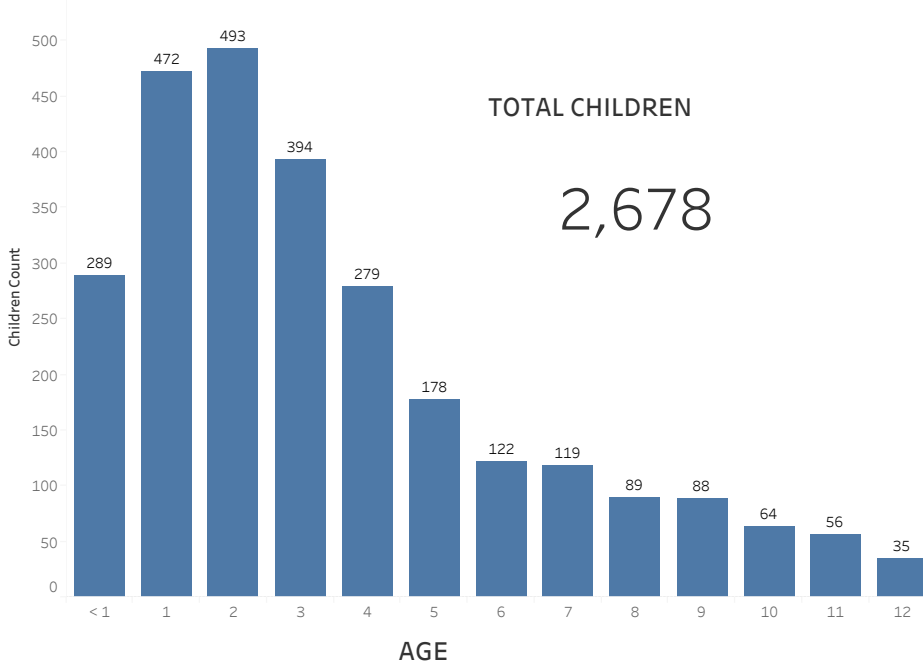
- a) Preparation and representation before:
 - i. A judge or court of competent jurisdiction (state or federal)
 - ii. A state or federal agency, commission or council hearings (e.g., EEOC, OEL)
 - iii. Administrative hearings (e.g., Department of Administrative Hearings "DOAH")
 - iv. An ELC review or appeal hearings for providers concerning their license or grievances filed by a third party (only during official hearings and proceedings would this fee apply)
 - v. A bid or procurement challenge before an agency or Department of Administrative Hearings
- b) Preparation and attendance at a mediation, arbitration or settlement meeting or conference on behalf of or for the benefit of the Coalition
- c) Representation or contact (phone, email or correspondence) with opposing counsel to assist in the prevention, investigation, negotiation and/or resolution of a filed, threatened or pending claim, lawsuit, grievance or other matter against the Coalition brought by or concerning a Contractor, Service Provider, Vendor, Client, Employee (former or current), Applicant or other third party.
- d) Attendance at a non-public "Shaded" Executive Committee or Board meeting (special or otherwise) as allowed by law to do the following litigation-related tasks:
- e) update the members on the status of litigation matters, including the evaluation of any legal firms retained by the Coalition;
- f) update the members and/or seek permission to incur certain costs related to any pending or threatened litigation
- g) file or response to a claim, lawsuit, grievance or other matter with the proper legal authority
- h) seek guidance or permission to extend an offer or settle a pending claim, lawsuit, grievance or other matter with a party
- i) seek guidance, clarification or permission to object to or respond to any public records requests, subpoenas or court orders regarding documents, information or material in the possession of the Coalition or one of its Contractors, Vendors, or Service Providers.
- j) Oversight of outside counsel regarding litigation related matters in any civil, administrative or criminal matter brought by or concerning a Contractor, Service Provider, Vendor, Client, Employee (former or current), Applicant or other third party.

- (B) Special Projects/Tasks:** Matters that do not fall under regular legal services provided to the ELC, that are infrequent based on history of legal services to ELC, and/or that require extensive time by an attorney to accomplish.

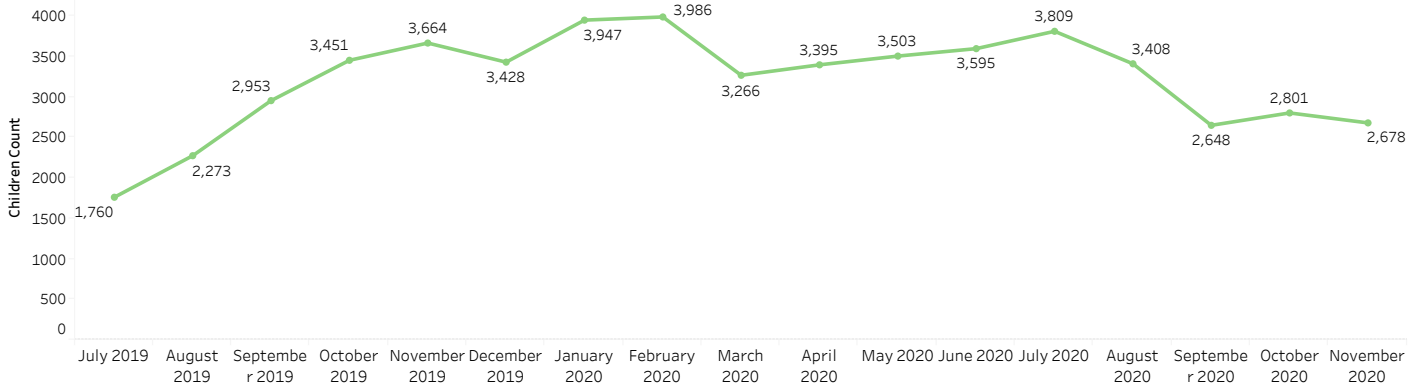
- a) Preparation for and attendance at Ad-Hoc committee meetings
 - i. if an ad hoc committee becomes a **standing committee per the bylaws** and meets on a **regular basis** like a standing committee, then legal services for attendance would fall under hourly rate of \$190.00 as stated above
- b) Risk management analysis or assessment of the Coalition, its staff or its processes.
- c) Special projects or tasks assigned by the CEO, Chair, a Board committee or the Board.
 - i. Special assignments include, but are not limited to matters such as drafting of memorandums, creation of resolutions, obtaining third party opinions on behalf of the Coalition or contacting the Florida Ethics commission regarding a board member or ELC staff), governance reviews, investigations, special trainings,



Waitlist Children by Age as of 11/12/2020



Prior Month	Children Count	+/-	%
Jul 2019	1,760	-35	-2%
Aug 2019	2,273	513	23%
Sep 2019	2,953	680	23%
Oct 2019	3,451	498	14%
Nov 2019	3,664	213	6%
Dec 2019	3,428	-236	-7%
Jan 2020	3,947	519	13%
Feb 2020	3,986	39	1%
Mar 2020	3,266	-720	-22%
Apr 2020	3,395	129	4%
May 2020	3,503	108	3%
Jun 2020	3,595	92	3%
Jul 2020	3,809	214	6%
Aug 2020	3,408	-401	-12%
Sep 2020	2,648	-760	-29%
Oct 2020	2,801	153	5%
Nov 2020	2,678	-123	-5%



ELC Broward Contract 2020-2021 List

Funder or Vendor Name	Amount	Purpose	Type	Term	Status
Office of Early Learning	\$116,130,042	School Readiness, VPK & PDG	Revenue	7/1/20-6/30/21	Active
Office of Early Learning	\$50,388	VPK Monitoring & Outreach	Revenue	7/1/20-6/30/21	Active
Broward County	\$2,342,795	SR Match & Special Needs	Revenue	10/1/20- 9/30/21	Active
Children's Services Council	\$4,592,700	Financially Assisted Child Care	Revenue	10/1/20-9/30/21	Active
Children's Services Council	\$4,196,000	Vulnerable Populations	Revenue	10/1/20-9/30/21	Active
Jim Moran Foundation	\$200,000	Learning Pods	Revenue	9/22/20-6/30.21	Active
United Way	\$56,000	Learning Pods	Revenue	10/8/20-3/31/20	Active
AELC/PNC Bank	\$30,000	3Ts Campaign Grant	Revenue	7/1/2020-6/30/21	Active
City of Fort Lauderdale	\$41,249	SR Match Funds	Revenue	10/1/20-9/30/21	Active
City of Pompano Beach	\$22,500	SR Match Funds	Revenue	10/1/20-9/30/21	Pending
United Way	\$130,000	SR Match Funds	Revenue	7/1/20-6/30/21	Active
Children's Forum, Inc.	\$450,909	INCENTIVES® Program	Sub-recipient	7/1/20-6/30/21	Active
First Call for Help/211	\$462,000	Community Referral Services	Sub-recipient	7/1/20-6/30/21	Active
School Board Broward County	\$1,192,800	Rising K Instruction	Sub-recipient	10/6/20-12/31/20	Active
Abila	\$5,500	MIP Accounting Software	Vendor	7/1/20-6/30/21	Active
Accessible Comm for the Deaf	\$1,300	Interpretation Services	Vendor	8/13/18 Ongoing	Active
AT&T	\$40,000	Cell Phones and Hot Spots	Vendor	7/1/20-6/30/21	Active
Atech Security	\$420	Panic Button	Vendor	10/15/19-10/15/20	Active
Biometrics4All, INC.	\$70	Live Scan Software Support	Vendor	7/1/20-6/30/21	Active
BlueJean Software, Inc.	\$33,000	Hosting and Support Services	Vendor	7/1/20-6/30/21	Active
Business Leadership Institute	\$50,000	Business Development	Vendor	10/1/20-6/30/21	Active
Causetech DBA Achieve	\$10,000	Website Design & Hosting	Vendor	10/1/20/6/30/21	Active
Comcast	\$4,446	Internet	Vendor	7/1/20-6/30/21	Active
CSPI Office 365 Consultants	\$4,500	Migration to Office 356	Vendor	TBD	Pending
Crown Castle	\$12,600	Internet	Vendor	7/1/20-6/30/21	Active
Crown Center	\$416,078	Office Lease (est. annual cost)	Lease	2/1/19-1/31/29	Active
Devereux Foundation DECI	\$14,200	FLIP It Training Services	Vendor	7/13/20-6/30.2021	Active
Family Central	TBD	CEU Services	Vendor	TBD	Active
FL Dept of Law Enforcement	\$1,863	LiveScan Service (annual cost)	Vendor	10/29/18-Ongoing	Active
Jacob Jackson	\$90,000	Legal Services	Vendor	4/1/20-3/31/21	Active
Keefe McCoullough, LLP	\$31,000	External Audit Preparation	Vendor	7/1/20-6/30/21	Active
LeBoffe & Associates LLC	\$31,500	Staff Professional Development	Vendor	10/1/20-6/30/21	Active
Mitel	\$40,000	Business Telephone Lines	Vendor	7/1/20-6/30/21	Active
Piccolo Picasso LLC	\$25,000	Online Learning Platform	Vendor	11/1/20-6/30/21	Pending
School Board Broward County	\$12,000/yr	Gulfstream Early Learning Ctr	Lease	9/5/19-9/4/22	On Hold
Sharp	TBD	Copier and Printer Rental	Vendor	TBD	Pending
Teaching Strategies Gold	\$19,425	Child Assessment Software	Vendor	7/1/20-6/30/21	Active
Tripp Scott Attorneys at Law	\$14,000	ERISA Legal Services	Vendor	9/21/20-6/30/21	Active
Vantiv Health, LLC	\$12,000	Appointment Software License	Vendor	7/1/20-6/30/21	Pending
Webauthor	\$65,000	CRM Software	Vendor	7/1/20-6/30/21	Active
Brown & Brown	\$0	Information Sharing Agreement	MOU	TBD	Pending
Broward County	\$0	Crisis Intervention & Support	MOU	TBD-TBD, 2025	Pending
Child Abuse Prevention -CAPTA	\$0	Interagency Referrals	MOU	TBD-2026	Pending
School Board Broward County	\$0	Community Partnership	MOU	TBD-6/1/2045	Pending
Seventeenth Circuit Court	\$0	Cooperation Agreement	MOU	6/23/20-Ongoing	Active
University of Florida	\$0	Data Use Agreement	MOU	1/1/19-Ongoing	Active

<u>Date</u>	<u>Time</u>	<u>Trainer</u>	<u>Training</u>	<u>Location</u>
Monday 11/2/2020	7pm- 8:30pm	Allison Metsch, Senior Director of Education & Quality Initiatives	Where is the manual? Tuning In to Parenting	Go To Webinar
Wednesday 11/4/2020	1pm- 2:30pm	Carolina White, Inclusion Specialist	Don't Flip Out, Flip It! Part 2 - Feelings	Zoom Link
Thursday 11/5/2020	7pm - 8:30pm	Ana Avalos-Atkinson & Grethel Arroyo, Q&E Coaches, ELC	VPK Einsteins: Learn About Scientific Inquiry	https://attendee.gotowebinar.com/register/3372364199847950603
Monday 11/9/2020	7pm - 8:30pm	Gordia Ross, Q&E Coach, ELC	Let's Talk About T.E.A.C.H.	https://attendee.gotowebinar.com/register/2888315201918642700
Tuesday 11/10/2020	7pm - 8:30pm	Antoinette Shaw & Natacha Herisse, Q&E Coaches, ELC	Get CLASSy with Toddlers: CLASS Overview	https://attendee.gotowebinar.com/register/7041544453982154764
Monday 11/16/2020	7pm - 8:30pm	Ana Avalos-Atkinson & Natacha Herisse, Q&E Coaches, ELC	The Growing Brain 4-A: Supporting the Process of Cognitive Development in Young Children	https://attendee.gotowebinar.com/register/3073728046732208396
Tuesday 11/17/2020	7pm - 8:30pm	Margarita Medina & Mirta De Jesus, Q&E Coaches, ELC	Abrazos, Amor, e Interacciones Positivas con Niños Pequeños (Hugs, Love, and Positive Interactions with Toddlers)	https://attendee.gotowebinar.com/register/5012403441794863116
Wednesday 11/18/2020	1pm- 2:30pm	Adrienne Gilyard, Inclusion Specialist	DON'T FLIP OUT: FLIP IT Session #3: Limits	https://zoom.us/join/joinMeeting/register/t]lucuivpjsqGtHYCxM69RSn2hEs2wD6H-Uq

Wednesday 11/18/2020	6:30pm – 7:30pm	Allison Metsch, Senior Director of Education & Quality Initiatives	Families - Take a Break! Join us to talk about juggling it all and how to take time for YOU!	https://zoom.us/meeting/register/tJMkdOCrrzgtH9AConT5MmXaOOWFNaz-mzIP
Monday 11/30/2020	7pm – 8:30pm	Ana Avalos-Atkinson, Q&E Coach, ELC	The Growing Brain 4-B: Supporting Executive Functions and Understanding the Cognitive Processes	https://attendee.gotowebinar.com/register/1827785659392493836

All trainings appear on the ELC website on the calendar.
<http://www.elcbroward.org/p/46>



FY 20-21 – ELC of Broward County
2020-2021 Board/ Committee Meeting Calendar

July 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Executive/Finance Meetings

- September 10, 2020 at 10:00 AM
- October 27, 2020 at 1:30 PM
- December 1, 2020 at 1:30 PM
- February 2, 2021 at 1:30 PM
- March 23, 2021 at 1:30 PM
- April 27, 2021 (if needed) at 1:30 PM
- June 1, 2021 at 3:00 PM

Full Board Meeting

- September 23, 2020 at 2:00 PM
- November 9, 2020 at 12:00 PM
- December 21, 2020 at 12:00 PM
- February 17, 2021 at 1:30 PM
- April 12, 2021 12:00 PM
- May 10, 2021 (if needed) at 12:00 PM
- June 21, 2021 at 12:00 PM

Program Review Committee:

- December 15, 2020 at 10:00 AM
- March 17, 2021 at 11:0 AM
- June 7, 2021 at 10:00 AM

Governance Committee:

- December 10, 2020 at 11:00 AM

Nominating Committee:

Audit Committee:

ELC Offices closed for holidays on:
 July 3; Sep 7; Nov 11; Nov 26 and 27; Dec. 25; Jan 1; Jan 18; Feb 15; May 31

ELC of Broward County

Committee Membership 2020-2021

COMMITTEE	Member Name	Seat	By Laws	
EXECUTIVE	<i>Members consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, Immediate Past Chair (if applicable) and each of the chairs of the Standing Committees)</i>			
	Officer	Laurie Sallarulo	Chair	effective 4/2014 - Governor appointment
	Officer	Dawn Liberta	First Vice Chair	effective June 2020 -
	Officer	Twan Russell	Second Vice Chair	effective June 2020 -
	Officer	Monica King	Secretary	effective June 2020 -
	Officer	Cindy Arenberg Seltzer	Treasurer	effective June 2020 -
		Khalil Zeinieh	Program Review Chair	
		Michael Asseff	Nominating Com. Chair	effective June 2020 -
	Richard Campillo	Audit Com. Chair		
FINANCE	<i>Members appointed by the Chair. Reports directly to the Board and shall consist of at least (5) five Members.</i>			
		Cindy Arenberg Seltzer	Chair	
		Renee Podolsky	Member	
		Laurie Sallarulo	Member	
		Zachary Talbot	Member	effective June, 2020
		Twan Russell	Member	
PROGRAM REVIEW	<i>Members appointed by the Chair. Ad Hoc members with particular expertise may be appointed to assist in the given particular area of program. Reports directly to the Board and shall consist of at least (3) members.</i>			
		Khalil Zeinieh	Chair	effective 6/2020
		Laurie Rich Levinson	Member	
		Dawn Liberta	Member	
		Laurie Salarullo	Member	
		Renee Podolsky	Member	
		Richard Campillo	Member	
		Cindy Arenberg-Seltzer	Member	
		Cara Cerchione	Member	effective 10/2019
AUDIT	<i>Members elected by Board. Consists of at least (5) five Members. Ad Hoc Members may be appointed to assist in accounting or financial management experience. No more than (1) one Member of the Finance Committee shall be a Member of the Audit Committee and in no event shall the chair of the Finance Committee be a Member of the Audit Committee.</i>			
		Richard Campillo	Chair	effective 7/1/18
		Michael Asseff	Member	
		Twan Russell	Member	effective 12/9/16
		Monica King	Member	effective 4/7/17
		Beverly Batson	Member	effective 12/19/19
GOVERNANCE	<i>Members Elected by Board. Consists of at least (5) five Members. First Vice Chair shall serve as chair of the Governance Committee</i>			
		Dawn Liberta	Chair	effective 6/30/20-
		Cara Cerchione	Member	effective 6/2019
		Michael Asseff	Member	effective 6/2020
		Laurie Salarullo	Member	
NOMINATING	<i>Members Elected by Board. Consists of at least (3) three Members who are not Officers of the Coalition</i>			
		Michael Asseff	Chair	effective 6/2020
		William Karp	Member	effective 6/2019
		Twan Russell	Member	
		Dr. Amoy Reid	Member	effective 12/19/19
		Laurie Salarullo	Member	
AD HOC FUNDRAISING		Michael Asseff	Chair	established 2/13/20
		Amoy Reid	Member	effective 2/13/20
		Cara Cerchione	Member	effective 2/13/20
		Richard Campillo	Member	effective 2/13/20
		Twan Russell	Member	effective 2/13/20
		Michael Asseff	Member	effective 2/13/20
AD HOC STRAT PLANNING		Richard Campillo	Chair	effective 11/2017
		Monica King	Member	effective 11/2017
		Michael Asseff	Member	effective 11/2017
		Cindy Arenberg Seltzer	Member	effective 11/2017
		Laurie Salarullo	Member	effective 11/2017



Executive Finance Committee Attendance Chart FY 2020-2021

QUORUM # NEEDED: 5

Member	Position	Term Started	Term Exp	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1 Laurie Sallarulo - CHAIR	Chair					X									
2 Dawn Liberta	First Vice Chair	June 2020	June 2023			X									
3 Twan Russell	Second Vice Chair	June 2020	June 2023			X									
4 Cindy Arenberg Seltzer	Treasurer	June 2020	June 2023			X									
5 Monica King	Secretary	June 2020	June 2023			ABS									
6 Khalil Zeinieh	Program Rev. Chair	June 2020	June 2023			X									
7 Michael Asseff	Nominating Chair	June 2020	June 2023			X									
8 Richard Campillo	Audit Chair	July 2018	June 2023			X									
QUORUM # NEEDED: 3															
1 Cindy Arenberg Seltzer						X									
2 Renee Podolsky						X									
3 Laurie Sallarulo						X									
4 Twan Russell						X									
5 Zachary Talbot						X									
X Present at meeting															
ABS - Absent from Meeting															
FM First Meeting LM Last Meeting															
C- Confirmed Attendance															
P - Via Phone attendance															
Shaded areas - no meeting scheduled															
Operational\Board\Executive Committee Packets\Executive Committee Attendance 2019-2020															

Except for Chair an Officers term is for two years

No officer may hold the same elected position for more than (1) term of two years