



APPROVED AT APRIL 6, 2022 GOVERNANCE COMMITTEE MEETING
 Early Learning Coalition of Broward County
Governance Committee Meeting Minutes
June 11, 2021 – 9:00am
VIRTUAL MEETING

Members in Attendance: Dawn Liberta, Michael Asseff, Carol Hylton, Cara Cerchione
 Members Absent: Laurie Sallarulo
 Staff in Attendance: Renee Jaffe, CEO; Howard Bakalar, CPO; Judith Merritt, COO; Christine Klima, CAO; Hubert Cesar, CIO; Irene Ramos, Office Coordinator
 Others in Attendance: Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Dawn Liberta, Chair called the meeting to order at 9:03 AM. Roll Call was done and a quorum was established.
Consent Agenda: Approve December 10, 2020 meeting minutes	A Motion was made by Michael Asseff to approve the December 10, 2020 meeting minutes. Seconded by Cara Cerchione. Unanimously approved.
Regular Business: a. GOV214RB1 – Adopt Revised 403B Plan Document b. GOV214RB2 – Amendment to ELC 403B Plan Document c. Adopt Cafeteria Plan Document d. GOV214RB3 –	<p><u>Adopt Revised 403B Plan Document:</u></p> <p>CAO provided the background on the 403B Plan Restatement that needed to be adopted in order to be compliant with the IRS requirements and Federal Retirement Plan rules.</p> <p>A Motion was made by Carol Hylton to approve adoption of ELC 403B Plan document effective January 1, 2020 and seconded by Michael Asseff. Unanimously approved. Motion passes.</p> <p><u>Amendment to ELC 403B Plan Document:</u></p> <p>CAO reviewed the need to further amend the ELC’s 403B Retirement Plan document in order change one of the elections in plan.</p> <p>A Motion was made by Michael Asseff to empower staff to execute an additional amendment to the ELC Plan Document when it becomes available from ELC’s Plan Sponsor, pending review by ERISA legal counsel and seconded by Carol Hylton. Unanimously approved. Motion passes.</p> <p><u>Adopt Cafeteria Plan Document:</u></p> <p>CAO provided an overview on the Cafeteria Plan Document prepared by Brown & Brown in order to complete ELC’s compliance profile as a large group employer. The plan document needs to be adopted at least once every 5 years.</p> <p>A Motion was made by Cara Cerchione to adopt the EL Health Benefits Cafeteria Plan Document and seconded by Michael Asseff. Unanimously approved. Motion passes.</p> <p>Commercial risk management plan:</p>

Approve Commercial Risk Management Coverage	CAO provided a summary of the annual policy renewals and the coverage levels...AJ Gallagher provides brokerage A Motion was made by Michael Asseff to approve the annual commercial insurance coverage lines as presented and seconded by Carol Hylton. Unanimously approved. Motion passes.
Other Business	None
Matters from the Chair	None
Matters from the Committee	There was no discussion.
Public Comment	There was no comment.
Next Meeting Date	• TBD
Adjourn	Michael Asseff moved to adjourn the meeting. The meeting adjourned at 9:23 AM.

These minutes contain the action items of the Governance 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.