

## APPROVED AT DECEMBER 2, 2021 FINANCE COMMITTEE MEETING

Early Learning Coalition of Broward County, Inc. Finance Committee Meeting Minutes November 9, 2021, at 2:30 PM

Virtual Meeting

Members in Attendance	Cindy Arenberg-Seltzer, Renee Podolsky, Zachary Talbot, Khalil Zeinieh, Dawn Liberta
Members Absent	Twan Russell, Laurie Sallarulo
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Judith
	Merritt, COO, Reiner Potts, Financial Analyst; Allison Metsch, Director of Education &
	Quality Initiatives; Pablo Calvo, Director of Community Engagement; Elsy Silvestre,
	Contract Administrator; Melody Martinez, Board Liaison; Lizbeth Juan, Executive
	Assistant; Stephanie Landreville, Controller
Others in Attendance	Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Committee Chair Cindy Arenberg Seltzer called the Finance Committee Meeting to order at 2:30 PM. Roll was called, and a quorum was established.
<b>CONSENT AGENDA</b> <b>a.</b> Approve August 31, 2021Finance Committee meeting minutes	There was <b>a Motion</b> to move the Consent Agenda by Renee Podolsky. and <b>Seconded</b> by Zachary Talbot. <b>Unanimously approved</b> . <b>Motion Passes</b> .
REGULAR BUSINESS:	Approve September 2021 Interim Financials
a. FIN222RB1 – Approve September Interim Financials	<ul> <li>Financial Highlights of Fiscal Year 21-22 include:</li> <li>ELC continued on a full enrollment trajectory for School Readiness with a higher-than normal child enrollment pattern.</li> <li>VPK expenditures were lower than expected for a normal year, but higher than they were at this time last year (which was the peak of the pandemic)</li> <li>ELC Staff continue to vigorously call new children from the waitlist with the goal of minimizing or eliminating waiting time going forward.</li> <li>Renee Podolsky inquired if ELC had sufficient staff. The CEO said that we were managing with our existing staff using overtime, but we may need to consider adding staff to fully support our drive to "clear" the waitlist. Renee Podolsky indicated that she would support adding new staff to accomplish this goal.</li> <li>Committee Chair Cindy Arenberg-Seltzer asked if on the staffing shortage side there was any way that we can have an estimate of children who may be on a waitlist or multiple waitlist's due to the childcare centers not having enough staff. The CEO replied that we do not have access to the childcare provider waitlists. The CPO added that on the Phase 6 applications that opened on 11/10, there is a mandatory survey question that asks if they currently have a waitlist.</li> <li>CEO mentioned that we aren't hearing from families who are having trouble finding a place to enroll their child. Committee Chair Cindy Arenberg Seltzer asked if ELC handles the disbursement and processing of certificates. CIO replied that ELC knows how many certificates have been approved and how many have</li> </ul>

b. FIN222RB2 – Approve Budget Amendment #2	<ul> <li>been redeemed. Committee Chair Cindy Arenberg Seltzer recommended that we look at those who had certificates but didn't redeem them.</li> <li>Renee Podolsky inquired if we followed up with families who had certificates but didn't redeem them to investigate why they weren't redeemed. CPO responded that we have the ability to look at the percentages of families who get their certificates and don't enroll on an annual basis.</li> <li>There was a Motion to Accept Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant by Renee Podolsky and Seconded by Khalil Zeinieh. Unanimously approved. Motion Passes.</li> <li>Approve FY21 Budget Amendment #2</li> <li>Christine Klima, CAO presented the following highlights for the Second Budget Amendment and the new FY22 Funding Allocations: <ul> <li>CAO went over the financials and budget amendment, noting that School Readiness Awards to enroll children are currently on the waitlist and CEO responded that there are currently 2,621.</li> <li>\$28,032,779 in new CRRSA Federal Stimulus Funding for Grants to Providers and Workforce Support Initiatives was awarded on October 29. ELC expected to begin accepting grant applications for these funds within a week.</li> </ul> </li> <li>There was a Motion to Approve Budget Amendment #2 by Dawn Liberta and Seconded by Renee Podolsky. Unanimously approved. Motion Passes.</li> </ul>
	approval.
<b>c.</b> FIN222RB3 – Approve Request to Initiate	Approve Request to Initiate Procurements There was a Motion to initiate procurements to select vendors by Zachary Talbot and
Procurements	Seconded by Dawn Liberta. Unanimously approved. Motion Passes.
NEW BUSINESS	There was no discussion.
MATTERS FROM CHAIR	There was no discussion.
MATTERS FROM COMMITTEES	There was no discussion.
PUBLIC COMMENT	There was no comment.
NEXT MEETING DATE	December 7, 2021 @ 1:30 PM
ADJOURN	Meeting adjourned at 3:50 PM

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.