



APPROVED AT FEBRUARY 12 2021 AUDIT COMMITTEE MEETING

Early Learning Coalition of Broward County, Inc.

Audit Committee Meeting Minutes

June 18, 2020 2:00 PM

Virtual

Members in Attendance	Chair, Richard Campillo; Michael Asseff, Monica King; Beverley Batson
Members Absent	Twan Russell
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Stephanie Landreville, Controller; Elsy Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel;

Item	Action/Discussion
Welcome & Call to Order	Chair Richard Campillo called the meeting to order at 2:04 PM. Roll was called and a quorum was established.
CONSENT AGENDA	
a. Approve January 30, 2020- February 6, 2020 Audit Committee meeting minutes	A Motion was made by Monica King to approve the ELC of Broward Audit Committee meeting minutes from January 30, 2020 – February 6, 2020. Seconded by Michael Asseff. Unanimously approved. Motion passes.
Audit Committee REGULAR BUSINESS:	
a. AUD205RB1 – Approve Draft Scope of Work for Audit Services Contract FY2020-2021, Including Engagement Letters	Keefe McCullough was selected as the new ELC Broward Audit firm in an RFP process completed in February, 2020. Staff has submitted a draft scope of work for a Vendor agreement to launch a new 5-year audit cycle with Keefe McCullough, including two engagement letters. The FY20 audit process will begin upon execution of the Agreement. A Motion was made by Monica King to approve draft scope of work for audit services contract FY 2020-2021, including engagement letters. Seconded by Michael Asseff. Unanimously approved. Motion passes.

NEW BUSINESS	No discussion
MATTERS FROM CHAIR	No discussion.
MATTERS FROM COMMITTEE	No discussion.
PUBLIC COMMENT	There was no comment.
NEXT MEETING DATE	TBD
ADJOURN	Richard Campillo motioned to adjourn the meeting. The meeting adjourned at 2:07 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.