



**APPROVED AT FEBRUARY 17, 2021 BOARD MEETING**

Early Learning Coalition of Broward County, Inc.

**Board Meeting Minutes**

**December 21, 2020 at 12:00 PM**

Virtual Meeting

Members in Attendance	Laurie Sallarulo, Michael Asseff; Dawn Liberta; Carol Hylton; Cindy Arenberg-Seltzer; Ellie Schrot; Khalil Zeinieh; Monica King; Richard Campillo; Beverley Batson; Cara Cerchione; Zachary Talbot; William Karp; Twan Russell
Members Absent	Amoy Reid; Renee Podolsky; Angela Iudica; Laurie Rich Levinson
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Judith Merritt, COO, Allison Metsch, Sr. Director of Education & Quality; Elsy Silvestre, Executive Assistant; Pablo Calvo, Director of Community Engagement; Keisha Dunn-Pettis, Sr. Director of Family Services and Provider Relations; Reiner Potts, Financial Analyst; Nora Emmanuel, Communications Manager; Amy Moore, Family Services Manager
Others in Attendance	Jacob Jackson, General Counsel; Jennifer McNally of Kiddie Care; Erin Smeltzer and Molly Grant of the Association of ELC's (AELC)

Item	Action/Discussion
Welcome & Call to Order	Laurie Sallarulo called the meeting to order at 12:05 PM. Roll was called and a quorum was established.
Chair Report	Chair opened up the meeting and thanked everyone for all their work and time. She then turned it over to the CEO.
CEO Report	<p>CEO welcomed and thanked everyone for taking time to join the meeting. She welcomed Erin Smeltzer and Molly Grant from AELC that were in attendance at the meeting. CEO mentioned that there would be a presentation on the ELC Mission Moment and then turned it over to COO.</p> <p>COO introduced the Mission Moment presentation (3T's) and CIO spoke about our new website. Communications Manager, Nora Emmanuel did a presentation on the new website.</p> <p><b>Power Point Presentation of the 3T's Initiative by Allison Metsch</b></p> <p>The Chair agreed to adjust the agenda and go directly to a presentation by Sr. Director of Education &amp; Quality Allison Metsch on the 3T's Initiative. This initiative is a partnership between PNC Bank, the AELC, and ELC Broward.</p> <p>Molly Grant from AELC thanked Allison for the presentation and said that she is excited about the 3T's initiative, that this framework empowers parents and helps them to engage more with their children and helping the brain development of the child.</p> <p>Erin Smeltzer also of AELC spoke about children's development and how the 3T's also works for adult interaction as well.</p>

There was a discussion about what organizations have been contacted to inform them about the 3T's initiative. Allison said that they started by contacting Broward Healthy Start Coalition and that we will be reaching out to other organizations. Cindy suggested that ELC send out a list of the organizations that we are working with so that we make sure to connect with other organizations as well.

The presentation will be posted on the website after the meeting.

CEO mentioned that there were not many items in Regular Business, however, the ELC does have many things going on.

- We are still working on processing CARES grant Phase IV applications.
- Moving forward with advocacy efforts with the new legislative session.
- CEO was a speaker at the Broward Delegation, discussing making an investment in childcare.
- We are moving waitlist kids and have enrolled over 200 children.
- We are working on outreach for the SR waitlist and VPK.
- We are working on CRM (customer relationship management system) and there will be CRM demonstrations at future board meetings.
- We are streamlining and improving how we collect and use data internally and externally.
- We are working on our Racial Equity Plan and we are participating with community partners and other organizations for this effort.
- We are looking to meet with legislators regarding the impact of the upcoming increase to the minimum wage on parents and providers in our programs, as well as working with AELC and the State to promote discussion.
- We will be offering a refresher course on Robert's Rules and providing Board members with a one-page document in 2021.

Legal Counsel provided an overview on conflict of interest and the importance of following bylaws and procedures. He reminded the Board that it is important to note on the record whenever a member has abstained from voting due to a conflict of interest. It is important to also note on record what the conflict is and which Board member has the conflict. The Board member with the conflict must provide the ELC with a completed and signed conflict of interest form within 15 days of the vote.

He discussed issues of participation in voting for ex officio members as well as private individuals.

Twan Russell had a comment about the vagueness of the language concerning conflicts. Board Chair also had questions on providers and a concern on the vague language for provider representatives, because it does create a challenge for these representatives concerning what they are and are not allowed to discuss/vote. Cindy asked Jake to look into the nuances regarding Board members and when they are statutorily mandated to declare conflicts

	<p>and/or engage or not engage in general conversation; or if a provider wants to raise an issue or an item coming up for a vote. Jake to provide further clarification. CEO commented that we need to be clearer and provide the parameters under these circumstances. Ellie Schrot recommended that any questions be sent to Renee and Jake in writing.</p> <p>Cara Cerchione spoke regarding she and Beverly as the Provider Representatives, that they were not opposed to not being able to vote but rather, opposed to not being able to discuss concerns.</p> <p>Chair wants more information on this matter.</p> <p><b>FOLLOW UP: Legal Counsel to provide more information and clarification regarding conflict of interest specifically for Board members that are statutorily mandated and the specifics that are required for them to bring a matter to the board for discussion.</b></p>
<ul style="list-style-type: none"> <li>a. Approve September 23, 2020 Meeting minutes</li> <li>b. B212CA1 Legal Counsel Contract Renewal</li> <li>c. B212CA2 Approve registration of fictitious name "ELC Broward" with Sun Biz</li> <li>d. B212CA3 Approve Updated Authorized Caller List for Purchase Card</li> </ul>	<p><b>A Motion was made by Khalil Zeinieh to approve the Consent Agenda. Seconded by Dawn Liberta. Unanimously approved. Motion Passes.</b></p>

**REGULAR BUSINESS**

a. B212RB1 ELC Internal Racial Equity Plan

**ELC Internal Racial Equity Plan**

There was a presentation on the Racial Equity Plan. Hubert provided an overview of the ELC's internal Equity Plan, and introduced the Equity Plan Committee Co-Chairs, Nora Emmanuel and Amy Moore. The committee consists of 20 members. This is based on voluntary participation. The creation of this group was sparked by the murder of George Floyd in May. This is a multiple year plan and we would like the Board to collaborate with us on achieving racial equity in the workplace.

Hubert shared a video with the Board on race, equality and equity. Board member Dawn asked that the video please be shared with the Board.

Both the video and the presentation will be posted on the website

The three focuses of the Racial Equity Committee are:  
Awareness and Education, Environment & Representation and Policies and Practices.

The committee will meet monthly, provide updates to executive leadership and continue to collaborate with stakeholders and continue to participate in racial equity workgroups outside of the organization.

Currently this plan is an internal plan, but the focus is internal and external to provide more awareness. Board Chair participated in a professional development small group and she commented that it was very powerful work.

There was a discussion about leveraging the work that has already started regarding racial equity. CEO commented that there is a framework that has been established by the community leaders.

Twan mentioned that a great resource is, RISE, the Ross Initiative in Sports for Equity. It is primarily for sports but it can be a powerful place to find information. <https://risetowin.org/who-we-are/index.html>

**FOLLOW UP:** Board Chair requested Racial Equity be added to the agenda for future Board meetings to update board members.

CEO pointed out that there will be training for staff and there will be different approaches and different aspects towards this initiative. We will continue to participate in racial equity workgroup outside of the organization as well.

Board Chair also wanted to welcome new Board member, Carol Hylton to the ELC Board. Carol Hylton has been with CareerSource since 1996. We are really appreciative of her membership.

Board Chair had to step away and First Vice Chair, Dawn Liberta would co-chair until Board Chair returned.

<p><b>Finance Committee</b></p> <ul style="list-style-type: none"> <li>a. B212FIN1 Approve October 2020 Interim Financial Statements</li> <li>b. B212FIN2 Approve Budget FY21 Amendment #2</li> <li>c. B212FIN3 Provider Rate Increase Proposal</li> <li>d. B212FIN4 FY19 &amp; FY20 EFS Mod Overpayment Communication and Action Plan (PowerPoint to be presented at Board Meeting)</li> </ul>	<p><b>Approve October 2020 Interim Financial Statements</b></p> <p>The CAO reviewed the highlights of the October Financials Statements.</p> <p>A <b>Motion</b> to approve the October 2020 Interim Financial Statements was brought forth by the <b>Finance Committee. Unanimously Passed.</b></p> <p><b>Approve Budget FY21 Amendment #2</b></p> <p>The CAO reviewed the highlights of the FY21 Budget Amendment #2</p> <p>A <b>Motion was made by</b> Finance Committee to approve Budget FY21 Amendment #2. <b>Unanimously Approved. Motion Passed.</b></p> <p>Provider Representatives Cara Cerchione and Beverley Batson both abstained from voting and declared conflicts, due to their child care centers’ contracts with the ELC for subsidized child care and/or VPK services.</p> <p><b>Provider Rate Increase Proposal</b></p> <p>The Board previously approved a proposal to increase the Maximum Base Provider Reimbursement Rate by \$2.50 per day/per non school-aged child that has been pending OEL approval since June 29. Staff had a follow up call with OEL to get feedback on the proposal and more detail about their concerns. After a clarifying discussion, ELC agreed to resubmit the proposal with additional information about how Broward uses local funding and enrollment dynamics to ensure sustainability.</p> <p>Staff propose that ELC increase the amount requested to \$3.75/day/per non-school-aged child; a threshold that does not exceed a 15% change in any care level; and resubmit the proposal. Staff also requested that the Board empower the Finance Committee to authorize changes to this proposal pending OEL’s feedback in between board meetings December 2020 to February 2021.</p> <p>Finance Committee Chair said that this was discussed at length at the Executive/Finance Committee and we all agreed that we wanted to get the providers the highest rate possible that would meet OEL’s requirements.</p> <p><b>A Motion was made by</b> Finance Committee to 1) approve the provider rate increase of \$3.75/day per non-school aged child effective January 1, 2021. and 2) empower the Finance Committee to approve changes to the proposal as needed pending negotiation with OEL between Board meetings. <b>Unanimously Approved. Motion Passes.</b></p> <p>Provider Representatives Cara Cerchione and Beverley Batson both abstained from voting and declared conflicts due to their child care centers’ contracts with the ELC for subsidized child care and/or VPK services</p>
---	---

	<p><b>FY19 &amp; FY20 EFS Mod Overpayment Communication and Action Plan</b></p> <p>CAO went over a presentation regarding the plan to recover overpayments that were issued to providers over the two fiscal years while OEL's EFS Mod system was either offline or not working properly. The plan is designed to maximize flexibility for providers and minimize the negative impact of the repayments on provider business operations. The presentation is detailed and will be posted on the website following the meeting</p>
<p><b>Governance Committee</b></p> <p>a. B212GOV1 Approve Board member roles and responsibilities</p> <p>b. B212GOV2 Review Board composition and recruitment update</p>	<p>Governance Committee Chair discussed the creation of an overview document of board member responsibilities and expectations. It was discussed during the last Governance Committee meeting. There was no discussion or questions.</p> <p>A Motion was brought forth to approve the ELC Board member roles and responsibilities by the Governance Committee. <b>Unanimously approved. Motion Passes.</b></p> <p>There was a discussion about the greatest areas of need currently for Board membership. The Governance Committee determined that these areas are banking, health care, marketing/PR Fundraising. It was also agreed that it is important for any new board member to be a champion of the ELC's mission and someone that is willing to help and promote ELC fundraising. Additionally, it was agreed that while we meet the current Private Business Sector Board member requirements, we would like to commence recruitment in this area.</p>
<b>Program Review Committee</b>	<p>CPO provided an update from the last Program Review Committee. The Committee discussed enrollment strategies in an effort to get families to enroll, and it spoke about the potential problem of the OEL requirements for the completion of CLASS observations during the fiscal year.</p>
<b>Audit Committee</b>	No Updates
<b>Provider Representative Update</b>	<p>Cara spoke about the provider community and how it is struggling with finding quality staff, and they struggle to cover expense. She also suggested ELC cover CPR certification expenses. Cara is asking for an update on how ELC can potentially support the providers in that effort. CEO explained we are still waiting for more CARES dollars. There is a \$10B grant coming from the state level. There may also be an additional allocation from the \$50M statewide pool of funds for targeted rate increases. We are always looking to support the provider community.</p> <p>Carol Hylton spoke about targeted recruitment and she will have a meeting with Renee to further discuss.</p> <p>CAO discussed the INCENTIVE\$ (formerly WAGE\$) program explaining that Children's Forum has been instructed to clear their current waiting list.</p>
<b>NEW BUSINESS</b>	There was no discussion.
<b>MATTERS FROM CHAIR</b>	There was no discussion.

<b>MATTERS FROM COMMITTEES</b>	There was no discussion.
<b>PUBLIC COMMENT</b>	There was no discussion.
<b>NEXT MEETING DATE</b>	February 17, 2021 at 1:30 PM
<b>ADJOURN</b>	Meeting adjourned at 2:10 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.*