



APPROVED AT DECEMBER 1 2020 EXECUTIVE COMMITTEE

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.