



Approved on March 5, 2024, Audit Committee Meeting

Early Learning Coalition of Broward County, Inc.

Audit Committee Meeting Minutes

August 30, 2023, at 2:30 PM

Virtual Meeting

Members in Attendance	Chair, Renee Podolsky; Michael Asseff; Beverley Batson; Monica King; Twan Russell
Members Absent	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Reiner Potts, Financial Analyst; Kasey Lafrance, Contracts Administration Manager; Sandra Paul, Senior Director of Provider Reimbursement; Stephanie Landreville, Controller
Others in Attendance	Sharonda Bailey; Julie Klahr, Legal Counsel; Martha Parker, CPA & Roberto Ayala, Keefe McCullough CPAs

Item	Action/Discussion
Welcome & Call to Order	Chair Renee Podolsky called the meeting to order at 2:30 PM. The roll was called, and a quorum was established.
CONSENT AGENDA	
1. Approve Audit Committee meeting minutes for June 05, 2023	A Motion was made by Monica King to approve the ELC of Broward Audit Committee meeting minutes from June 05, 2023. Seconded by Michael Asseff. Unanimously Approved. Motion Passes.
REGULAR BUSINESS	Approve Draft 403b Retirement Plan Audit Report for 2022 and Form 5500
1. AUD242RB1 – Approve Draft FY22 403B Retirement Plan Audit Report and Draft 2022 Form 5500	<p>Martha Parker, Engagement Partner at ELC’s Audit Firm Keefe McCullough, presented the results of ELC’s 403B plan retirement audit and IRS form 5500 for the plan year ending December 31, 2022.</p> <p>There were no findings.</p> <p>A Motion was made by Michael Asseff to Accept the Audit Report and Management Response for 403B Retirement Plan Year 2022. Seconded by Monica King. Unanimously Approved. Motion Passes.</p> <p>A Motion was made by Monica King to Accept IRS Form 5500 for 403B Retirement Plan Year 2022, with the participant list finalized by the end of the year. Seconded by Beverly Batson. Unanimously Approved. Motion Passes.</p>
Unfinished Business	None
New Business	None
Matters from the Chair	None
Matters from the Committee	None
Public Comment	None
Next Meeting	January 31, 2024
Adjourn	Renee Podolsky adjourned the meeting at 2:52 PM

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of 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 before approval at the next meeting.