



Early Learning Coalition of Broward County

Audit Committee Meeting Minutes

March 4, 2025, at 3:30 PM

Virtual Meeting

|                            |  |
|----------------------------|--|
| Members in Attendance      | Michael Asseff; Ellie Schrot; Richard Campillo; Monica King; Traci Schweitzer  |
| Members Absent (Excused)   | Chair, Renee Podolsky  |
| Members Absent (Unexcused) |  |
| Staff in Attendance        | Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Andres Calero, Accountant; Kasey Lafrance, Contracts Administration Manager; Megan DeGraaf, Purchasing & Procurement Specialist; Reinier Potts, Financial Analyst; Roy Persaud, Accountant; Sandra Paul, Sr. Dir. of Provider Reimbursement; Stephanie Landreville, Controller |
| Others in Attendance       | Julie Klahr, Legal Counsel; Martha Parker, Alex Auguste, and Bill Benson from Citrin Cooperman; Sean Swartz  |

| Item  | Action/Discussion   |
|---|---|
| Welcome & Call to Order   | Acting Chair Michael Asseff called the meeting to order at 3:31 PM. The roll was called, and a quorum was established.  |
| <b>CONSENT AGENDA</b>   |   |
| 1. Approve August 27, 2024, Committee meeting minutes.                                    | A <b>Motion</b> was made by Monica King and <b>Seconded</b> by Richard Campillo to approve the Consent Agenda. <b>Unanimously Approved. Motion Passes.</b>  |
| <b>REGULAR BUSINESS</b>   |   |
| 1. AUD252RB1 – Accept Draft FY24 Financial Statement Audit Report and DRAFT 2023 Form 990 | <p>Martha Parker, Engagement Partner at ELC's Audit Firm Citrin Cooperman, informed the Audit Committee that she had resigned from Citrin Cooperman. She expressed her gratitude to the committee and introduced Alex Auguste, who will be taking over the account, and Bill Benson, who will continue to be involved.</p> <p>CAO Christine Klima thanked Martha for her hard work, noting that working with her has been a pleasure and expressing appreciation for her contributions.</p> <p>Ms. Parker presented the results of the audit report for Fiscal Year 2024 and the 2023 IRS Form 990.</p> <p>There were no findings.</p> <p>CAO Christine Klima recognized and expressed her appreciation to ELC Controller Stephanie Landreville, along with the HR, Quality Assurance, and Accounting teams for their efforts. Committee members echoed Ms. Klima's sentiments, also extending their gratitude to Martha for her hard work and wishing her all the very best.</p> <p>A <b>Motion</b> was made by Richard Campillo and <b>Seconded</b> by Monica King to:</p> <ol style="list-style-type: none"> <li>1. Accept Final Financial Audit Report for Fiscal Year 2024</li> <li>2. Accept 2023 IRS Form 990.</li> </ol> <p><b>Unanimously Approved. Motion Passes.</b></p> |
| <b>Unfinished Business</b>  | None  |
| <b>New Business</b>   | None  |

|                                   |   |
|-----------------------------------|---|
| <b>Matters from the Chair</b>     | None  |
| <b>Matters from the Committee</b> | None  |
| <b>Public Comment</b>             | None  |
| <b>Next Meeting</b>               | <u>TBD</u>                                      |
| <b>Adjourn</b>                    | Michael Asseff adjourned the meeting at 3:53 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.*