



Approved at January 30, 2020 Audit Committee Meeting  
 Early Learning Coalition of Broward County, Inc.

**Audit Committee Meeting Minutes**  
**November 19, 2019 – 2:00 PM**

1475 W. Cypress Creek Road, Suite 301, Fort Lauderdale, FL 33309

Members in Attendance	Chair, Richard Campillo; Michael Asseff, Monica King, via phone; Tiana
Members Absent	Twan Russell
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Perry Borman, COO, via phone; Stephanie Landreville, Elsy Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel; Chris Lehman, via phone

Item	Action/Discussion
Welcome & Call to Order	Chair Richard Campillo called the meeting to order at 2:00 pm.  Roll was called and a quorum was established.
<b>CONSENT AGENDA</b>	
a. Approve September 26, 2019 Audit Committee Meeting Minutes	<b>A Motion was made by</b> Michael Asseff to approve the ELC of Broward Audit Committee meeting minutes from September 26, 2019. <b>Seconded</b> by Monica King. <b>Unanimously approved.</b>
<b>Audit Committee REGULAR BUSINESS:</b>  ITEM # IV (a) Status Update on FY"2019 Audit Currently in Progress	<b><u>Update by Chris Lehman, Audit Engagement Partner for SB &amp; Company:</u></b>  The majority of the audit work has been completed. Attendance reconciliation is still an issue due to the ongoing system issues. OEL has not granted a waiver for the requirement and they are still expecting compliance. The most significant barrier from a compliance perspective has been continued system issues.  <b>Reconciliation:</b> Monica King noted she had been at a public forum recently where providers were voicing concerns about the SR reconciliation process and rumors that OEL was requiring providers to complete their roster verifications on an unreasonable timeline. The Chair asked staff if the rumors were true.  CAO replied that the rumors of a deadline were not true because OEL has still not provided all the functionality needed in EFS to make verification possible. Additionally, the verification process overall is quite complex and it will not be completed overnight. ELC has begun working with providers to verify rosters, attendance and calculations, but it will be a while before everything is processed and completed. Some will be relatively quick and others will take more time. Most providers have been overpaid but we won't begin collecting funds back until we have fully confirmed the final amount owed. For those providers who were underpaid, staff are prioritizing making reasonable estimates of the amount owed in order to pay them as quickly as possible. Christine noted that we have

<p>ITEM # IV (b) AUD202RB2 Approve Draft RFP Solicitation for External Audit and Tax Services</p>	<p>statistics to analyze, but ultimately the process comes down to the individual reconciliation and concerns of each provider.</p> <p>CEO noted this is a statewide issue. More detail about reconciliation will be shared at the upcoming Finance Committee.</p> <p><b>Approval of draft RFP:</b></p> <p>The RFP document was based on templates from other Coalitions and feedback from OEL. Legal has reviewed and there are still some tweaks to be fixed before the Board meeting.</p> <p>The Committee agreed to convene the Audit Committee to interview finalist firms on January 30, 2020 after the Executive/Finance meeting.</p> <p><b>A Motion was made by Michael Asseff to approve the draft RFP Solicitation for External Audit and Tax Services pending some minor adjustments to the legal language. Seconded by Monica King. Unanimously approved.</b></p> <p>Next steps: CAO will be reaching out to other coalitions and community partners to get the word out regarding the RFP solicitation. ELC will post RFP on the website on 12/20 (assuming approval by board on 12/19). ELC will host a pre-bidders conference so that those interested can ask questions. ELC will post questions and answers on website. Final approval goes to Board in February 13 Board Meeting.</p>
<p><b>NEW BUSINESS</b></p>	<p>No discussion</p>
<p><b>MATTERS FROM CHAIR</b></p>	<p>No discussion.</p>
<p><b>MATTERS FROM COMMITTEE</b></p>	<p>No discussion.</p>
<p><b>PUBLIC COMMENT</b></p>	<p>There was no comment.</p>
<p><b>NEXT MEETING DATE</b></p>	<p>January 30, 2020 at 10 am</p>
<p><b>ADJOURN</b></p>	<p>Richard motioned to adjourn the meeting. The meeting adjourned at 2:33 pm.</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.*