



Approved at November 19, 2019 Audit Committee Meeting  
 Early Learning Coalition of Broward County, Inc.  
**Audit Committee Meeting Minutes**  
**September 26, 2019 – 8:15 am**

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

Members in Attendance	Chair, Richard Campillo, via phone; Michael Asseff, via phone; Twan Russell; Monica King, via phone;
Members Absent	Laurie Sallarulo
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO, via phone; Hubert Cesar, CIO; Howard Bakalar, CPO; Perry Borman, COO; Keisha Dunn-Pettis, Director of Family Services; Allison Metsch, Director of Education and Quality; Elsy Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Richard Campillo called the meeting to order at 8:17 am.  Roll was called and a quorum was established.
<b>CONSENT AGENDA</b>	
a. Approve January 30, 2019 Audit Committee Meeting Minutes	<b>A Motion was made by</b> Monica King to approve the ELC of Broward Audit Committee meeting minutes from January 30, 2019. <b>Seconded</b> by Michael Asseff. <b>Unanimously approved.</b>
<b>Audit Committee REGULAR BUSINESS:</b>	<b><u>AUD201RB1 Approve Auditor Engagement Letter for FY2018-2019 Single Audit:</u></b>
ITEM # IV (a) AUD201RB1 Approve Auditor Engagement Letter for FY2018-2019 Single Audit	<b>A Motion was made by</b> Michael Asseff to approve Auditor Engagement Letter. <b>Seconded</b> by Monica King. <b>Unanimously approved.</b>
ITEM # IV (b) AUD201RB2 Approve Proposal and Timeline for Procuring a Qualified Certified Public Accounting Firm to Audit ELC Financial Statements and Prepare IRS Forms 990 and 5500 for a Five Year Cycle Beginning with Fiscal Year FY2019-2020	<b>A Motion was made by</b> Michael Asseff to approve the Approve Proposal and Timeline for Procuring a Qualified Certified Public Accounting Firm to Audit ELC Financial Statements and Prepare IRS Forms 990 and 5500 for a Five Year Cycle Beginning with Fiscal Year FY2019-2020, <b>Seconded</b> by Monica King. <b>Unanimously approved.</b>

<b>NEW BUSINESS</b>	No discussion.
<b>MATTERS FROM CHAIR</b>	No discussion.
<b>MATTERS FROM COMMITTEE</b>	No discussion.
<b>PUBLIC COMMENT</b>	There was no comment.
<b>NEXT MEETING DATE</b>	
<b>ADJOURN</b>	Richard motioned to adjourn the meeting. The meeting adjourned at 8:20 am.

*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.*

DRAFT