



Approved on October 14, 2024, Board Meeting
Early Learning Coalition of Broward County, Inc.
Board Meeting Minutes
September 16, 2024, at 3:00 PM
Virtual Meeting

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta (virtual); Michael Asseff (virtual); Monica King; Cindy Arenberg-Seltzer; Sharonda Bailey (virtual); Richard Campillo; Krystie Castillo (virtual); Kirk Englehardt (virtual); Maria Hernandez (virtual); Carol Hylton (virtual); Renee Podolsky; Dr. Amoy Reid (virtual); Ellie Schrot (virtual); Traci Schweitzer; Zachary Talbot (virtual);
Members Absent	Daniel Foganholi; Twan Russell; Julie Winburn
Honorary Members	Beverly Batson
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Hubert Cesar, CIO; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Allison Metsch, Senior Director of Education & Quality; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Beverly Hung, Director of Human Resources; Irene Ramos, Office Manager; Kasey LaFrance, Contracts Administration Manager; Megan DeGraaf, Purchasing & Procurement Specialist; Renier Potts, Financial Analyst; Samantha McAnally, Accountant; Sandra Paul, Senior Director of Provider Reimbursement; Sarane Epps, Contract Specialist; Stephanie Landreville, Controller;
Others in Attendance	Julie Klahr, Legal Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 3:08 PM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo announced that Melody McDonald is no longer a Provider Representative on the ELC, but wanted to thank her for all she did while service. Chair also thanked Ellie Schrot for joining the Audit Committee.
CEO Report	CEO Renee Jaffe shared that we've been wrapping up all of our COVID Relief funds. We were selected as the Help Me Grow contactor and are excited about the award. Once we are up and running, we can provide the link for more information to Board members.
Mission Moment	<p>CAO Christine Klima shared a PowerPoint on the Pandemic Relief Funding 2020 – 2024. Of the \$8,000 grants that went to about 841 providers, it was a total of \$187 million, about \$248,000 on average in grants; it varies widely depending on the size of the program.</p> <p>For the Stipends, there were over 8,600 individual vendors receiving stipends, totaling an average of \$2,000 each, which means 38,000 checks went out.</p> <p>There was a discussion regarding trends in early childhood where the student engagement is low, and what can we do to create better habits to help for when they get to elementary and middle school. Additionally, student behaviors were increasingly combative.</p> <p>CEO Renee Jaffe added that she has heard of this and that some programs invested in</p>

behaviorists with the COVID dollars. CEO indicated she has been working with Mimi Grant, who is an expert in toddler mental health, and she connected me with all the options. We are looking into how much the cost is and what is available. We are very concerned about this.

Chair Laurie Sallarulo added that this is a great conversation to bring to the PRC meeting.

A **Motion** was made by Cindy Arenberg-Seltzer, and **Seconded** by Richard Campillo to move the Consent Agenda, excluding items #1, #2, #3, and #7. The **Motion was unanimously approved. Motion Passed.**

Abstentions:

- Cindy Arenberg-Seltzer abstained from items #2 B251CA1 and #3 B251CA2 as she is the President and CEO of CSC and is the Funder of that item.

Renee Podolsky pulled items #1 and #7 for discussion. In item #1, there is an error in the signature on page 20. ELC staff have the correct form; sometimes, Adobe moves signatures around when they are combined into a document. ELC staff will update the packet accordingly. Board agreed to accept and approve minutes pending correction on the minutes in item #1.

There was a discussion regarding item #7 regarding compensation consulting services. Renee Podolsky asked if this was needed especially since we had merit increases and COLAs.

CEO Renee Jaffe answered that we have been fortunate to do COLAs because we had the COVID relief dollars. Annually we conduct performance evaluations and the staff are given an increase based on performance, additionally at this time if any staff fall below the 30th percentile, they are increased to that percentile.

Chair Laurie Sallarulo added that for item #7 ELC can review to see if they need to do all positions.

A **Motion** was made by Traci Schweitzer and **Seconded** by Cindy Arenberg-Seltzer to move item #7 B251CA6 on the Consent Agenda. The **Motion was unanimously approved. Motion Passed.**

A **Motion** was made by Renee Podolsky, and **Seconded** by Richard Campillo to move item #2 B251CA1, and #3 B251CA2 on the Consent Agenda. The **Motion was unanimously approved. Motion Passed.**

Consent Agenda

1. Approve June 17, 2024, Meeting minutes
2. B251CA1 – Approve CSC Financially Assisted Child Care FY25 Revenue Agreement Renewal
3. B251CA2 – Approve CSC Vulnerable Populations Program FY25 Revenue Agreement Renewal
4. B251CA3 – Approve Broward County School Readiness & Special Needs FY 25 Revenue Agreement Renewal
5. B251CA4 – Approve City of Pompano Beach Match Funding Revenue Agreement
6. B251CA5 – Approve CLASS Assessor Vendor Recommendation
7. B251CA6 – Authorize Staff to Release an RFP for Compensation Consulting Services
8. B251CA7 – Authorize Staff to Negotiate a Wind Down Period Extension with VOIP Services Vendor Revation Systems, Inc.
9. B251CA8 – Authorize Worker’s Compensation Insurance Policy Vendor Change
10. B251CA9 – Approve Expenses over \$35K

Finance Committee

1. B251FIN1 – Preliminary FY24 Financial Results

Approve Preliminary FY2024 Budget

The CAO went over the FY24 Preliminary Financial results.

<p>2. B251FIN2 – Approve July 2024 Interim Financial Statements</p> <p>3. B251FIN3 – Approve Budget Amendment #1</p>	<p>This item was for discussion only. No voting at this time.</p> <p>Richard Campillo congratulated staff on the EFS and asked if we knew how we did compared to everyone else.</p> <p>The CAO replied that we do not know.</p> <p><u>Approve July 2024 Interim Financial Statements</u></p> <p>The CAO went over the July 2024 Financial Statements.</p> <p>There was a discussion regarding eligibility and enrollment of children.</p> <p>The Finance Committee brought forth a Motion to Approve July 2024 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The Motion was unanimously approved. Motion Passed.</p> <p><u>Approve FY 2025</u></p> <p>The Finance Committee brought forth a Motion to Approve FY2025 Budget Amendment #1. The Motion was unanimously approved. Motion Passed.</p>
<p>Regular Business</p> <p>1. B251RB1 – Approve CEO Performance Evaluation Results and CEO Performance Pay</p> <p>2. B251RB2 – Authorize Chair to Execute Agreement with the Children’s Forum for Help Me Grow Program Revenue</p>	<p><u>Approve CEO Performance Evaluation</u></p> <p>A Motion was made by Cindy Arenberg-Seltzer, Seconded by Richard Campillo, to Approve the following:</p> <ol style="list-style-type: none"> 1. Approve CEO Evaluation Results 2. Approve \$10,000 in FY2024 performance pay effective June 30, 2024. This is the maximum amount permitted by current policy. \$255 in unrestricted funding will be used to cover the amount that exceeds the current HHS salary cap for Calendar Year 2024 3. Increase the CEO base salary to the HHS Salary Cap effective January 1, 2025, pending confirmation of the amount by the U.S. Congress. The new cap is currently estimated at \$226,338. 4. Change the CEO compensation package to eliminate the annual performance bonus component. <p>The Motions were unanimously approved. Motion Passed.</p> <p><u>Approve Help Me Grow</u></p> <p>A Motion was made by Cindy Arenberg-Seltzer, Seconded by Monica King, to Authorize the Chair to execute a FY25 Revenue Agreement with the Children’s Forum for the Broward Help Me Grow Program pending legal review. The Motion was unanimously approved. Motion Passed.</p>
<p>Nominating Committee</p> <p>Update from Chair – No Meeting Held</p>	<p>Nothing to report at the moment.</p>

<p>Audit Committee 1. B251AUD1 – Approve Audit Committee Recommendation for Audit and Tax Preparation Services</p>	<p><u>Approve Audit Recommendation</u></p> <p>The Committee Chair, Renee Podolsky, shared the Audit Committee Recommendation.</p> <p>The Finance Committee brought forth a Motion to Approve the Audit Committee Recommendation to Select Citrin Cooperman to provide External Audit and Tax Services and Authorize Staff to Negotiate and Execute Agreement(s) for Services for a 5-year cycle. The Motion was unanimously approved. Motion Passed.</p>
<p>Governance Committee Update from Committee Chair – No Meeting Held</p>	<p>Nothing to report at the moment.</p>
<p>Program Review Committee Update from Committee Chair</p>	<p>Committee Chair Monica King shared that items discussed at PRC were previously discussed here, which include the pace of enrollment, the new online tool that’s coming out, and we are going to be meeting the first week of December.</p>
<p>Ad Hoc Fundraising Update from Committee Chair</p>	<p>Committee Co-Chair Traci Schweitzer shared that we are looking into a bingo night as a fundraiser in early 2025.</p>
<p>Provider Representatives Update from Provider Representatives</p>	<p>Provider Rep Krystie Castillo shared that at our last provider representative meeting, we spoke about how providers need support with different challenging child behaviors.</p> <p>Chair Laurie Sallarulo replied that we should investigate that and bring to the next PRC meeting.</p>
<p>Unfinished Business</p>	<p>None</p>
<p>New Business</p>	<p>None</p>
<p>Matters from the Chair</p>	<p>None</p>
<p>Matters from the Board</p>	<p>None</p>
<p>Matters from the CEO</p>	<p>CEO Renee Jaffe thanked everyone for filling out the evaluations and all the comments.</p>
<p>Matters from Committees</p>	<p>None</p>
<p>Matters from our Partners</p>	<p>None</p>
<p>Public Comments</p>	<p>None</p>
<p>Next Meeting</p>	<p><u>October 14, 2024, at 9:30 AM</u></p>
<p>Adjourn</p>	<p>Cindy Arenberg-Seltzer adjourned the meeting at 4:32 PM.</p>

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.

Monica F. King Secretary