



Approved on November 14, 2022, Board Meeting  
 Early Learning Coalition of Broward County, Inc.  
 Board Meeting Minutes  
 September 12, 2022, at 9:00 AM  
 Virtual

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| Members in Attendance  | Laurie Sallarulo; Dawn Liberta; Twan Russell; Monica King; Cindy Arenberg-Seltzer; Michael Asseff; Sharonda Bailey; Beverly Batson; Richard Campillo; Kirk Englehardt; Melody McDonald; Renee Podolsky; Amoy Reid; Kristina West; Julie Winburn  |
| Members Absent         | Zachary Talbot; Carol Hylton; Ellie Schrot   |
| Staff in Attendance    | Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Judith Merritt, COO, Allison Metsch, Sr. Director of Education & Quality; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Stephanie Landreville, Controller; Amy Moore, Senior Director of Family Services and Provider Relations; Ancel Pratt III, Senior Director of Communications; Sandra Paul, Senior Director of Provider Reimbursements; Megan DeGraaf, Purchasing and Procurement Specialist; Reiner Potts, Financial Analyst; Kasey Lafrance, Contracts Administration Manager; Beverly Hung, Human Resources Director; Maggie Laino, Quality Assurance Manager |
| , Others in Attendance | Julie Klahr, General Counsel; Carol Wick; Cara Cerchione   |

| Item   | Action/Discussion   |
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| Welcome & Call to Order  | Chair Laurie Sallarulo called the meeting to order at 9:00 AM. The roll was called, and a quorum was established.   |
| Chair Report   | Laurie Sallarulo welcomed everyone and reminded Board members about the attendance policy according to our Bylaws. We are looking for members for the Governance and the AD Hoc Fundraising Committee. If you are interested, please let Renee know.  |
| CEO Report   | CEO welcomed Board members to the first meeting of the current Fiscal Year and provided highlights from the CEO report.   |
| <b>Consent Agenda</b><br><br>1. Approve June 13, 2022, Meeting minutes<br><br>2. B231CA1 – Approve CSC Financially Assisted Child Care Agreement Renewal | <p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer to approve the June 13, 2022, Meeting Minutes. <b>Seconded</b> by Dawn Liberta. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>A <b>Motion</b> was made by Monica King to approve Empower the Chair to Execute a Children’s Services Council Financially Assisted Child Care Agreement Renewal for the period October 1, 2022, to September 30, 2023 pending finalized negotiations and legal review. <b>Seconded</b> by Renee Podolsky. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>The following Board members abstained from the vote and completed the</p> |

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| <p>3. B231CA2 – Approve CSC Vulnerable Populations Program Agreement Renewal</p> <p>4. B231CA3 – Approve Broward County School Readiness &amp; Special Needs Agreement</p> <p>5. B231CA4 – Approve Revation System Inc. Amendment Increase</p> <p>6. B231CA5 – Approve Related Party Lease Renewal with Broward County School Board</p> <p>7. B231CA6 - Approve</p> | <p>required conflict of interest documentation.</p> <ul style="list-style-type: none"> <li>• Dawn Liberta abstains because she is a Board Member/Chair of CSC.</li> <li>• Cindy Arenberg-Seltzer abstains because she is the President/CEO of CSC.</li> </ul> <p>A <b>Motion</b> was made by Monica King to approve Empower the Chair to Execute a Children’s Services Council Vulnerable Populations Program Agreement Renewal for the period October 1, 2022, to September 30, 2023 pending finalized negotiations and legal review. <b>Seconded</b> by Richard Campillo. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>The following Board members abstained from the vote and completed the required conflict of interest documentation.</p> <ul style="list-style-type: none"> <li>• Dawn Liberta abstains because she is a Board Member/Chair of CSC.</li> <li>• Cindy Arenberg-Seltzer abstains because she is the President/CEO of CSC.</li> </ul> <p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer to approve Empower the Chair to Execute a new Broward County School Readiness Match &amp; Special Needs Funding Agreement for the period October 1, 2022, to September 30, 2023 pending finalized negotiations and legal review. <b>Seconded</b> by Dawn Liberta. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>The following Board members abstained from the vote and completed the required conflict of interest documentation.</p> <ul style="list-style-type: none"> <li>• Sharonda Bailey because she is the Director of Head Start/Early Interventions</li> </ul> <p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer to approve Empower the Chair to Execute an Amendment increase for \$24,301 Revation Systems, Inc Agreement for the period October 1, 2022, to September 30, 2024, pending legal review. <b>Seconded</b> by Renee Podolsky. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer to approve Three-Year Related Party Lease Agreement Renewal with the School Board of Broward County at the Gulfstream Early Learning Center for the period September 5, 2022, through September 4, 2025. <b>Seconded</b> by Amoy Reid. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>The following Board members abstained from the vote and completed the required conflict of interest documentation.</p> <ul style="list-style-type: none"> <li>• Sharonda Bailey because she is the Director of Head Start/Early Interventions</li> </ul> <p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer to Approve Related Party</p> |
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| <p>Related Party Purchases for Training Room Facility Usage Fees at Broward County School Board - Gulfstream Center</p> <p>8. B231CA7 - Approve Amendment #4 of Keefe McCullough Agreement for FY22 Financial Audit and other Services for the period July 1, 2022-June 30, 2023</p> | <p>Purchases for Training Room Facility Usage Fees at SBBC Gulfstream Center for period of September 1, 2022 through June 30, 2023. <b>Seconded</b> by Renee Podolsky. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>The following Board members abstained from the vote and completed the required conflict of interest documentation.</p> <ul style="list-style-type: none"> <li>• Sharonda Bailey because she is the Director of Head Start/Early Interventions</li> </ul> <p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer to Approve Amendment #4 of Keefe McCullough Agreement for FY22 Financial Audit and other Services for the period July 1, 2022 through June 30, 2023. <b>Seconded</b> by Monica King. The <b>Motion was unanimously approved. Motion Passes.</b></p>   |
| <p><b>Finance Committee</b></p> <p>1. B231FIN1 – Preliminary FY 22 Financial Results – FYI Only</p> <p>2. B231FIN2 – Approve July 2022 Interim Financial Statements</p> <p>3. B231FIN3 – Approve FY23 Budget Amendment #1</p>  | <p><b><u>Preliminary FY 22 Financials Results FYI Only</u></b></p> <p>Cindy A. Seltzer and CAO, presented the Preliminary Financial Results (Unaudited) Pending 13<sup>th</sup> Month Adjustments</p> <p>Chair Laurie Sallarulo asked if there is any indication that we might not continue to be funded in the future. How can we prepare for that?</p> <p>CAO replied that there are two factors that affect that. The statewide commitment to meet dollars in order to meet the need across the state, it comes down to how they structure the state budget. The other is how they distribute the funds to the coalitions that affect us. Hopefully, now that we have extended what our need is, we get our proportional share of it.</p> <p><b><u>Approve July 2022 Interim Financials</u></b></p> <p>A <b>Motion</b> was brought forth by the Finance Committee to Approve July 2022 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. <b>Seconded</b> by Dawn Liberta. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p><b><u>Approve FY 22 Budget Amendment #1</u></b></p> <p>The CAO reviewed the highlights of the FY21 Budget Amendment #1</p> <p>A <b>Motion</b> was brought forth by the Finance Committee to Approve FY 2023 Budget Amendment #1. The Motion was unanimously approved. <b>Seconded</b> by Monica King. Motion Passes. The <b>Motion was unanimously approved.</b></p> |



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| <p>3. B231RB3 – Approve CEO Goals for FY 22/23</p> | <p>A <b>Motion</b> was made by Dawn Liberta to Approve CEO Performance Pay of \$10,000. <b>Seconded</b> by Cindy A. Seltzer. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p><b><u>CEO Performance Evaluation</u></b></p> <p>A <b>Motion</b> was made by Monica King to Approve CEO 5 Year Goals. <b>Seconded</b> by Cindy A. Seltzer. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>Laurie Sallarulo asked if there is a plan for staff appreciation. I know this is not something the ELC can use its funding for and suggested that perhaps this is something the Board could contribute to.</p> <p>Richard Campillo suggested that the board could sponsor the Staff Appreciation event</p> <p>CEO said yes, we are planning an event at a park in October. The Executive team is planning it. We cannot use any ELC money for this and will send out a link to board members, should they wish to contribute to the cost of this.</p> |
| <p><b>UNFINISHED BUSINESS</b></p>                  | <p>None</p>  |
| <p><b>NEW BUSINESS</b></p>                         | <p>None</p>  |
| <p><b>MATTERS FROM CHAIR</b></p>                   | <p>There was no discussion.</p>  |
| <p><b>MATTERS FROM COMMITTEES</b></p>              | <p>Dawn Liberta mentioned that we need members of the Governance Committee.</p> <p>Melody McDonald said she is interested in finding out about it.<br/>Renee Podolsky is also interested.</p>  |
| <p><b>PROVIDER REPRESENTATIVE COMMITTEE</b></p>    | <p>Beverly Batson shared that the background checks length of time it is taking too long before they come back. It's taken sometimes up to 3 months.</p> <p>CEO said that we have brought this up to DEL and while DEL is working with DCF who does the background checks, they are working on a plan.</p> <p>Dawn Liberta shared that the issues with background checks are everywhere and for everyone, not just childcare, and indicated she would follow up on this.</p>   |
| <p><b>PUBLIC COMMENT</b></p>                       | <p>There was no discussion.</p>  |
| <p><b>NEXT MEETING DATE</b></p>                    | <p>November 14, 2022</p>   |
| <p><b>ADJOURN</b></p>                              | <p>Cindy A. Seltzer Motioned to Adjourn meeting at 10:15 AM</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 prior to approval at the next meeting.*

*Monica F. King  
ELC SECRETARY*