

Approved on June 23, 2025, Board Meeting
Early Learning Coalition of Broward County, Inc.
Board Meeting Minutes
May 12, 2025, at 9:30 AM
Virtual Meeting

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta; Michael Asseff; Cindy Arenberg-Seltzer; Sharonda Bailey; Kirk Englehardt (virtual); Amy Hauser; Maria Hernandez (virtual); Renee Podolsky; Dr. Amoy Reid; Ellie Schrot (virtual); Traci Schweitzer (virtual); Julie Winburn (virtual)
Members Absent (Excused)	Krystie Castillo; Carol Hylton; Zachary Talbot
Members Absent (Unexcused)	
Honorary Members	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Hubert Cesar, CIO; Howard Bakalar, CPO; Melody Martinez, Board Liaison; Allison Metsch, Senior Dir. of Education & Quality; Amy Moore, Senior Dir. of Family Services and Customer Services; Ancel Pratt III, Senior Dir. of Communications; Ayme Hamoui, Dir. of Education Program Assessment; Gracy Haladjian, Dir. of Family & Customer Services; Kasey LaFrance, Contracts Administration Manager; Magdalena Laino, Purchasing & Procurement Specialist; Megan DeGraaf, Purchasing & Procurement Specialist; Reinier Potts, Financial Analyst; Roy Persaud, Accountant; Sandra Paul, Senior Dir. of Provider Reimbursement; Sarane Epps, Contract Specialist; Stephanie Landreville, Controller
Others in Attendance	Julie Klahr, Legal Counsel; Richard Campillo; Monica King

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:40 AM. The roll was called, and a quorum was established.
Chair Report	<p>Chair Laurie Sallarulo and CEO Renee Jaffe expressed their gratitude to Monica King and Richard Campillo for their dedicated service as board members. They both acknowledged and appreciated Monica and Richard's valuable contributions and stated that they would be sincerely missed. A memento was presented to each of them in recognition of their service.</p> <p>Chair Laurie Sallarulo announced the following committee appointments:</p> <ul style="list-style-type: none"> Maria Hernandez – PRC Chair (Replacing Monica King) Dr. Amoy Reid – Finance Committee (Replacing Twan Russell) Sharonda Bailey – Audit Committee (Replacing Monica King) Traci Schweitzer – Nominating Committee (Replacing Twan Russell) Krystie Castillo – Nominating Committee (New Addition)
CEO Report	CEO Renee Jaffe shared that the organization is in the process of onboarding new Board members. She also noted that a significant number of children are currently being enrolled. There was also an FSM Statewide system issue; however, the team ensured that all provider payments were made on time. She also proudly shared that the organization has again been recognized as a Top Workplace.

<p>Mission Moment - Video</p>	<p>CAO Christine Klima shared the Mission Moment PowerPoint with the Board.</p> <p>Chair Laurie Sallarulo requested that the PowerPoint presentation be shared with all Board members.</p> <p>There was a discussion regarding how much CSC is funding ELC.</p> <p>Cindy recognized that Renee received a Top Workplace Leader Award for Mid-Sized Companies.</p>
<p>Consent Agenda</p> <ol style="list-style-type: none"> 1. Approve March 10, 2025, Meeting minutes 2. B256CA1 – Authorize staff to issue Sole Sourced Award posting for Teachstone CLASS-related materials and training 3. B256CA2 – Authorize staff to issue a Sole Sourced posting for INCENTIVE\$ program service from Children’s Forum 4. B256CA3 – Authorize staff to issue Sole Sourced award posting for 211-Broward 5. B256CA4 – Approve DEL CEO Evaluation Tool 6. B256CA5 – Approve ELC 12 Holiday/Closure Days FY25/26 7. B256CA6 – Approve AI Policy 8. B256CA7 – Approve FY26 Risk Management Insurance Policy Renewal Coverage Levels 9. B256CA8 – Approve Updated language in Mandatory Reporting HR Policy 	<p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Renee Podolsky to move the Consent Agenda, excluding item # 6. The Motion was unanimously approved. Motion Passed.</p> <p>Chair Laurie Sallarulo pulled Item #6 from the Consent Agenda to ask for clarification regarding the organization's holiday and PTO policies. She inquired about how the holiday package works and what the complete PTO package includes.</p> <p>CAO Christine Klima explained that employees begin accruing PTO upon hire at the following rate: two weeks of vacation, two weeks of sick leave, and three personal days per year. Employees may accrue up to 240 hours for vacation. This structure mirrors the State's policy and has existed since the organization’s inception.</p> <p>CEO Renee Jaffe added that sick leave is not eligible for payout, and many staff members tend to accumulate unused sick time.</p> <p>A Motion was made by Dawn Liberta and Seconded by Cindy Arenberg-Seltzer to move the Item # 6 in the Consent Agenda. The Motion was unanimously approved. Motion Passed.</p>
<p>Regular Business</p> <ol style="list-style-type: none"> 1. B256RB1- Approve Amendment to Children’s Services Council Vulnerable Populations Program FY24/25 Agreement 2. B256RB2- Resolution Designating Authorized Staff that may Submit and Discuss a Retirement Plan Voluntary Correction Program 	<p><u>Children’s Services Council Vulnerable Populations Agreement Amendment</u></p> <p>A Motion was made by Dawn Liberta and Seconded by Sharonda Bailey to Approve an Amendment to the Children’s Services Council Vulnerable Populations Program FY24/25 Agreement, increasing the budget pending receipt of the draft Amendment and legal review. The Motion was unanimously approved. Motion Passed.</p> <p><u>Abstentions:</u></p> <ul style="list-style-type: none"> • Cindy Arenberg-Seltzer abstained as she is the CEO of CSC. <p><u>403B Retirement Plan Voluntary Correction Program Application to the IRS</u></p> <p>CAO Christine Klima reviewed the document and explained it to the Board members.</p> <p>Julie Klahr, Legal Counsel, read the resolution by title:</p>

<p>Application with the IRS</p> <p>3. B256RB3- Legislative Update</p> <p>4. B255RB4- Annual Board Survey Results</p>	<p>A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EARLY LEARNING COALITION OF BROWARD COUNTY, INC. AUTHORIZING AND DESIGNATING SPECIFIED CORPORATE EMPLOYEES TO SUBMIT A VOLUNTARY CORRECTION PROGRAM (VCP) APPLICATION (VCP APPLICATION) ON BEHALF OF THE EARLY LEARNING COALITION OF BROWARD COUNTY, INC. RETIREMENT PLAN (THE PLAN) TO THE UNITED STATES DEPARTMENT OF TREASURY INTERNAL REVENUE SERVICE (IRS), DISCUSS THE VCP WITH REPRESENTATIVES OF THE IRS AS A DULY AUTHORIZED REPRESENTATIVE OF THE PLAN, SIGN DOCUMENTS AND FORMS PERTAINING TO THE VCP APPLICATION, INCLUDING THOSE THAT BIND THE PLAN, PROVIDE INFORMATION TO THE IRS UNDER PENALTY OF PERJURY, OR GRANT POWER OF ATTORNEY TO LEGAL COUNSEL; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.</p> <p>A Motion was made by Dawn Liberta and Seconded by Cindy Arenberg-Seltzer to Approve a resolution to authorize the Chief Executive Officer and the Chief Administrative Officer to submit a Voluntary Correction Program application for the Coalition 403B Retirement Plan to the US Internal Revenue Service, Sign documents related to the application under penalty of perjury and carry out other activities related to the matter as required in consultation with legal counsel. The Motion was unanimously approved. Motion Passed.</p> <p><u>Legislative Update</u></p> <p>CEO Renee Jaffe provided an update on the legislation.</p> <p><u>Annual Board Survey</u></p> <p>COO Judith Merritt presented the results of the Annual Board Survey.</p> <p>Chair Laurie Sallarulo addressed one survey section where the Board scored below 4.0. She noted that while the score is not concerning, it may reflect responses from a new Board member or a lack of understanding. She emphasized that this is an area where the Board can improve and suggested that greater clarity around Board needs may help.</p> <p>Chair Laurie Sallarulo proposed that Judith provide information on the types of candidates or industry representation the organization is seeking for new board members, which could guide current Board members in identifying potential recruits to strengthen the Board’s effectiveness in that area. She added that providing an update at each Board meeting on the remaining needs would be helpful so members know what the organization is still looking for.</p>
<p>Finance Committee</p> <p>1. B256FIN1 – Approve March 2025 Interim Financial Statements</p>	<p><u>Approve March 2025 Interim Financial Statements</u></p> <p>The CAO went over the March 2025 Financial Statements.</p> <p>The Finance Committee brought forth a Motion to Approve March 2025 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>

2. B256FIN2 – Approve FY25 Budget Amendment #5	<p><u>Approved Amendment #5</u></p> <p>The CAO went over budget amendments.</p> <p>The Finance Committee brought forth a Motion to Approve FY2025 Budget Amendment #5. The Motion was unanimously approved. Motion Passed.</p>
Audit Committee Update from Committee Chair	Nothing to report
Program Review Committee Update from Committee Chair	<p>No Update. Next Meeting is on 5.20.25.</p> <p>Chair Laurie Sallarulo requested that the meeting invitation be resent to her and shared with all board members who may wish to attend.</p>
Nominating Committee 1. B256NOM1 – Nomination of Board Officer Secretary Position	<p><u>Board Officer Nominee – Secretary Position</u></p> <p>A Motion was made by Dawn Liberta and Seconded by Renee Podolsky that the Nominating Committee Recommend to the full board that the position of the vacated Secretary be filled by Ellie Schrot. The Motion was unanimously approved. Motion Passed.</p>
Governance Committee Update from Committee Chair	Nothing to report
Ad Hoc Fundraising Update from Committee Chair	Nothing to report
Provider Representatives Update from Provider Representatives	Provider Representative Amy Hauser shared positive feedback about a recent Boot Camp held at ELC. She noted that one of her staff members attended along with others and expressed that the program is highly valued. Her team enjoys participating, often returning to share what they’ve learned with colleagues. She added that being selected to attend is seen as an honor and is a source of excitement among staff.
Unfinished Business	None
New Business	None
Matters from the Chair	<p>Chair Laurie Sallarulo requested an update on the number of employees working remotely versus those working onsite.</p> <p>CEO Renee Jaffe explained that the work location depends on each employee’s job responsibilities. While most staff are remote, productivity remains high, with some teams reaching 100% productivity. She noted that productivity is actively monitored, and staff are regularly brought into the office for team and all-staff meetings.</p> <p>A discussion followed regarding the current use and future planning of office space.</p>
Matters from the Board	None

Matters from the CEO	<p>CEO Renee Jaffe shared that we are actively working to secure more appropriate funding for the upcoming year, with significant advocacy efforts underway.</p> <p>Several board members shared upcoming events they are hosting. Board Chair suggested Board members end the invitation and/or events to Melody so that she can forward to the whole board.</p>
Matters from Committees	None
Matters from our Partners	<p>Cindy Arenberg-Seltzer announced that the Children’s Services Council (CSC) Budget Workshop will take place on Thursday, the 15th. The \$130 million allocated to indirect services will be discussed. She noted that ELC is included in the discussion and encouraged anyone interested to review the budget book, which is now available online.</p> <p>Sharonda Bailey shared that the Summer Bridge to Kindergarten portal is now open and accessible through the ELC website.</p> <p>Chair Laurie Sallarulo announced that Junior Achievement (JA) will host a parent conference in August. She also requested that the Strategic Plan—including progress toward goals—be brought back to the Board at least twice a year for review and discussion.</p> <p>CEO Renee Jaffe shared upcoming event dates: the “Day in K” event will take place on June 4, and the “State of Childcare” will be held on May 20.</p> <p>Maria Hernandez informed the Board that the Behavioral Health Conference is scheduled for May 21–22. Chair Laurie Sallarulo asked Maria to forward the invitation to Melody so it could be shared with all Board members. She also encouraged all Board members to send details of any upcoming events to Melody so she could distribute invitations accordingly.</p>
Matters from Committees	None
Public Comments	None
Next Meeting	<u>June 23, 2025, at 9:30 AM</u>
Adjourn	Laurie Sallarulo adjourned the meeting at 11:05 AM

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.

Ellie Schrot