



Approved with amendments at May 12, 2017 Board Meeting
Early Learning Coalition of Broward County
Board Committee Meeting Minutes
 April 14, 2017 – 8:30 am
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Deborah Meidinger Hosey, Cindy Arenberg Seltzer, Renee Podolsky, Michael Asseff *via phone and in person*, Kenickay Prednergast *via phone*, Nicholas Kaniaris *via phone*, Ashley Davis, Laurie Rich Levinson *via phone*, Dr. Avis Proctor, Ellen Schrot, Jody Miller, Mason Jackson, Twan Russell.

Members Absent: Barrington Russell, Jeffrey Dwyer, Silvia Beebe, Howard Bakalar, Schmeka Lyons, Dolly Trevino Rump

Staff in Attendance: Renee Jaffe, Amy Ungor, Doreen Moskowitz, Reinier Potts, Hubert Cesar, Debbie Kay, Karen Swartzbaugh, Suwenda Louis, Mabel Ramirez, Irene Ramos

Others in Attendance: Jacob Jackson, General Counsel, Natasha Markman, Richard Campillo, Al Murray, Sharon Cohen, Michelle Rosiere.

Item	Action	Follow-up
Welcome & Call to Order	Laurie Sallarulo, Chair, called the meeting to order at 8:45 a.m. Pending a quorum, non-voting items were discussed.	

Chair Report: Laurie Sallarulo	Chair welcomed one of the new applicants for Board membership in attendance, Richard Campillo.	
CEO Report: Renee Jaffe	<ul style="list-style-type: none"> ➤ Fiscal monitoring was completed by OEL during the first two weeks of April and a report is expected next month. Exit interviews were positive with some areas for improvement noted, which are currently being addressed. ➤ An additional 404 children have been enrolled from the School Readiness Wait List with a total of 665 children which can possibly be enrolled using the additional OEL funding. ➤ Provider Contract renewal process is on track and recommendations will be brought to the Board in May. A Robo call process is in place to keep Providers abreast of the process. ➤ On May 3rd, ELC will be recognized at the 211 Community Partner Award breakfast with an award for building connections within our community. ➤ The <i>Countdown to Kindergarten</i> event on April 27th offers providers, parents and stakeholders with the opportunity to engage in a variety of exciting activities that promote early literacy and family engagement. ➤ ELC's new cloud-based phone system went live March 9th with no impact on ELC parents or providers through the process. ➤ The Broward County Commission approved a resolution and a request for reconsideration of mandate to monitor and license additional Health and Safety standards for School Readiness requirements. Deborah M. Hosey, Human Services Administrator at Broward County Child Care Licensing and Enforcement (<i>correction of Deborah Hosey's title has been made</i>), commented that she met with Rodney McKinney of OEL and members of the Governor's office in Tallahassee and had the opportunity to help clarify Broward County's position, especially in light of additional licensing allocation for other Florida counties. The additional requirements are supported but will require additional resources to implement. ➤ The New ELC Logo and Tag Line was presented. 	Report Pending
Quorum Established	A quorum was established and voting items were presented at 9:25 am.	

Consent Agenda	<p>Motion made by Michael Asseff to approve the March 10, 2017 minutes, revised to reflect Twan Russell's attendance, seconded by Ellie Schrot and approved unanimously.</p> <p>Motion made by Avis Proctor to approve Purchases over \$5,000, seconded by Michael Asseff and approved unanimously.</p>	
<p>Finance Committee Report: Christine Klima</p> <p>Financial Statements</p> <p>Purchasing and Cash Disbursement</p> <p>Staff Performance Pay</p>	<p>New graphs reflect cost of care increases in throughout months of enrollment, including daily costs of care, number of enrollment days per month and other factors that impact expenditures</p> <p>Motion made by Renee Podolsky to approve the January 2017 Financial Statements and approved unanimously.</p> <p>There was discussion regarding current ELC Fiscal Policy and Procedures which set CEO purchasing and cash disbursement authority.</p> <p>Motion made by Mason Jackson to approve CEO's Purchasing authority and Cash disbursement authority both be set at \$25,000 except for Early learning program service contracts which will receive Board approval. Additionally, a list of all purchases from \$1,000 to \$25,000 appear on the next Board agenda contingent upon verbal approval by the external auditors and if not approved bring back. Seconded by Cindy Arenbrg Seltzer. Clarification was made regarding the motion for auditors approval which will be approval of the policy. <i>(motion amended to include actual verbage. Discussion was held to include clarification of this motion which is described below)</i>. Cash disbursements less than \$25,000 will require only one authorized signature. Checks in amounts of \$25k and above will require two authorized signatures. A list of all purchases between \$1,000 and \$25,000 will be provided to the Board monthly. Implementation of both policies will be contingent upon consultation and review with external Auditor. Motion carried, Approved unanimously.</p> <p>As recommended by the Finance Committee, a budget allocation for staff performance pay would be \$30,000 for FY 16/17.</p> <p>Motion made by Laurie Sallarulo to approve Staff Performance Pay and Allocation and approved unanimously.</p> <p>Motion made by Laurie Sallarulo to approve the CEO Performance pay as presented and approved unanimously.</p>	

<p>CEO Performance Pay</p>	<p>CEO goals for the organization and Staff were discussed and measurable(s) will be added. CEO Renee Jaffe added that the organization will be adopting new performance review best practices with established goals and quarterly assessment of progress.</p>	
<p>Nominating Committee Report: Ellie Schrot</p>	<p>Five (5) nominated applicants were considered and three (3) applicants were interviewed and recommended for Board approval: Richard Campillo, Monica King and Khalil Zeinieh</p> <p>Motion by Ellie Schrot to approve Richard Campillo, Monica King and Khalil Zeinieh as Private Business Board sector members and approved unanimously.</p> <p>Motion by Ellie Schrot to appoint Michael Asseff as First Vice Chair and approved unanimously.</p> <p>The Chair welcomed Richard Campillo as a new Board member. Mr. Campillo shared his background with Board members and expressed appreciation for his new role.</p>	

Announcements For Information Only	<p>ELC will host an Appreciation Breakfast for Providers Appreciation on May 17, 2017 in conjunction with the monthly Provider PLAN meeting. Vice Mayor Beam Furr will present a Proclamation for Child Care Provider Appreciation Day.</p> <p>Ellie Schrot shared a successful ELC PLAN meeting, highlighting a panel discussion on Inclusion. She also thanked Debbie Kay, ELC Inclusion Specialist, for assisting with the recent Inclusion training held at ELC. It was suggested that the PLAN meeting agenda be included as an FYI for future Board meeting packets to share these accomplishments.</p> <p>Cindy Arenberg Selzer discussed the Broward College initiative, Dinner at the Square, which focuses on critical Federal, State and local initiatives. The event on May 3rd is dialog about combating poverty, which is open to the public.</p> <p>Mason Jackson spoke about the CSC's Summer Youth Employment Program with Career Source Broward, to give youth ages 16-18 years' experience in the world. The program has expanded from not-for-profit and government work sites to include private business placements subsidized at 50%. If interested in becoming a private business work site, please call Mason.</p> <p>Twan Russell announced that the Miami Dolphins will host the 4th annual Million Meals packing event on April 30th. It is a family event at Nova Southeastern University where meals will be packaged and delivered primarily to older adults in Miami-Dade, Broward and Palm Beach counties. Additionally, on April 29th, the Russell Education Foundation will hold a family event at Dave & Busters; visit russelleducationfoundation.com for more information.</p> <p>Laurie Sallarulo thanked Cindy Arenberg Seltzer and the other judges who volunteered at the Junior Achievement Entrepreneurship "Shark Tank" competition. Two high school teams have been nominated for the highly competitive JA National's event.</p>	
New Business	There was no discussion	
Matters from the Board	There was no discussion.	
Matters from our Partners	<p>Al Murray, 211 Broward, spoke briefly on Caller Satisfaction Surveys which reports a 90% satisfaction of services received.</p> <p>Natasha Markman, BRHPC, shared the benefits of the referral portal electronic system which can track the referral process from beginning to end.</p>	

Public Comment	There was no comment.	
Adjourn	Motion to Adjourn by Laurie Sallarulo, seconded by Cindy Arenberg Seltzer and approved unanimously at 10:23am.	

These minutes contain the action items of the Board meeting of the Early Learning Coalition. 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.
Submitted by Irene Ramos.