



Approved at February 13, 2020 Board Meeting
Early Learning Coalition of Broward County, Inc.

Board Meeting Minutes

December 19, 2019 – 2:00 PM

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

Members in Attendance	Laurie Sallarulo, Mason Jackson; Michael Asseff; Cindy Arenberg-Seltzer; Ellie Schrot; Khalil Zeinieh, via phone; Monica King; Richard Campillo; Amoy Reid; Beverley Batson; Cara Cerchione; William Karp; Renee Podolsky; Dawn Liberta;
Members Absent	Laurie Rich Levinson; Angela Iudica, Twan Russell; Nicholas Kaniaris
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Perry Borman, COO; Keisha Dunn-Pettis, Director of Family Services; Ely Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel (on the phone)

Item	Action/Discussion
Welcome & Call to Order	Board Chair announced that Cara Cerchione has been appointed to the Program Review Committee.
ELC Impact Moment	A family impacted by Hurricane Dorian in the Bahamas provided an overview of how the ELC assisted them with access to VPK and childcare after they arrived in Broward County.
Pillar 1 Spotlight - Eligibility	<p>Keisha Dunn-Pettis, ELC Director of Family Services, presented on the School Readiness redetermination process (ELC staff reestablishes whether families are eligible for services). ELC staff members Yanique Lyons and Amy Moore presented a more specific overview of this process and highlighted 3 possible outcomes (Successful Redetermination; Unsuccessful Redetermination and 90-Day Reestablish Period).</p> <p>There is now a form that is distributed to parents and providers via the portal and it states what is needed specifically for the child to be successfully redetermined.</p>
CEO Report	<p>BECEC is on February 1. An Outlook calendar invite was sent out to all ELC Board Members. We are hoping for close to 800 registered attendees.</p> <p>ELC has been actively involved in the legislative process. Staff has met with Senators and Representatives in Broward and Tallahassee regarding an increase in the Base Student Allocation for VPK, and the importance of incorporating a social-emotional development assessment tool and learning gains when measuring Kindergarten readiness.</p> <p>Thanks to ELC board members Michael Asseff and Twan Russell for their participation in the CRM vendor selection process.</p> <p>Jump Start has recognized Broward County nationally as Read for Record District of the Year. The county has embraced the event (with more than 1,000 volunteers involved this year). ELC hosted its own Read for the Record event with guest readers Senator Nan Rich and her daughter and ELC board member, Laurie Rich Levinson.</p>

CONSENT AGENDA

- a. Approve October 3, 2019 Meeting minutes
- b. B203CA1 – Approve Board Committee additions
- c. B203CA2 – Approve Background Screening Policy
- d. B203CA3 – Approve Self-Reporting Policy
- e. B203CA4 – Approve Incident Reporting Policy
- f. B203CA5 – Approve ELC Bylaws Changes
- g. B203CA6 – Approve Business Development Vendor selection
- h. B203CA7 – Approve 2019 Financials YTD
- i. B203CA8 – Approve Budget Amendment
- j. B203CA9 – Approve Bank of America Purchasing Card Primary Contact
- k. B203CA10 – Approve RFP for Audit Services

- f. B203CA5 – Approve ELC Bylaws Changes

Board Chair had some questions regarding items on the Consent Agenda and asked to pull the financials because she felt that it was not appropriate to have financials on a consent agenda.

A **Motion was made by** Cindy Arenberg-Seltzer to approve the Consent Agenda excluding items F, H and J. **Seconded** by Dawn Liberta. **Unanimously approved.**

Item F: There was a suggested change in the phrasing of the item change to Bylaws page 15, section 5.6 recommendation from Cindy Arenberg-Seltzer (listed below).

“While physical attendance at meetings of the board of directors is an expectation of membership, the ELC may use any method of telecommunications to conduct committee or Board meetings...”

There was a discussion about the responsibility of a Board member to attend meetings in person and the importance of members interacting with each other. ELC staff stated they will be regularly monitoring board member attendance and will share the data with the board (to see if attendance is affected as a result of this policy change).

A **Motion was made by** Michael Asseff to approve the ELC Bylaws Changes with the change requested on page 15. **Seconded** by Cindy Arenberg-Seltzer. **Unanimously approved.**

<p>Guest Speaker: Shan Goff, Executive Director, OEL and staff</p>	<p>[Consent agenda item discussion interrupted in order for guest speaker to begin]</p> <p>Shan Goff, Executive Director of OEL and some of her leadership team dialed in for a Q&A Session on EFS Modernization and Reconciliation.</p> <p>OEL has been attempting to provide appropriate support to all Coalitions regarding EFS Mod. OEL has employed internal technology resources for payment and attendance processes and is in the midst of system wide data fixes. There are 3 phases designed to make system wide changes on a micro level. OEL is funding temporary staff at coalitions to assist with the reconciliation process. Statewide there have been providers that have been overpaid and others that were underpaid. There have been a series of trainings for coalition Auditors and 3 webinars.</p> <p>Mason Jackson asked if there a timeline that can be provided to Providers on when all these issues will be fixed and how this will be communicated. Ms. Goff stated that a majority of issues will be smoothed out in early 2020. Ms. Goff has offered to visit Broward in early January if requested. OEL will create some messaging and admitted that the “overwhelming majority of this is a state agency error.”</p> <p>OEL has a request for quote for a 3rd party to come in and conduct a risk assessment on EFS Mod.</p> <p>Richard Campillo stated that this whole process has damaged our reputation in the community. Richard asked, “What are you doing to help improve our reputation in the community?” Ms. Goff suggested that when asked by the ELC ED, OEL will interact with local Children’s Services Council, and is drafting a letter that coalitions can send to community partners. She said that OEL is willing to help in anyway where they can offer “cover” to the coalition.</p> <p>Richard Campillo suggested the “3A Plan”: 1) That Ms. Goff <u>attend</u> the ELC of Broward annual conference; 2) That an <u>apology</u> be issued from OEL to the coalition and providers and 3) An <u>action</u> plan be developed with names, dates and numbers on items that are important to the provider community.</p> <p>Cindy Arenberg-Seltzer asked if there is any thought on making coalitions “whole” as it relates to administrative burden (costs) associated with working on EFS Mod system issues. Ms. Goff offered a number of options that these issues and the costs do not negatively affect services to children.</p> <p>Board chair Laurie Sallarullo expressed her disappointment and reiterated the need for a specific timeline for system fixes. Ms. Goff stated that by early 2020 there should be a timeline to get outstanding issues fixed. OEL is drafting very detailed descriptive processes on how to close FY 18/19. Documents should be going out at the end of December.</p> <p>Cara Cerchione asked about the business expenses that have had to bring in additional accounting services and whether those will be reimbursed. Ms. Goff</p>
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