



APPROVED at Board Meeting 2.1.18
 Early Learning Coalition of Broward County
 Board Meeting Minutes
 December 7, 2017 – 3:00pm
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Chair; Angela Iudica; Cindy Arenberg Seltzer; Deborah Meidinger Hosey; Ellen Schrot; Jeffrey Dwyer; Kenickay Prendergast via phone; Khalil Zeinieh; Laurie Rich Levinson; Michael Asseff; Monica King; Renee Podolsky via phone, Richard Campillo; Schemeka Lyons; Silvia Beebe; Twan Russell

Members Absent: Dolly Trevino Rump, Dr. Avis Proctor, Mason Jackson, Nicholas Kaniaris, Ashley Davis

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Amy Ungor, Acting Director of Program; Doreen Moskowitz, Directory of Compliance; Hubert Cesar, Director of IT; Reinier Potts, Financial Analyst; Alex Browning, Communications Manager

Others in Attendance: Jacob Jackson, General Counsel; Allison Metsch, Nova Southeastern University

Item	Action/Discussion	Follow-up
Welcome & Call to Order	The Chair called the meeting to order at 3:13pm. Roll Call was conducted and a quorum was established.	

<p>CEO Report</p> <p>CEO Update (continued)</p>	<p>As a lease update, the Lakeview landlord has offered more swing space to the ELC to accommodate additional staff. Negotiations for space acquisition are still in process. Alex Browning was welcomed as ELC's new Communications Manager. Alex is already working to re-design the ELC website and launched the first You Tube video message to Providers.</p> <p>The Family Services Unit is processing all cases in a timely and efficient manner. Staff continues to implement strategies to expedite the redetermination process.</p> <p>Cindy Arenberg Seltzer added that, during her legislative meetings in Tallahassee with other ELC Directors and OEL administrators, there were many unsolicited kudos to Renee and her staff for an amazing and successful transition to in-house services.</p> <p>The Provider Portal portion of the Statewide EFS Modernization system is complete and the ELC is moving forward with plans to implement its use locally in January. Staff and Provider video and webinar trainings on use of the Portal will occur throughout the month.</p> <p>The Legislature is moving forward with a plan to consolidate some ELCs, reducing the number of Coalitions from 30 to 25; however, South Florida Coalitions are not part of that re-structure effort.</p> <p>The new Strategic Plan Committee will move forward with a two-pronged approach; beginning the work to develop a new strategic plan as well as developing recommendations for new Quality initiatives. The link to the Road To Child Outcomes webinar was re-distributed to Board Members to provide background to that process.</p> <p>A <i>What's Trending at ELC</i> session was conducted prior to the Board meeting today. COO Howard Bakalar and the Education team provided an overview of the statewide quality initiative, the Performance Funding Project (PFP).</p> <p>The Broward ELC has been asked by OEL whether additional CCEP funds could be utilized. These funds require a 50% match, which Broward provides thanks to funding from Broward County and the Children's Services Council. Statewide, there is \$141,000 available in additional CCEP funding and Broward is slated to receive over</p>	
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<p>Consent Agenda</p>	<p>76% or \$107,000 of that allocation. Currently, ELC’s match for CCEP funding is \$2.5 million.</p> <p>CEO Renee Jaffe advised that an EEO complaint has been filed by a former BRHPC employee. ELC expects to have the matter resolved in a timely fashion.</p> <p>Due to conflicts of interest, two items were pulled from the Consent Agenda and voted on separately: CSC’s contract and Broward County’s Special Needs and CCEP Match contract.</p> <p>The Consent Agenda, excluding the CSC and Broward County contracts, was unanimously approved, including:</p> <ul style="list-style-type: none"> *Meeting Minutes from November 2, 2017 and October 5,2017 *University of Florida CLASS Contract *United Way of Broward County Impact Match Contract *Revised Policy of Monthly List of Cash Disbursement *Annual Budget Amendment #2 *Financial Statement Presentation Format for Multiple Months 	
<p>Children’s Services Council Vulnerable Populations contract</p>	<p>A Motion to Approve the Children’s Services Council Vulnerable Populations Contract was made by Michael Asseff, seconded by Richard Campillo and unanimously approved with Silvia Beebe abstaining .</p>	
<p>Broward County CCEP & Special Needs contract</p>	<p>A Motion to Approve the Broward County Child Care Services Special Needs and CCEP Match 2017/18 contract was made by Khalil Zeinieh, seconded by Cindy Arenberg Seltzer and unanimously approved with Deborah Meidinger Hosey abstaining.</p> <p>Ellie Schrot asked about the availability of funds to serve special needs children who are on a waiting list for the County Special Needs Program. Christine Klima responded that this contract came to ELC from BRHPC already over-enrolled and ELC will be approaching the County about additional funds as soon as the contract is executed. CEO Renee Jaffe responded that this critical matter is already a topic of discussion with the County.</p>	

<p>BECE Conference 2018 Summary</p> <p>Finance Committee Report</p> <p>Nominating Committee Report</p>	<p>COO Howard Bakalar provided an update of the Broward Early Childhood Education Conference which will be held on February 3, 2018 at Broward College North Campus. Registration to the conference is now open with 86 registrants to date. The ELC will continue to promote the Conference. The Keynote Speaker is Dr. William De Meo, an expert in behavioral issues.</p> <p>Cindy Arenberg Seltzer, Second Vice Chair, reporting on behalf of the Finance Chair, reported that expenditures are on target and that additional funds are being moved to increase slots.</p> <p>CAO Christine Klima provided a summary of new revenues that have been added to the budget pursuant to bringing eligibility and payment services in house and an update on ELC's progress managing administrative costs during the transition year.</p> <p>A Motion to Approve the Financials for July 2017 through October 2017 was made by Finance Committee Vice Chair, Cindy Arenberg Seltzer, and unanimously approved.</p> <p>Ellen Schrot, Committee Chair, reported that the Nominating Committee did not meet as scheduled and will convene soon to address the vacant seats for Board Secretary and for-profit Child Care Provider. Board Members were encouraged to seek out candidates and the notice of qualifications will be re-distributed to assist with this work.</p>	
<p>Old Business</p>	<p>Cindy Arenberg Seltzer expressed concerns about delays in issuing a response to issues raised by the Broward Regional Health Planning Council (BRHPC) regarding the fiscal monitoring process. ELC's response to the BRHPC has been reviewed and approved by Legal Counsel and is ready for release. Since Legal Counsel has concurred with the release of the response regarding the fiscal monitoring findings, there was consensus that staff is authorized to proceed with distribution.</p> <p>BRHPC issues raised regarding access to software contracts are not related to the fiscal monitoring process and will be addressed following legal review.</p>	

Matters from the Committee	Deborah Meidinger Hosey reported that there are plans in process to revise Broward County Child Care Ordinance to include safe sleep practices. A Commission meeting to consider this revision is tentatively scheduled for Dec. 12, 2017.	
Public Comment	There was no public comment.	
Next Meeting Date	February 1, 2018 @ 3 p.m.	
Adjourn	A Motion to Adjourn was made by Cindy Arenberg Seltzer. The meeting adjourned at 3:55 p.m.	

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all the 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 members will be taken prior to approval at the next meeting.