



APPROVED AT 3.1.18 BOARD MEETING

Early Learning Coalition of Broward County
 Board Meeting Minutes
 February 1, 2018 @ 3:00 p.m.
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

- Members in Attendance: Laurie Sallarulo, Chair; Angela Iudica; Cindy Arenberg Seltzer; Deborah Meidinger Hosey; Dolly Trevino Rump; Dr. Avis Proctor; Ellen Schrot via phone; Jeffrey Dwyer; Kenickay Prendergast via phone; Khalil Zeinieh; Mason Jackson; Michael Asseff; Monica King; Nicholas Kaniaris via phone; Renee Podolsky, Richard Campillo; Silvia Beebe;
- Members Absent: Ashley Davis; Laurie Rich Levinson; Schmeka Lyons; Twan Russell
- Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Hubert Cesar, Director of IT; Irene Ramos, Executive Assistance; Karen Swartzbaugh, Management Advisor
- Others in Attendance: Jacob Jackson, General Counsel

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Michael Asseff, Vice Chair, called the meeting to order at 3:15 p.m. A Roll Call was conducted and a quorum was established. Laurie Sallarulo joined the meeting at 3:20 p.m. and assumed her role as Chair.	

<p>Consent Agenda:</p> <p>Approve December 7, 2018 Minutes</p> <p>Approve A.D. Henderson Foundation Grant Submission</p> <p>Approve City of Fort Lauderdale Match Agreement</p>	<p>A Motion was made by Silvia Beebe to approve the Consent Agenda including the December 2017 Minutes, the A.D. Henderson Foundation grant submission and the City of Fort Lauderdale Match Agreement. The motion was seconded by Monica King and unanimously approved.</p>	
<p>CEO Report</p>	<p>The Broward Early Education Conference brought almost 800 early care educators and stakeholders together for an exciting day! Renee Jaffe expressed appreciation to everyone who contributed to its success and thanked the Board members who came to support the event.</p> <p>Renee Jaffe provided a legislative update, highlighting a Bill that allows ELCs to deny a license to providers with a Class I violation, the most serious of violations, and a Bill under consideration that would increase the local match requirement from 6% to 8%.</p> <p>Release of new EFS portal is slated for and provider trainings have been conducted. Hubert provided a Board training on the new system and will look into the possibility of another webinar training for Board members. Full implementation should be in place in June.</p> <p>A space update was also provided. Safety concerns at the current Lakeside Plaza persist as well as building cleanliness and parking issues. Alternative space has been located at Crown Center, 1.5 miles west of ELC's current location which would be built to suit. Additional information on both options will be brought to the Executive Committee on February 22nd.</p> <p>\$200,000 previously solicited by, and paid to, the Broward Regional Health Planning Council as match funding for School Readiness programming have been returned to the Cities who awarded those grant funds. ELC is working with each city/municipality to have those matching funds re-directed to ELC for the current year, with plans to submit new grant applications to the cities for FY 2018/19.</p>	<p>CEO will provide updates regarding lease space</p>

<p>For Information Only:</p> <p>Ad Hoc Strategic Plan Update</p> <p>Family Services Unit Update</p>	<p>COO Howard Bakalar provided an update on the Strategic Planning process, which consists of two planning teams. The “Quality Team” will focus on new quality efforts as the Road To Child Outcomes initiative sunsets on June 30th. The “Strategic Team” will focus on developing a new organizational strategic plan for FY 18/19. Timelines for both teams were provided, with a correction to one date for the Quality Team: funding recommendations are expected to be presented to the Board on May 3rd.</p> <p>The Family Services Unit is in the process of re-organization to implement system improvements that include a new business model with revised staffing patterns, strategic out-posting of services and hours of operation that align with customer need and usage, processes to expedite re-determinations and expanded data collection and analysis. Renee Podolsky offered the Department of Health as a partner to link services to WIC sites. Service improvements are already evident in the reduction in call wait times to 2 minutes (down from 40 minutes). Laurie Sallarulo asked if call center data would be available; that data analysis will be brought to a future Executive Committee meeting. Mason Jackson and fellow Board members applauded Renee Jaffe for her pro-active, customer-focused efforts!</p>	<p>Analysis of call center data will be provided to the Executive Committee.</p>
<p>Audit Committee Report</p>	<p>Nicholas Kanairis, Chair of the Audit Committee provided an overview of the annual audit process. CAO Christine Klima introduced the auditors from SB & Company, Chris Lehman and Tiana Wynn, who provided a comprehensive report of their findings by phone.</p> <p>Final results were a clean 2017 audit, the highest possible rating, with no reportable findings. The auditors presented three recommendations to strengthen recording of sub-recipient fixed assets at the time of purchase; segregating responsibilities for vendor set-up from accounts payable functions and verification of no debarment for new vendors. All three recommendations have been implemented. The auditors also presented the draft IRS Form 990 for consideration and commended Christine for her diligence, full cooperation, attention to detail and improvements in financial processes since she joined the ELC last year. Cindy Arenberg Seltzer and other Board members applauded Christine for such excellent audit findings!</p> <p>A Motion was made by Nicholas Kaniaris to accept the 2017 draft audit and draft IRS Form 990. The motion was seconded by Jeffrey Dwyer and unanimously approved.</p>	

<p>Finance Committee Report:</p> <p>December 2017 Interim Financial Statements</p>	<p>CAO Christine Klima reviewed the December (Mid-Year) Interim Financial Statements. Earnings are at 48%, compared to an ideal target of 50% due to lower VPK enrollment. Outreach efforts for Summer 2018 VPK participation are planned. Both the CSC Vulnerable Population/33311 and the County's Special Needs contracts are both over-utilized due to Broward Regional over-enrollment during the prior year. CSC has authorized carry-forward funds to cover this occurrence and a request for additional funds has been submitted to the County for consideration.</p> <p>A Motion was made by Renee Podolsky to approve the December Interim 2017 Financial Statements and unanimously approved.</p>	
<p>Nominating Committee Report:</p> <p>Approve Twan Russell as Board Secretary</p> <p>Approve Natalie Williams as For Profit Child Care Provider Board Member</p>	<p>Elli Schrot, Chair of the Nominating Committee and members met on January 26th for discussion of the nomination of Twan Russell as Board Secretary and the recommendation of Natalie Williams as child care provider representative Board member. The Committee recommended that Twan Russell be brought to the Board for approval. The Committee also recommended that Natalie Williams be brought to the Board for approval of membership.</p> <p>A Motion was made by Ellie Schrot to approve Twan Russell as Board Secretary. Unanimously Approved.</p> <p>A Motion was made by Ellie Schrot to approve Natalie Williams as For Profit Child Care Provider Board seat member. Unanimously Approved.</p> <hr/> <p><i>Amendment 3.1.18: Amendment to include the Nominating Committee Report given by Ellie Schrot at the Board Meeting. (Amended by Irene Ramos, EA)</i></p>	
<p>FYI – School Readiness Match Update</p>	<p>Match commitments directed to ELC have been secured from the United Way and the City of Fort Lauderdale totaling \$284,879. As indicated in the chart provided in the Issue Statement, match commitments from other cities that were previously disbursed to the Broward Regional Health Planning Council prior to the sunset of their contract must be re-directed to the ELC. Staff are working with each individual city to have current year grant allocations re-assigned and status updates will continue to be provided.</p>	

Matters from the Committee	<p>Renee Podolsky shared that information about flu prevention has been disseminated to parents by the School System. She also announced that the Department of Health and the County are co-sponsoring a 5K Wellness Run celebrate National Public Health Week. There is a challenge to large, medium and small organizations to have the greatest number of staff participate and flyers for the event were distributed.</p> <p>Deborah Meidinger Hosey discussed changes to the County child care ordinance that requires visual supervision of children in family child care homes. Educational workshops are being provided at County libraries to prepare all providers for the new requirements. Cindy Arenberg Seltzer added that, as part of the Safe Sleep initiative, Children’s Services Council is funding sleep equipment as replacement or to keep in compliance with the Safe Sleep ordinance which entitles two cribs and/or pack and plays and will be available in support of the County’s ordinance. (<i>revision to verbage per 3.1.18 Board meeting/ ir</i>)</p> <p>Cindy Arenberg Seltzer and Mason Jackson announced a new Kellog Foundation grant for Broward, Martin and St. Lucie counties to promote employment and address the “fiscal cliff” that occurs when working families lose their eligibility for subsidized care due to small increases in their wages. This initiative focuses on employment and helping families sustain employment while retaining affordable child care.</p>	
Public Comment	There was no Public comment.	
Next Meeting Date	March 1, 2018 @ 3:00 p.m.	
Adjourn	A Motion to Adjourn was made by Cindy Arenberg Seltzer. The meeting adjourned at 4:20 pm.	

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. 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.