



Approved at the April 20, 2020 Board Meeting

Early Learning Coalition of Broward County, Inc.

**Board Meeting Minutes**

**February 13, 2020 – 8:30 AM**

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

Members in Attendance	Laurie Sallarulo, via phone, Mason Jackson; Michael Asseff; Cindy Arenberg-Seltzer; Ellie Schrot; Khalil Zeinieh, via phone; Monica King, via phone; Richard Campillo; Amoy Reid; Beverley Batson; Cara Cerchione; William Karp; Dawn Liberta; Laurie Rich Levinson, via phone; Twan Russell; Angela Iudica
Members Absent	Nicholas Kaniaris; Renee Podolsky
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Perry Borman, COO; Nora Emmanuel, Communications Manager; Allison Metsch, Director of Education & Quality; Pablo Calvo, Director of Community Engagement; Elsy Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Twan Russell called the meeting to order at 8:35 AM. Roll was called and a quorum was established.
ELC Impact Moment	Video was shown of the BECE Conference. There were over 900 providers present. The purpose was to educate the community and we have received positive feedback.
Pillar 3 Spotlight - Advocate for the Early Care and Early Education System	<p>CEO, Renee Jaffe and Pablo Calvo, Director of Community Engagement, presented on Pillar 3 of the ELC's Strategic Plan, Advocate for the Early Care and Early Education System. ELC wants to better partner with the local community to advocate on behalf of young children and families and providers in our community. ELC is engaged in advocacy discussions with local and statewide partners and presented to 14 of the 18 legislators at Broward's Legislative Delegation hearing in October.</p> <p>Renee and Pablo have both met with legislators locally and in Tallahassee and met with Mayors or Commissioners from 15 cities. ELC is also meeting and presenting to the Education Advisory Boards from the cities.</p> <p>ELC is also working on increasing its online presence via ELC website and social media. We have finalized a new ELC Annual Report and distribution is scheduled for later in February 2020.</p> <p>House Bill 1013 focuses on early care and education. One significant change is the creation of an A-F program grading system for VPK providers. ELC will host a lunch and learn to provide a legislative update.</p> <p>There was a discussion regarding Census 2020 and the importance of families completing the Census 2020. ELC will host Census trainings and presentations for the public and providers.</p>
CEO Report	Shan Goff will be a guest speaker on Thursday, March 19 at the PLAN Meeting. There was a provider tour on January 29. The next one will be on February 27 at Oakland Academy in Sunrise.

	<p>There was an incident at Jack and Jill Child Care Center. A child that was left in a van for 8 minutes. They contacted licensing and us to let us know of the situation and did everything they were supposed to do. This incident resulted in a class one violation. The center is now on probation, there is a corrective action in place and we will continue to monitor them.</p> <p>ELC will be relaunching the Look Before You Lock campaign.</p> <p>DCF has terminated its contract with ELC to provide child care services to the refugee population in Broward County and, beginning March 1, will be contracting with Church World Services for child care administration. Twenty-one families have been impacted and we are giving them information on the new contact</p> <p>OEL awarded a contract to Ernst &amp; Young to conduct third party risk assessment on EFS Mod.</p>
<p><b>CONSENT AGENDA</b></p> <p>a. Approve December 19, 2019 Meeting minutes</p>	<p><b>A Motion was made by</b> Mason Jackson to approve the Consent Agenda. <b>Seconded</b> by Cindy Arenberg-Seltzer. <b>Unanimously approved. Motion Passes.</b></p>

**REGULAR BUSINESS**

- a. B204RB1 – Approve Legal Services Contract Renewal and Legal Counsel Board attendance
- b. B204RB2 - Approve Ad Hoc Fundraising Committee
- c. B204RB3 – Quarter 2 Strategic Plan Update
- d. B204RB4 – Governance Committee to address Board Composition, Needs & Criteria; Nominating Committee to Update Private Sector Board Application Process

**Approve Legal Services Contract Renewal and Legal Counsel Board attendance:**

Jacob Jackson has been legal counsel to ELC since 2012. The Executive Committee approved to enter into the 1<sup>st</sup> one-year contract renewal and then in October 2020 the Executive Committee will discuss and recommend the next action for the Legal Services Contract. The contract renewal period would be from April 1, 2020 to March 31, 2021.

The Executive Committee is also recommending that legal counsel attend the Board, Executive and Governance Committees and attend all other committee meetings at the discretion of the committee chair.

**A Motion was made by** Cindy Arenberg-Seltzer to Approve the Legal Services Contract Renewal and Legal Counsel Board attendance. **Seconded by** Twan Russell. **Unanimously approved. Motion Passes.**

**Approve Ad Hoc Fundraising Committee:**

The recommendation is to create an Ad Hoc Committee to explore fundraising to diversify funding to build a reserve for expenses not covered by OEL and to have additional funding for quality initiatives.

The committee can lay out the parameters of the Ad Hoc Funding Committee. The Ad Hoc Committee will discuss the intent of the dollars raised and how the fund will be used. These recommendations will be brought to the Board for approval.

The following Board members are interested in being in the Ad Hoc Funding Committee: Twan Russell, Amoy Reid, Michael Asseff, Richard Campillo, and Cara Cerchione.

**A Motion was made by** Cindy Arenberg-Seltzer to Approve Ad Hoc Fundraising Committee. **Seconded by** Mason Jackson. **Unanimously approved. Motion Passes.**

<p><b>Finance Committee</b></p> <ul style="list-style-type: none"> <li>a. B204FIN1 – Approve Interim Financial Statements</li> <li>b. B204FIN2 – Approve Budget Amendment #4</li> </ul>	<p><b>Quarter 2 Strategic Plan Update:</b></p> <p>There was a summary of the second quarter. As discussed previously, there were some struggles in the first quarter with handling the high volume of calls when school began, and we have seen a vast improvement in the second quarter.</p> <p><b>FOLLOW UP:</b> Add and “Outlook for the full year” column to the FY 19-20 High level target outcomes chart.</p> <p><b>Governance Committee to address Board Composition, Needs &amp; Criteria; Nominating Committee to Update Private Sector Board Application Process:</b></p> <p>In order to better understand the composition of the Board, it is important to continue to look at the Board Criteria. This was discussed at the Board Retreat, Nominating and Executive Committee. The recommendation was that the Governance Committee will address the Board composition needs and criteria for board members and that the Nominating Committee look at the private sector board applicant process.</p> <p>This will be an ongoing process based on the needs of the Board at the time.</p> <p><b>Finance Committee:</b></p> <p>. We are continuing to enroll children in School Readiness. We are properly positioned for absorbing any new money that may be available at end of the fiscal year. There will be an analysis at the next Board Meeting.</p> <p><b>A Motion was made by</b> Cindy Arenberg-Seltzer to Approve the finances. <b>Seconded</b> by Dawn Liberta. <b>Unanimously approved. Motion Passes.</b></p> <p><b>Approve Budget Amendment #4:</b></p> <p><b>A Motion was made by</b> Dawn Liberta to Approve Budget Amendment Number 4. <b>Seconded</b> by Mason Jackson. <b>Unanimously approved. Motion Passes.</b></p>
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- Audit Committee**
- a. B204AUD1 - Approve Draft FY18-19 Audit Report
  - b. B204AUD2 – Approve Form 990 FY 2018-2019
  - c. B204AUD3 – Approve Updated OEL Statement of Responsibility in Management Response Letter
  - c. B204AUD4 – Approve Auditor Selection

- Nominating Committee**
- a. B204NOM1 – Approve Zachary Talbot to ELC Board of Directors
  - b. B204NOM2 – Officer Election Process Update

**Audit Committee:**

**Approve Draft FY 18-19 Audit Report:**

A **Motion was made by** Twan Russell to Approve the Draft FY18-19 Audit Report. **Seconded** by Cindy Arenberg-Seltzer. **Unanimously approved. Motion Passes.**

**Approve Form 990 FY 2018-2019:**

A **Motion was made by** Cindy Arenberg-Seltzer to Approve the Form 990 FY 2018-2019. **Seconded** by Twan Russell. **Unanimously approved. Motion Passes.**

**Approve new language:**

New Language to use for all ELC regarding EFS Mod. Local audit report

A **Motion was made by** Twan Russell to Approve new language. **Seconded** by Mason Jackson. **Unanimously approved. Motion Passes.**

**Audit RFP:**

Seven firms bid on the Audit RFP. Seven RFP books were sent to the Audit Committee and the Committee Chair. Richard Campillo thanked everyone on the Audit committee for their work. Two auditors were chosen to come to ELC to present.

It was recommended that it was in the best interest for ELC to approve Keefe McCullough to provide auditing services to the ELC.

The Audit Committee thanked the previous auditors and Christine and her team for putting together the binders for the Audit RFP.

A **Motion was made by** Cindy Arenberg-Seltzer to Approve the selection of Keefe McCullough. **Seconded** by Mason Jackson. **Unanimously approved. Motion Passes.**

**Nominating Committee:**

Approve Zachary Talbot for Nominating Committee for private sector non-governmental position:

There is currently a private sector vacancy since Dolly Rump resigned. The Nominating Committee met Zachary at the January 17, meeting.

A **Motion was made by** Cindy Arenberg-Seltzer to Approve Zachary Talbot to ELC Board of Directors. **Seconded** by Mason Jackson. **Unanimously approved. Motion Passes.**

	<p>As of June 30 there will be three officer positions that will be expiring:</p> <p>First Vice Chair Second Vice Chair Secretary Treasurer</p> <p>ELC is asking board members to communicate to the CEO anyone they will recommend for positions or you can self-nominate. In April, the Nominating Committee will review the nominees in preparation for the June 25 Board Meeting where members will vote on officers.</p> <p>The new officers will assume new roles as of July 1, 2020.</p> <p>CEO announced to the Board that Nicholas Kaniaris resigned from the Board on February 12th.</p> <p><b>Provider Update</b></p> <p>Cara stated she and Beverley have spoken to several providers that are contemplating closing their doors because they cannot sustain their business. She also stated waiting times for children to be evaluated or get the services they need are very long. There is a lack of resources for the children. Some providers are facing homelessness, including one of her staff members. Children miss out because they keep losing very good teachers due to low salaries. There was a discussion about homelessness amongst early educators and high turnover due to low wages. Cara stated more funding and staff would help with these issues. The Board discussed different resources available to help homeless families and providers. The board recommended further discussion at the program review committee and new ad-hoc fundraising committee and suggested that a list be put together of community resources for providers in need. It was also suggested that the topic of provider needs and resources be discussed at the next PLAN provider meeting.</p> <p>Research what Michelle Watson had compiled for OEL, and contained in Renee's report, shows under the current model there is a financial disincentive to create a high quality child care setting. Renee is hoping to see some movement that could change this.</p>
<b>NEW BUSINESS</b>	There were no new business items presented.
<b>MATTERS FROM CHAIR</b>	There was no discussion.
<b>MATTERS FROM COMMITTEES</b>	There was no discussion.
<b>PUBLIC COMMENT</b>	There was no discussion.
<b>NEXT MEETING DATE</b>	April 29, 2020 @ 2:00 pm
<b>ADJOURN</b>	Meeting adjourned at 10:35 am

*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.*