



Approved at April 4, 2019 Board Meeting
Early Learning Coalition of Broward County
Board Meeting Minutes
February 7, 2019 – 9:30 am
6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Chair; Khalil Zeinieh, Angela Iudica, Ellie Schrot, Mason Jackson, Nicholas Kaniaris, Schmeka Lyons, Richard Campillo, Deborah M. Hosey, Dawn Liberta, Laurie Rich Levinson, Cindy Arenberg Seltzer, Twan Russell, Michael Asseff via phone, Monica King, Renee Podolsky via phone

Members Absent: Ashley Davis, Dolly Trevino Rump, Dr. Avis Proctor

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Hubert Cesar, CIO; Perry Borman, COO; Keisha Dunn-Pettis, Director of Program; Allison Metsch, Director of Education and Quality; Reinier Potts, Financial Analyst; Irene Ramos, Executive Assistant

Others in Attendance: Jacob Jackson, General Counsel; Layne Polakoff, Broward County Public Schools; Donna Fong; Andover Academy; Andrew Skurowitz, Early Learning Centers of Broward; Wendi Siegel; Sonia Delgado, Robin Cabral, Raisa Arauso, Kim Berger and Mike Millard of Lil Rascals Academy; Amelia Parrish, Pathways Academy; Sonia Eutsey, Achievers' Preschool; Cara Cerchione, Michelle's Int'l Learning House; Kelly Clark, Education Station Preschool; Cindy Brown, Imagine School at Broward; Maria H. Fernandes, Children's World South; Chris Lehman of SB & Company via phone, Mary Rizzuti and Sara Schmidt of Compensation Resources Inc. via phone

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo called the meeting to order at 8:38 am. Roll Call was done and a quorum was established.	
<p data-bbox="178 396 491 829">Chair Report</p> <p data-bbox="178 829 491 1416">CEO Report</p>	<p data-bbox="491 396 1738 829">A Board Retreat will be scheduled in April or May of this year. The ELC Staff will be sending out a survey for a meeting date. The Chair reminded members of their commitment to Board meetings and stated to be aware of their attendance, which should not exceed 3 consecutive absences and 4 total absences within a fiscal year. Deborah M. Hosey, Child Care Licensing Agency Administrative Officer, will be resigning from the Board after this meeting, as she will be filling a different role within the County government.</p> <p data-bbox="491 829 1738 943">At the suggestion of Cindy Arenberg Selzer, a moment of silence was observed in memory of Chuck Hood, former Executive Director of the ELC, who recently passed away.</p> <p data-bbox="491 943 1738 1416">Renee introduced Perry Borman, ELC's new Chief Operating Officer. One of the tasks that Perry will be focused on will be the coordination of the board packet preparation process. ELC Staff will coordinate the Board Retreat agenda, which will include CEO goals, general strategic planning, in addition to other topics. The Broward Early Childhood Education Conference (BECE) took place on February 2nd and was a huge success, with over 800 registered participants. Renee provided an update to the OEL (Office of Early Learning) letter sent to ELC Broward that designated the ELC as a "high risk organization" due to fiscal monitoring issues. In a phone conversation, Rodney McKinnon, Executive Director of OEL, apologized for the inaccurate and inflammatory statement. ELC has just completed another fiscal monitoring and a new letter from OEL was sent stating that the monitoring ran smoothly with no issues. Richard Campillo was present for the exit monitoring meeting with OEL and stated that the meeting revealed no findings.</p>	

<p>Consent Agenda:</p> <p>a. Approve October 4, 2018 Board meeting minutes</p> <p>b. Approve Children’s Services Council Vulnerable Populations Contract Amendment #1</p> <p>c. Approve Qualified CLASS Assessors</p> <p>d. Authorize ELC to Procure Employee Health Benefits Brokerage Services for FY2019 Plan Year</p> <p>e. Approve CEO Goals for FY 2018/2019</p>	<p>Deborah Hosey asked that item C be pulled for a brief discussion.</p> <p>The Consent agenda was Unanimously approved with the exception of Item C.</p> <p>Deborah Hosey mentioned that she understands that the assessors are paid the same rate regardless of the size of school being evaluated. ELC follows the state model and a point was made by staff that the assessor workload is based on size of classroom (not size of school). Deborah suggested that in the future ELC considers this variable in determining pay rate for assessors.</p> <p>A Motion was made by Cindy Arenberg Seltzer to approve the Qualified CLASS Assessors. Seconded by Richard Campillo.</p>	
<p>Regular Business:</p> <p>Approve Pursuing Sole Sourced Procurement with 211 FY 19/20</p>	<p>A Motion was made by Mason Jackson to approve the Pursuing of Sole Sourced Procurement with 211 FY 19/20. Seconded by Cindy Arenberg Seltzer. Unanimously approved.</p> <p>There was no discussion.</p>	

<p>Finance Committee:</p> <p>Approve Provider Rate Increase</p>	<p>Nicholas Kaniaris indicated that the proposal to increase ELC’s maximum reimbursement rate is a benefit to our providers and our youngest children and provides parents more access to quality child care. The last time ELC raised the maximum reimbursement rate was six years ago and the rate has lost ground against the marketplace during the subsequent years.</p> <p>Public Comment by Andrew Skurowitz, managing partner of the Early Learning Centers of Broward, spoke on the importance and need for a higher reimbursement rate.</p> <p>The Members talked about the objective of maintaining quality service to children. A reimbursement rate higher than \$3 would significantly reduce the number of children ELC could serve in the year 2021 and would likely not be sustainable through attrition. Members agreed that it would be good practice to start reviewing the provider reimbursement rates on an annual basis. This is contained in the following motion.</p> <p>A Motion was made by Richard Campillo to approve the proposed \$2 per day per child maximum reimbursement rate for children ages birth to five (not yet in kindergarten) pending OEL approval. The motion also includes reviewing the provider rate on an annual basis. Seconded by Cindy Arenberg Seltzer. Motion passes with the majority of the vote, 7 in favor and 6 opposed. Schmekka Lyons (faith-based child care provider) stated a conflict of interest and abstained.</p> <p>Chair requested that the record reflect that Laurie Sallarulo, Laurie Rich Levinson, Deborah M. Hosey, Ellie Schrot, Mason Jackson, Khalil Zeinieh voted no to above motion only because they are in favor of a higher provider reimbursement rate increase of \$3.</p>	
<p>Approve December Interim Financial Statements</p>	<p>A Motion was brought forth by the Finance Committee to approve the December 2018 Interim Financial Statements pending approval of an annual audit performed by a qualified independent certified public accountant. Unanimously approved.</p>	

<p>Approve FY 2019 Budget Amendment #2</p> <p>Approve Salary Adjustments & Update to Compensation Policy</p>	<p>A Motion was brought forth by Finance Committee to approve the FY 2019 Budget Amendment #2. Unanimously approved</p> <p>With the significant changes to the size, complexity and business model of the ELC in recent years, the Board directed ELC staff to engage an independent consultant to conduct a salary survey and evaluate ELC's current compensation against the marketplace. Mary Rizzuti and Sara Schmidt of Compensation Resources, Inc. presented a market rate survey and salary structure recommendation for the ELC.</p> <p>A Motion was brought forth from the Finance Committee to normalize the salary structure in one phase and adopt salary adjustment motion #1 (to bring staff in Grades 35-38 that had been in their jobs at least one year as of 1/1/19 to the 30th percentile effective January 1, 2019). Unanimously approved.</p> <p>A Motion was brought forth from the Finance Committee to normalize the salary structure in two phases and adopt salary adjustment motion #2 (to bring staff in Grades 39-47 that had been in their jobs at least one year as of 1/1/19 to the 25th percentile effective 1/1/19 and to the 30th percentile on 7/1/19.) Unanimously approved.</p> <p>A Motion was brought forth from the Finance Committee to normalize the salary structure in two phases and adopt salary adjustment motion #3 (bring staff in grades 48 & 49 that had been in their jobs at least one year as of 1/1/19 to the 25th percentile effective 1/1/19 and to the 30th percentile 7/1/19.</p> <p>Staff turned the board's attention to an alternate motion option indicated as motion #3R. The Chair called a Question to the motions. Motion #3 passes with a majority of the vote (4 opposed). <i>Deborah M. Hosey, Laurie Rich Levinson and Laurie Sallarulo wanted it known for the record that they supported the outstanding team but were not comfortable with the average percentage salary increase represented by motion #3.</i></p> <p>A Motion was brought forth from the Finance Committee to adopt salary adjustment</p>	
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<p>Approve Modified Annual Performance Pay Policy to allow for either lump sum bonus or merit increase options</p>	<p>motion #4 (bring the CEO to higher base salary effective January 1, 2019 with \$10,000 annual max bonus. Motion passes with a majority of the vote (2 opposed).</p> <p>A Motion was brought forth from the Finance Committee to modify ELC's compensation policy to allow for either lump sum performance pay or merit increase options up to a maximum of 5% of employee base salary per year at the discretion of the CEO. Motion passes with a majority of the vote.</p>	
<p>Audit Committee</p> <p>Approve FY 2018 Annual Audit Report</p> <p>Approve Draft 2017 Form 990</p>	<p>The Audit Committee met on January 30, 2019 and reviewed the audit report presented by ELC's external audit firm SB & Company. Chris Lehman (Partner) of SB & Company gave a brief overview of the report and findings of the June 30, 2018 financial statements. SB and Company was also engaged to prepare and file ELC's 2017 Federal 990 Form. Chris Lehman reported there were no findings, weaknesses or instances of fraud in any of the areas audited. SB & Company stated that they received adequate documentation and full cooperation from the ELC staff.</p> <p>A Motion was brought forth from the Audit Committee to approve the FY 2018 Draft Annual Audit Report. Seconded by Mason Jackson. Unanimously approved</p> <p>A Motion was brought forth from the Audit Committee to approve the Draft 2017 990 Form. Seconded by Mason Jackson. Unanimously approved</p>	
<p>Program Review Committee</p>	<p>None</p>	
<p>Unfinished Business</p>	<p>None</p>	
<p>New Business</p>	<p>None</p>	

Matters from the CEO	None	
Matters from the Chair	None	
Matters from the Committee	<p>Richard Campillo thanked the child care providers for their involvement and encouraged them to continue to be involved.</p> <p>Deborah M. Hosey announced that the County Commission has approved eliminating Child Care Licensing food permits and there will no longer be a separate fee effective January 29, 2019. William Karp, CCLE Administrative Officer will be filling Ms. Hosey's position on an interim basis until a permanent replacement is selected.</p> <p>Cindy Arenberg Seltzer noted that Family Central and Kids In Distress have merged, Barbara Weinstein has retired from Family Central and Mark Dhooge is now the CEO of both organizations.</p>	
Public Comment	Andrew Skurowitz spoke on the Provider Reimbursement Rate Increase	
Next Meeting Date	April 4, 2019 @ 8:30am	
Adjourn	Nicholas Kaniaris requested a motion to adjourn. Cindy Arenberg Seltzer made a motion to adjourn the meeting. The meeting adjourned at 10:50am.	

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.