



APPROVED AT SEPTEMBER 23, 2020 BOARD MEETING

Early Learning Coalition of Broward County, Inc.

Board Meeting Minutes

June 25, 2020 at 8:30 AM

Virtual Meeting

Members in Attendance	Laurie Sallarulo, Michael Asseff; Dawn Liberta; Mason Jackson; Cindy Arenberg-Seltzer; Ellie Schrot; Khalil Zeinieh; Monica King; Richard Campillo; Amoy Reid; Beverley Batson; Cara Cerchione; Twan Russell; Renee Podolsky; Zachary Talbot
Members Absent	William Karp; Angela Iudica; Laurie Rich Levinson
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Allison Metsch, Director of Education & Quality; Elsy Silvestre, Executive Assistant; Pablo Calvo
Others in Attendance	Jacob Jackson, General Counsel; Debbie Palmisano, Greater Horizon

Item	Action/Discussion
Welcome & Call to Order	Laurie Sallarulo called the meeting to order at 8:34 AM. Roll was called and a quorum was established.
Chair Report	Chair welcomed all. Board Chair thanked the following board members: Zachary Talbot for joining the Finance Committee; Michael Asseff for serving on the Nominating Committee as well as for being the Chair of the Ad Hoc Fund Raising Committee; Khalil Zeinieh for serving as chair of the Program Review Committee; Richard Campillo for continuing to Chair the Audit Committee.
CEO Report	<p>CEO thanked everyone for making it in today.</p> <ul style="list-style-type: none"> • In May, a video was created for our providers for Provider Appreciation and sent to them, to thank them for all they do. • ELC has created the ELC New Normal Workgroup to talk about the impact of the virus in the childcare industry. We started this work group to talk about how to get community to stand behind the child care providers. Board members are invited to be a part of this committee. Next meeting is on July 7 at 10am. • On June 23, CEO presented to the Greater Fort Lauderdale Alliance GREAT Committee regarding the ongoing challenges to early learning. • Our new COO, Judith Merritt will be starting on July 20. • Still dealing with lots of COVID19 issues that have affected overall operations. Will be hearing from CEO during the summer with updates. No Board Meetings in July and August. • CEO thanked the new chairs and officers. <p>FOLLOW UP: Send Provider Appreciation video link to Board Members.</p>
<p>a. Approve April 29, 2020 Meeting minutes</p> <p>b. B206CA1 - Approve contract with BLI for Business Development Training for Child Care Operators</p>	<p>A Motion was made by Rich Campillo to approve the Consent Agenda. Seconded by Monica King. Unanimously approved. Motion Passes.</p>

<ul style="list-style-type: none">c. B206CA2 – Approve contract with United Way for School Readiness Match Funding FY21d. B206CA3 – Approve Pending Extension of FY2020 OEL Grant Agreement Contracte. B206CA4 – FY 20 OEL Addendum # 2 Action Statementf. B206CA5 - Approve Auditor Engagement Letter for FY2019-2020 Audit	
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REGULAR BUSINESS

- a. B206RB1 – OEL Addendum #1 Action Statement

OEL Addendum #1 Action Statement

The reconciliation for FY 19 was during the time EFS Mod was offline for a year. ELC then had to do estimated payments and reconcile those estimated payments against actual services entered. OEL is ready to bring a close to this effort. We are almost complete with the reconciliation. We feel that we have good numbers for estimate payments and we have calculated underpayments and those will be cleared in the next day or so.

The current Addendum language does not provide sufficient protection to the ELC against the risk of future compliance findings that may arise at a later date. This can have a negative impact on ELC’s funding. We are discussing modified language for the addendum with OEL

There was a discussion regarding provider collections for overpayment. OEL did receive a waiver from the Health and Human Services Department allowing that each provider can be held harmless for up to \$1,500. A repayment plan could be put in place for amounts over \$1,500.

Overpayments:

ELC will send letters to providers with our calculation of the amount due. We want to give providers the tools and time to verify what we calculate and give providers ample time to verify.

Installment plans may be 12 months’ maximum but OEL will allow us the flexibility to extend as long as we coordinate with them. Average overpayment is about \$9,000. Once reconciliation is done there will be a communication sent.

A Motion was made by Rich Campillo to authorize execution of Addendum #1 to the OEL Grant FY2019-2020 Grant Agreement subject to staff negotiated revisions to terms and legal review. **Seconded** by Khalil Zeinieh. **Unanimously approved. Motion Passes.**

Strategic Plan FY 19/20 Q3 Progress Update:

The CEO provided highlights from Q3 of the strategic plan. ELC is on track in all five pillars of the strategic plan. There will be more impact from Q4 due to the virus. High level targets were on track. We did answer 85% of our calls. 450 educators participated in 34 trainings. Met with 12 legislators both in Fort Lauderdale and Tallahassee. We met with 6 municipalities in Q3 and we are at 72% municipality goal. We worked with Web Author who put in place our CRM. In Q3 first component was rolled out which the IT department will use to track equipment. They also created a customer service tracking system and they are testing it. Will be rolling out on July 1.

<p>b. B206RB2 – Strategic Plan FY 19/20 Q3 Progress Update</p> <p>c. B206RB3 - COVID-19 Update</p>	<p>COVID-19 Update:</p> <p>As of this week there are currently 41% of providers that are closed and 59% open. Statewide we had 70% closed in May. That includes VPK providers. OEL sent a statewide questionnaire to providers and it was mandatory for providers to respond in order to get June payment. There was an 85% response rate in Broward. Providers that were closed due to COVID19 were 21%. Providers stayed home because parents did not want to send their children. 17% did not open because they needed additional financial support. 15% did not open because they needed cleaning supplies. 8% were unable to find qualified staff. Providers were able to choose one or more options as to why they could not open.</p> <p>We did a deep dive to the May data to gauge the population attending schools. Approximately 50% of SR programs were open, and only 41% of the children attended. Of those 41%, 1,000 children were from first responders and essential medical personnel. Broward County is still following the 9 children per classroom and 1 teacher. We are paying providers based on enrollments and not attendance. We are also not requiring parents to pay for co-pays. Eligibility is still on hold and we have enrolled 1,800 first responder and medical staff children.</p> <p>FOLLOW UP: Send to the Board OEL questionnaire results.</p> <p>We are waiting for information from OEL regarding our full allocation of CARES dollars. We have administered mini-grants for cleaning supplies, staff training stipends and now CARES dollars for providers who were open as of April 30. They are eligible for a certain amount based on their total capacity. There will be a second round of CARES grants efforts for providers that were closed. Shan Goff said there may be separate relief grant for harder hit counties.</p> <p>We are recertifying first responder and essential service personnel families that began services in April.</p> <p>Board Chair has asked about child care centers that have tested positive for COVID19. We have heard from 4 childcare programs within the week. We remind providers to follow health department guidelines when someone has tested positive in their centers. We are reminding all centers about protocols that need to be in place, Renee Podolsky mentioned that the health department is working closely with William Karp and should be notified whenever there has been a positive testing results within the centers.</p> <p>FOLLOW UP: Add to the updates any incidents regarding COVID19 positive results in child care centers. SC extended contract for nurses to stay at child care centers for the summer.</p>
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There was a public comment: Debbie Palmisano from Greater Horizons would like ELC to advocate to OEL to drop the VPK scores. CEO mentioned that this year the scores will not be collected in the same way. CEO will follow up with Debbie.

Mason Jackson announced he is leaving the position of President and CEO of Career Source Broward. He will be around part time for the next three months.

The Board thanked Mason for all his work on the ELC Board.

Finance Committee

a. B206FIN1 – Approve April 2020 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant, and Budget Amendment #5

In the April financials we see the full impact of the new pandemic rules. We are spending 11% more since COVID19. June will be 9% higher. We are spending a lot more because of new provider payment rules.

Amendment #5 has been updated to correct a scrivener’s error in FY18 actuals.

We sent out an addendum to Budget Amendment #5 because additional allocations were issued by OEL after the Finance Committee met. We received approximately \$7M in additional CCDF funding and \$4M in CARES Act funding for first responders. We have not received the CARES act allocation for second round mini grants. OEL will take data and determine how much each provider will get based on their criteria.

Now that we have more data about expenditures in April and May we project \$1.5M available for additional quality related activities. There is flexibility to do other things with these funds as long as there is a plan and criterion in place by the time the fiscal year closes on June 30. Must meet OEL standards.

We floated ideas to OEL to see what they would approve. Because so many providers are closed we talked about potentially having a sustainability grant for high quality providers that would support the difference had they been open on 4/30.

We also discussed issuing grants to reimburse providers for the cost of purchasing required curricula. OEL updated their list of their curriculum for providers. All providers must have this curriculum in place by September 30. This may cost \$700-\$3,000. If we gave an average grant of \$2,000 to cover curriculum cost, we would like to ensure providers can sustain quality in their programs.

A Motion was made by Cindy Arenberg Seltzer to Approve April 2020 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant, and Budget Amendment #5. **Seconded** by Ellie Schrot. **Unanimously approved. Motion Passes.**

CEO asked for clarification that Board Members were in favor of the two options within the budget:

- 1. Grants to cover required SR Curriculum costs to offset the economic strain of the COVID19 Pandemic; and
- 2. Grants to quality providers as a supplemental infrastructure grant to support provider sustainability.

Board confirmed they are in favor of moving forward with those two options in the budget.

Approve Preliminary FY 2020 Budget:

b. B206FIN2 - Approve Preliminary FY 2021 Budget

FY21 budget has not yet been signed by the governor and full impact of

<p>c. B206FIN3 - Approve Provider Rate Increase</p>	<p>COVID19 is still unknown. We made the decision to present a flat budget based on the legislative allocation budget that was proposed prior to the pandemic. A Board approved budget is necessary to operate on July 1. We don't know if there will be changes to those initial allocations. There is a \$60M pool for waitlist that OEL has not determined how it will be distributed. OEL does not yet have a plan in place for funds. Many other unknowns. There is a \$50M pool for a targeted rate increase but they don't have a plan in place to distribute those funds. Don't know what new normal will be after the pandemic.</p> <p>A Motion was made by Cindy Arenberg-Seltzer to approve the Preliminary FY 2021 Budget. Seconded by Khalil Zeinieh. Unanimously approved. Motion Passes.</p> <p>In 2019, ELC Broward made a commitment to increase reimbursement rates on an annual basis with the goal of reaching federally mandated targets. We will need to use projected budget to figure out a provider rate increase. The goal is to get to the federal target of 75th percentile of market rate. There are some challenges to get us there. We don't know what budget is for next year. One factor is that the market rate survey that should have been done for FY 19 has not been completed because EFS mod. We are currently using the 75th percentile related to 2017. There are a lot of structural barriers to get to the 75th percentile. The finance committee recommends a \$2.50 per day/per child increase and that will take us to 65th percentile effective July 1, 2020.</p> <p>Finance Chair wanted to clarify when we get notification from OEL of the additional dollars it is the intention of the finance and board to raise the provider rates further.</p> <p>A Motion was made by Cindy Arenberg-Seltzer to approve the provider rate increase. Seconded by Twan Russell. Unanimously approved. Motion Passes.</p> <p>CEO mentioned we will be having a provider meeting to answer questions and we will include OEL updates in our provider updates.</p>
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<p>Nominating Committee</p> <p>a. B206NOM1 – Approve Recommendation to bring Board Officer Nominations to the Board</p>	<p>Nominating Committee:</p> <p>Nominating Committee Chair commented that there are four officer positions ending June 30, 2020. Nominating Committee met June 16 to review nominations. Members have been informed if they were nominated.</p> <p>Nominating Committee recommends the following to move forward to board for nominations:</p> <p>1st Vice Chair: Dawn Liberta</p> <p>2nd Vice Chair: Twan Russell</p> <p>Treasurer: Cindy Arenberg-Seltzer</p> <p>Secretary: Monica King</p> <p>A Motion was made by Ellie Schrot to approve the Recommendation to bring Board Officer Nominations to the Board. Seconded by Cindy Arenberg Seltzer. Unanimously approved. Motion Passes.</p> <p>CEO wanted to thank Michael Asseff, Renee Podolsky, and Twan Russell for their service in those rolls. We appreciate your work with the committees you chaired. Thank you. Excited to work with new officers going forward.</p> <p>Provider Update:</p> <p>Cara Cerchione asked that ELC continue to push for providers, and for the Board to push for additional grant money. Push OEL to pay for enrollment not attendance going forward. Families are struggling right now. Brainstorm to better access to social workers. Teacher shortage is still a concern.</p>
<p>NEW BUSINESS</p>	<p>Nothing discussed.</p>
<p>MATTERS FROM CHAIR</p>	<p>There was no discussion.</p>
<p>MATTERS FROM COMMITTEES</p>	<p>There was no discussion.</p>
<p>PUBLIC COMMENT</p>	<p>There was no discussion.</p>
<p>NEXT MEETING DATE</p>	<p>TBD</p>
<p>ADJOURN</p>	<p>Khalil Zeinieh motioned to adjourn the meeting. Meeting adjourned at 10:23 AM</p>

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.