



Approved at the September 12, 2019

Early Learning Coalition of Broward County

**Board Meeting Minutes - June 6, 2019 – 8:30 am**

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

- Members in Attendance: Laurie Sallarulo, Chair; Mason Jackson, Twan Russell, Angela Iudica; Khalil Zeinieh, Cara Cerchione, William Karp, Dawn Liberta, Ellie Schrot, Mason Jackson, Monica King, Twan Russell, Cindy Arenberg Seltzer, Renee Podolsky, Nicholas Kaniaris
- Members Absent: Dolly Rump, Michael Asseff
- Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Hubert Cesar, CIT; Allison Metsch, Director of Education and Quality; Keisha D. Pettis, Director of Family Services Program; Stephanie Landreville, Controller; Nora Emmanuel, Communications Manager; Pablo Calvo, Director of Community Engagement; Reinier Potts, Financial Analyst; Christiana Belvant, Quality Assurance and Compliance Specialist; Irene Ramos, Executive Assistant
- Others in Attendance: Jacob Jackson, General Counsel; Frank Isaza, 211; Layne Polakoff, Broward County Schools; Andrew Skurowitz, Early Learning Centers; Debbie Palmisano, Greater Horizons Academy; Wendi Siegel via phone

Item	Action/Discussion
Welcome & Call to Order	<p>Twan Russell called the meeting to order on behalf of the Chair at 8:43 am. Roll Call was done and a quorum was established. Laurie Sallarulo joined the meeting shortly after the meeting came to order.</p>
<b>CEO Report</b>	<p>Renee introduced Nora Emmanuel as ELC’s new Communications Manager.</p> <p>Wait List Update:  In the next couple of weeks, the ELC will commence a new outreach campaign for enlisting children to the School Readiness waitlist that includes reaching out to community partners, ELC providers, and existing School Readiness parents to help spread the word about the waitlist.  In October 2018 when the ELC began calling families off of the School Readiness waitlist, the percentage of families determined to be eligible for School Readiness was high. As the families being called has become closer in time to families signing up for School Readiness, there has been a noticeable decrease in eligibility rates. The no response rate has slightly increased. ELC continues to track the data manually while EFS Modernization functionalities still require modifications and do not have accurate information.</p> <p>In accordance with House Bill 1091, June 30<sup>th</sup> marks the deadline for all CLASS assessments to be completed. The ELC has assessed over 277 programs. There were 189 exempt programs based on the number of school readiness children within the centers and 25 remain to be assessed before the deadline. A quality improvement plan will be required for school readiness centers scoring between a 2.51 and a 2.99 on their assessment. The average score for school readiness programs in Broward is 4.35.</p> <p>The ELC will host their annual Provider Appreciation event on June 17<sup>th</sup> at 9:30am at the ELC’s new location. In conjunction with honoring the ELC providers, a discussion on VPK readiness rates and related ELC advocacy efforts will take place.</p>
<b>Chair Report</b>	<p>The Chair will host a second Provider Feedback Session at Junior Achievement of South Florida on June 13<sup>th</sup> at 9:30am. This meeting will be sunshined, and Providers and Board members are welcome to come and participate at a second solution focused discussion group. Some of the topics that were addressed at the last meeting were communication and Provider representation on the ELC board.</p>

	<p>The board was reminded about the policy on Conflicts of Interest. Florida statute requires that when a member becomes aware of a conflict on a voting item at a meeting, the member shall disclose the conflict orally at the meeting and complete a Conflict of Interest form disclosing the nature of the conflict pursuant to 112.3143, F.S or ELC Bylaws and return it to the person responsible for completing the minutes as soon as possible, but no later than 15 days after the date of the oral disclosure. The disclosure shall be incorporated into the minutes of the meeting and the form will become public record upon filing. The form shall also be immediately provided to the other members and shall be read publicly at the next meeting held subsequent to its filing.</p> <p>At previous meetings there have been discussion and approval for creating a fund where Board members can support coffee and snacks for Board meetings.</p> <p><b>A motion</b> was made by Cindy Arenberg Seltzer for Board members to support the snack/coffee fund on a regular basis with \$20 as the suggested contribution. <b>Seconded</b> by Angela Iudica. <b>Unanimously approved.</b></p>
<p><b>Consent Agenda:</b></p> <p>a. Approve April 4, 2019 Meeting Minutes</p> <p>b. Approve OEL Grant Agreement FY 19/20</p> <p>c. Approve 211 Broward Contract FY 19/20</p> <p>d. Approve United Way Contract FY 19/20</p> <p>e. Approve Broward County Public School K-Transition Ambassador FY 19/20</p> <p>f. Approve Sliding Fee Scale</p>	<p>Consent Agenda passes with the exception of the Public School K-Transition Ambassador FY 19/20 item. <b>Unanimously approved.</b></p> <p>Questions were raised concerning what the public schools contribution will be and how the contract will work. ELC clarified the funding will cover one staff person employed by the Broward County Public School and materials and outlined the scope of work. Public School representative Layne Polakoff stated the project will connect families with their children’s kindergarten and help transition the child and family to kindergarten. The board requested regular updates on the deliverables included in the contract.</p> <p><b>A motion</b> was made by Mason Jackson to approve the Broward County Public School K Transition Ambassador for FY 19/20. <b>Seconded</b> by Cindy Arenberg Seltzer. <b>Unanimously approved.</b></p> <p>Monica King abstained from voting because her spouse is employed with the School District. Angela Iudica abstained from voting because she is employed by the School District</p>



<p><b>Finance Committee</b></p> <p>Provider Reimbursement Reconciliation Update</p> <p>Approve April Interim Financial Statements</p> <p>Approve Preliminary FY 19/20 Budget</p> <p>Fiscal Policy Review and Approval Plan</p>	<p>The CAO discussed the challenges all of the Coalitions throughout the State faced analyzing year to date provider payment expenses because the continuing problems with OEL’s EFS billing system. Starting in April 2019, OEL directed all of the Coalitions to start trying to use the data from the new system to calculate payments (and stop using offline estimates) after some of the system’s School Readiness attendance functionality became operational for the first time since July 2018. The number of children served using this method was significantly lower than the number of children estimated served using the offline method. This implied that upcoming provider expenses for May and June would be much lower than previously expected and the savings would add to a surplus already expected based on the pace of new enrollments, savings from part-year vacancies in newly-added staff positions, and other factors.</p> <p>However, since the data in the EFS Mod system was not yet reliable, a yearend surplus amount could not yet be accurately projected. ELC staff estimates ranged widely from one million up to four million, depending on a variety of enrollment factors that could not yet be verified. Statewide, OEL was projecting approximately \$30 million in unspent funds among all 31 Coalitions. However, these projected amounts would not be confirmed until actual enrollment and attendance data was collected and all provider accounts were reconciled over the coming months.</p> <p>ELC staff will continue to monitor the development of this issue and explore possible options for utilizing unspent funds at yearend, as appropriate.</p> <p><b>A motion</b> was brought forth from the Finance Committee to approve the April 2019 Interim Financial Statements pending approval of an annual audit performed by a qualified independent certified public accountant. <b>Seconded</b> by Mason Jackson. <b>Unanimously approved.</b></p> <p><b>A motion</b> was brought forth from the Finance Committee to approve the Preliminary FY 19/20 Budget. <b>Seconded</b> by Cindy Arenberg Seltzer. <b>Unanimously approved.</b></p> <p>ELC’s CAO informed the board she will complete an overhaul of the fiscal policies over the summer to bring to the Finance Committee and the Board in August/September.</p>
<p>Audit Committee</p>	<p>None</p>

Nominating Committee	There are three applicants for the faith based child care board representative seat thus far. A survey was sent out to the community of providers. The concern from providers is that the faith based provider nominating process be open to all providers. The committee will continue to discuss.
Governance Committee	The parent representative Board member has moved to Georgia.  <b>A motion</b> was brought forth from Governance to remove Ashley Davis, parent representative from the Board. <b>Seconded</b> by William Karp. <b>Unanimously approved.</b>
Program Review Committee	Completion of CLASS assessments will be completed by the deadline imposed by OEL.
New Business	The ELC Board meeting calendar for coming FY will be sent out to board members for a final review.
Matters from the Chair	None
Matters from the Committee	There was no discussion.
Public Comment	There was no comment.
Next Meeting Date	September 12, 2019
Adjourn	The meeting adjourned at 10:29 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.*