



Approved at the September 6, 2018 Board Meeting

Early Learning Coalition of Broward County  
Board Meeting Minutes

June 7, 2018 – 3:00pm

6301 NW 5<sup>th</sup> Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Chair; Angela Iudica via phone; Ashley Davis; Cindy Arenberg Seltzer; Dawn Liberta; Deborah Meidinger Hosey; Dr. Avis Proctor via phone; Khalil Zeinieh; Laurie Rich Levinson; Mason Jackson; Monica King; Natalie Williams; Renee Podolsky; Richard Campillo; Silvia Beebe; Twan Russell

Members Absent: Dolly Trevino Rump; Ellen Schrot; Jeffrey Dwyer; Michael Asseff; Nicholas Kaniaris; Schmeka Lyons

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Hubert Cesar, IT Director; Allison Metsch, Director of Education and Quality; Amy Ungor, Customer Service and Provider Relations Manager; Alex Browning, Director of Communications; Keisha Dunn Pettis, Director of Family Services; Doreen Moskowitz, Director of Compliance; Irene Ramos, Executive Assistant; Karen Swartzbaugh, Board Coordination Consultant

Others in Attendance: Jacob Jackson, General Counsel; Tony Beal, ELC Strategic Plan Consultant

Cara Cerchione, Michelle's International Learning Center; Leticia Strasser; Layne Polakoff, Broward County Public Schools; Manuela Rodriguez and Nurit Scheinberg, NSU; Silvia Beebe, Broward County Community Partnerships Division; Stacy Angier, Abundant Life; Stephanie Templar, Family Central; Dr. Wendi Siegel; Vittoria Chirighins, Deveraux Advanced Behavioral Health

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo, Chair, called the meeting to order at 3:23pm. A Roll Call was conducted and a quorum was established.	
Chair Report	<p>Laurie Sallarulo recognized the following members who are exiting the Board and thanked them for their dedicated service, passionate advocacy and commitment to children and their families: Kenickay Pendergast and Silvia Beebe. Jeffrey Dwyer will be acknowledged at the September 2018 Board meeting.</p> <p>Laurie also welcomed new Board member, Dawn Liberta, as the DCF appointee.</p>	
CEO Report	<p>Renee Jaffe, CEO, provided an overview of the VPK Kindergarten Readiness Rates for FY 2016/17, released the day before the ELC's Provider Appreciation event. The readiness rates, which are based on OEL's newly developed STAR assessment tool, reflect significantly lower attainment levels from previous years across all Florida counties and raise concerns regarding accuracy and deficiencies in the State's implementation and administration processes. With many providers in attendance and requests to address the Board regarding this new assessment tool, Chair Laurie Sallarulo adjusted the order of the agenda so that their input could be heard prior to further Board discussion on the topic.</p> <p>Cara Cerchione private provider Director of Michelle's International Learning House spoke on the VPK readiness rates. Her child care center has received communications from other providers within the county expressing that the assessment tool does not accurately cover the program. Their concern has been communicated to Florida Office of Early Learning (OEL) as well as their local officials and they have not received any response yet.</p> <p>Stacy Angier provided a brief history of VPK assessments, which have been revised by the State four (4) times in recent years. There have been no substantive increases in VPK provider reimbursement rates in over 12 years, despite increasing performance and administrative requirements. Stacy thanked Renee Jaffe, Cindy Arenberg Seltzer and the Broward ELC staff for their ongoing support and advocacy.</p> <p>Dr. Wendi Siegel, child advocate and former child care provider, discussed her analysis of school readiness pre/post data for the past eight (8) years which support skills gains of 50% to 100% using the already existing VPK assessment tool. Dr. Seigel will share the data with</p>	

Renee Jaffe for distribution to Board members. She also thanked Renee and Cindy for their support of the work of providers and advocacy for system improvements at the State level.

Board discussion followed, raising serious concerns that the VPK Provider Kindergarten Readiness scores were posted by OEL without prior notice or discussion with ELC leadership. Several providers reported that the numbers of children tested, as reported by OEL, did not match their records of the number of children tested at their Centers. There was strong consensus that the posted scores should be removed from the website until validated.

Laurie Sallarulo requested that providers share their data for the number of children tested at their Centers as a comparison to the numbers referenced in the OEL Readiness Rates report to help assess the validity of scores as currently posted.

**A Motion to draft a Letter of Concern directed to the Governor, copying State Commissioner Pam Stewart and Brittany Berkin, to be signed by the Chair, expressing the Broward Early Learning Coalition Board's concerns as to the validity of the test scores and objecting to the method of how the test scores were released and that the scores be taken down until validated** was made by Mason Jackson, **seconded** by Renee Podolsky and **unanimously approved**.

Members discussed strategizing approaches to campaign and move the needle on this subject. Laurie Sallarulo recommended that this issue be discussed at the newly created Program Review Committee. Cindy Arenberg Seltzer, Mason Jackson and Dawn Liberta agreed to serve on the committee.

Mason Jackson thanked Renee Jaffe and the ELC team for their excellent work with the provider community on this critical issue.

<p>Consent Agenda</p>	<p>Consent Agenda items (a), (b), (c), (d) (f), (g) and (i) were <b>unanimously approved</b>, including:</p> <ul style="list-style-type: none"> <li>(a) Meeting Minutes from May 3, 2018;</li> <li>(b) RTCO Transition Contracts for Family Central and NSU;</li> <li>(c) Revised July 1, 2018 Sliding Fee Schedule;</li> <li>(d) United Way Contract FY 18/19;</li> <li>(f) TS Gold Annual Licensing Agreement FY 18/19;</li> <li>(g) Authorization for the Chair to Execute OEL Grant and PFP Agreement; and</li> <li>(i) Amended Bylaws to add a permanent and standing Program Review Committee.</li> </ul> <p>Items (e), (h) and (j) were pulled from the Consent Agenda to be considered individually, as follows:</p> <p><u>(e) Approve the BlueJean Software Platform Contract for FY 18/19</u> was discussed. Hubert Cesar, IT Director, clarified that the EFS Modernization includes eligibility, enrollment, attendance and payment processes. However, it does not include modules to transfer inter-agency referral documents (e.g., BSO ChildNet and Career Source referrals) or tracking of ASQ data submitted by providers. The BlueJean Contract includes use of their platform and portals for these referral and ASQ functions with maintenance, technical support and related work orders as requested by ELC.</p> <p><b>A Motion to Approve</b> the FY 18/19 BlueJean Software Platform Contract was made by Mason Jackson, <b>seconded</b> by Richard Campillo and <b>unanimously approved</b>.</p> <p><u>(h) Approve Revised Human Resources Policies</u> was discussed. Renee Podolsky requested that language regarding employee reporting of mandated issues to the Child Abuse Hotline be strengthened. There was also a request that the language regarding Facebook and Twitter be broadened to include other social media platforms.</p> <p><b>A Motion to Approve</b> the Revised Human Resources Policies, with recommended additions, was made by Renee Podolsky, <b>seconded</b> by Monica King and <b>unanimously approved</b>.</p> <p><u>(j) Allow COA Accreditation to Expire</u> was discussed. Renee Jaffe clarified that accreditation is not an OEL or other funder requirement and that, currently, only ELC Broward is accredited by COA. Howard Bakalar, COO, added that pursuing a new accreditation application after all protocols and processes related to the transition to an in-house Eligibility and Payments model</p>	
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	<p>are in place requires the same time and preparation as would a renewal application.</p> <p><b>A Motion to Allow COA Accreditation to Expire</b>, as recommended by the Governance Committee, was made by Mason Jackson, <b>seconded</b> by Khalil Zeinieh and <b>unanimously approved</b>.</p> <p>The Chair reminded members that two additional Board members are needed to serve on the Governance Committee, one additional member is needed to serve on the Finance Committee and one more member on the Program Review Committee. Please indicate interest to Renee Jaffe or Christine Klima.</p>	
<p>Regular Business</p> <p>ELC Strategic Plan</p> <p>Board Officer Nominations</p>	<p>Renee Jaffe presented an overview of the work of the Ad-Hoc Strategic Planning Committee and committee member Monica King discussed the positive impact of the active participation of the provider community in this process. <b>A vote to approve the Plan was tabled</b> to allow for additional Board member input. The full Strategic Plan document will be emailed to all Board members and Laurie Sallarulo requested all Board comments be submitted in writing by June 15<sup>th</sup>. To ensure clarity, Renee added that Board members should note their comments directly on the pertinent sections of the report and scan/email their requested changes for each page..</p> <p>Laurie thanked Richard Campillo, Committee Chair, and the Board members who served for their commitment to the process and excellent work product.</p> <p>Renee Podolsky was nominated as Second Vice Chair and Nicholas Kaniaris was nominated as Treasurer/ Finance Committee Chair. Cindy Arenberg Seltzer was nominated as Chair of the new Program Review Committee (PRC). No other nominations were given.</p> <p><b>A Motion to</b> approve Renee Podolsky as Second Vice Chair and Nicholas Kaniarias as</p>	

<p>CEO Evaluation and Pay for Performance</p> <p>One Time Exception to ELC Pay for Performance Staff Policy</p> <p>Crowne Center Lease</p>	<p>Treasurer/ Finance Committee Chair, as well as Cindy Arenberg Seltzer as Chair of the Program Review Committee was made by Khalil Zeinieh, <b>seconded</b> by Mason Jackson and <b>unanimously approved</b>.</p> <p>A replacement for the Audit Committee Chair will be sought for Nicholas Kaniaris.</p> <p>Chair Laurie Sallarulo appointed Khalil Zeinieh and Laurie Rich Levinson as members to the PRC with additional Board members to be added. She requested that the response to the VPK Readiness Rate Report, and the concerns raised today by both the provider community and Board members, be the first topic for PRC in-depth analysis.</p> <p><b>A Motion to Approve</b> the CEO Evaluation and Pay for Performance, as recommended by the Executive Committee, was made by Cindy Arenberg Seltzer, <b>seconded</b> by Mason Jackson and <b>unanimously approved</b>.</p> <p><b>A Motion to Approve</b> a One-Time Exception to the ELC Pay for Performance Staff Policy, as recommended by the Governance Committee, was made by Mason Jackson, <b>seconded</b> by Richard Campillo and <b>unanimously approved</b>.</p> <p>Mason Jackson gave kudos to staff for amazing work this past year, which was echoed by Renee Jaffee and other Board members.</p> <p><b>A Motion to Authorize</b> the Executive Committee to Approve and Execute the Crown Center Lease if negotiations are completed after June 7, 2018, as recommended by the Ad Hoc Space Committee, was made by Cindy Arenberg Seltzer, <b>seconded</b> by Monica King and <b>unanimously approved</b>.</p>	
<p>Finance Committee Report</p> <p>April 2018 Interim Financial Statements</p>	<p>Renee Podolsky, Finance Committee Chair, provided an overview of items for consideration.</p> <p><b>A Motion to Approve</b> the April 2018 Interim Financial Statements was brought forward by the Finance Committee pending approval of an annual audit performed by a qualified independent certified public accountant. <b>The motion was unanimously approved.</b></p>	

<p>FY 2018 Pay for Performance Budget Allocation</p> <p>Preliminary FY 18/19 Budget</p>	<p><b>A Motion to Approve</b> the Pay for Performance budget allocation was brought forward by the Finance Committee and <b>unanimously approved</b>.</p> <p>Members discussed criteria language for the timing of staff evaluations and pay for performance. The Policy on Pay Allocation should go back to Governance for review of criteria language.</p> <p>The Finance Committee brought forward the Balanced Budget for FY 18/19, which includes the relocation, 2% Cost of Living Adjustment, and Staffing Plan.</p> <p><b>A Motion to Approve</b> the Preliminary FY 18/19 Balanced Budget was brought forward by the Finance Committee and <b>unanimously approved</b>.</p> <p>Mason Jackson gave kudos to CAO Christine Klima and ELC staff for overcoming incredible challenges, identifying sub-recipient coding errors and managing the resulting budget deficit, which was echoed by other Board members.</p>	
<p>Adjourn</p>	<p><b>A Motion to Adjourn</b> was made by Cindy Arenberg Seltzer. The meeting adjourned at 5:40 p.m.</p>	

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all the 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 members will be taken prior to approval at the next meeting.

Board Secretary Certification:  \_\_\_\_\_  
Twan Russell