



Approved at Board Meeting April 1, 2018/ Pending approval watermark was not removable. Minutes are APPROVED

Early Learning Coalition of Broward County
 Board Meeting Minutes
 March 1, 2018 @ 3:00 pm
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Michael Asseff, First Vice Chair; Cindy Arenberg Seltzer; Deborah Meidinger Hosey; Dolly Trevino Rump; Dr. Avis Proctor, via phone; Ellen Schrot; Jeffrey Dwyer, via phone; Khalil Zeinieh; Laurie Rich Levinson; Mason Jackson; Monica King; Natalie Williams; Nicholas Kaniaris; Renee Podolsky; Richard Campillo; Schmeka Lyons; Twan Russell, via phone

Members Absent: Laurie Sallarulo; Angela Iudica; Ashley Davis; Kenickay Prendergast; Silvia Beebe

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Hubert Cesar, Director of IT; Alex Browning, Communications Manager; Doreen Moskowitz, Director of Compliance; Reinier Potts, Financial Analyst; Sandra Paul, Provider Reimbursement Manager; Karen Swartzbaugh, ELC Management Advisor; Irene Ramos, EA

Others in Attendance: Jacob Jackson, General Counsel
 Allison Metsch, Lane Pollack and Nurit Sheinberg, NSU; Betty Moore and Cindy Alexis, Family Central; Cynthia Dawes, Florida Department of Health; Lori Canning, Broward County Schools

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Michael Asseff, First Vice Chair, called the meeting to order at 3:10 p.m. He asked for a moment of silence on behalf of the victims and families, and our community, affected by shooting tragedy that occurred at Marjory Stoneman Douglass High School in Parkland on February 14 th . Roll call was conducted and a quorum was established at 3:15 p.m.	

CEO Report	<p>Renee Jaffe, CEO, welcomed new Board Member and Provider Representative Natalie Williams. Natalie will be providing regular updates to the Board regarding important and emerging issues for the child care provider network.</p> <p>Renee also discussed conversations that have occurred with providers regarding emergency preparedness, especially in light of the shooting tragedy last month in Parkland. FEMA has developed a training module for child care providers and there is also interest in strategies to provide emotional support to provider staff in times of crisis. There will be more discussion at the March PLAN meeting.</p> <p>The County has approved an increased allocation of \$112,000 to cover current over-utilization of funding for child care for children with special needs. Although this sustains services to current participants, there will be another opportunity to request additional funding to address the wait list for child care services for children with special needs during the County's budget-setting process.</p> <p>Re-directed matching funds to the ELC have been approved by the City of Sunrise.</p> <p>Ellie Schrot shared her excitement that ELC will be hiring three additional Inclusion Specialists to expand supports for providers caring for children with challenging behaviors. A new ASQ Trainer position will also help increase early identification of young children in need of additional developmental assessments.</p>	
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<p>Consent Agenda</p> <p>Approve February 1st 2018 Meeting Minutes</p> <p>Approve Purchase over \$25,000 for Temporary Staff</p> <p>Approve CEO Performance Evaluation Tool</p>	<p>There were two corrections to the Minutes of February 1st: Deborah Meidinger Hosey clarified that the Safe Sleep initiative will provide play yards and cribs to <i>Family Care Homes</i>. Board Member Silvia Beebe was present at the meeting. The minutes have been corrected.</p> <p>A Motion to Approve the February 1st Minutes, as corrected, and the Purchase Over \$25,000 was made by Michael Asseff, and unanimously approved.</p> <p>The CEO Performance Evaluation Tool was pulled from Consent for discussion by Richard Campillo and Twan Russell. Clarification of the goals and point values were provided and it was noted that these goals apply retroactively to the period of January 2017 through June 2018. The CEO will provide a self-evaluation to the Board for reference during the 2017/18 evaluation process. New goals for FY 2018/19 will be developed as part of the Strategic Planning process, which is currently underway.</p> <p>A Motion to Approve the CEO Performance Evaluation Tool was made by Renee Podolsky, seconded by Richard Campillo and unanimously approved.</p>	
<p>Authorize Continued CEO Lease Negotiations and Signed Letter of Intent for New Space; Authorize CEO to Lease Swing Space</p>	<p>There was robust discussion regarding the need for new space, negotiations with a potential new landlord and related non-binding Letter of Intent, and current and future swing space.</p> <p>A Motion was made by Cindy Arenberg Seltzer to authorize the CEO to sign a non-binding Letter of Intent to move forward with negotiations at the Crowne Center. The Motion was seconded by Monica King and opened for discussion.</p> <p>Staff clarified that relocation options have been in process for many months and that many alternative locations have been provided and evaluated for viability and cost. While there was consensus that new space should be negotiated, concerns were raised regarding moving costs, length of lease term, termination options/language and annual escalation rates. Staff will revise the scope of the search and bring back a list/comparison of properties previously and currently reviewed with market cost comparisons. There was Board consensus that other space options should also be pursued and considered.</p> <p>Cindy Arenberg Seltzer withdrew her Motion. A Motion to Authorize the CEO to sign a Non-Binding Letter of Intent and continue negotiations at Crowne Plaza was made by Nicholas Kaniaris, seconded by Khalil Zeinieh and passed with Cindy Arenberg Seltzer dissenting.</p>	

	<p>A Motion to Authorize the CEO to enter into a month-to-month lease for swing space, as necessary, was made by Mason Jackson. The Motion was seconded by Monica King and unanimously approved.</p>	
<p>Finance Committee Report:</p> <p>Approve January 2018 Interim Financial Statements</p> <p>Approve Budget Amendment #3</p>	<p>Christine Klima provided an overview of the January Interim Financial Statements and expenditures are on track with an additional 300 children projected to be enrolled in March for April services.</p> <p>A Motion to Approve the January 2018 Interim Financial Statements was made by Renee Podolsky, Finance Committee Chair, pending approval of an annual audit performed by a qualified independent certified public accountant. The Motion was unanimously approved.</p> <p>A Motion to Approve the Proposed Budget Amendment #3 was made by Renee Podolsky and unanimously approved.</p>	
New Business	<p>Richard Campillo provided an update on the Strategic Planning process. The next meetings are scheduled for March 7th and 26th and all Board members are encouraged to participate. The Committee hopes to bring recommendations to the full Board on April 5th.</p> <p>Jacob Jackson, Legal Counsel provided an update on the infringement claim by Broward Regional Health Planning Council BRHPC. After speaking with Broward Regional's CEO, Mr. Jackson reiterated the opinion that there is no validity to the claim. A formal, written response to that effect will be sent to Broward Regional.</p>	
Matters from the Board	<p>Mason Jackson requested that Board members be reminded that timely arrivals to meetings would be appreciated.</p> <p>Renee Podolsky shared information on the free March 23rd Conference addressing child stress, especially critical in light of the recent shooting tragedy at Marjory Stoneman Douglas High School. Conference capacity is 300, so register early; CEUs are available for participation.</p>	
Matters from the CEO	<p>Board members will be surveyed for availability to reschedule the May Board meeting. The April Finance and Executive meetings will also be rescheduled due to conflicts with State meetings. The meeting calendars for FY 2018/19 are also in process.</p>	
Public Comment	<p>There was no Public comment.</p>	

Next Meeting Date	April 5, 2018 @ 3:00pm	
Adjourn	A Motion to Adjourn was made by Michael Asseff. The meeting adjourned at 5:22 p.m.	

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.

Board Secretary certifies that minutes were taken at the time of the meeting and that these official minutes have been reviewed for accuracy.

Board Secretary Certification


Twan Russell

Pending Approval