



APPROVED AT BOARD MEETING 12.7.17

Early Learning Coalition of Broward County
Board Meeting Minutes

November 2, 2017 @ 3:00 p.m.

6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Chair; Angela Iudica; Barrington Russell; Cindy Arenberg Seltzer; Deborah Meidinger Hosey; Jodi Miller; Khalil Zeinieh; Laurie Rich Levinson; Mason Jackson; Michael Asseff; Monica King; Renee Podolsky

Members Absent: Ashley Davis; Dolly Trevino Rump; Dr. Avis Proctor; Ellen Schrot; Jeffrey Dwyer; Kenickay Prendergast; Nicholas Kaniaris; Richard Campillo; Schmeka Lyons; Silvia Beebe; Twan Russell

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Hubert Cesar, Director of IT; Doreen Moskowitz, Director of Compliance; Amy Ungor, Acting Program Director; Reinier Potts; Sandra Paul, Reimbursement Manager; Joanne Richter; Irene Ramos, EA

Others in Attendance: Jacob Jackson, General Counsel, Robyn Perlman, Business Leadership Institute; Graciela Giraldo

Item	Action/Discussion	Follow-up
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Welcome & Call to Order	Laurie Sallarulo, Chair, called the meeting to order at 3:20 p.m. Without a quorum, only non-voting items were discussed.	
Chair's Report	<p>Laurie Sallarulo expressed gratitude to two outgoing members: State Representative Barrington Russell, ELC Board Secretary and Provider Representative Jodi Miller. Both were thanked for their service to the Board and several Board members added personal comments of appreciation.</p> <p>Ellie Schrot, Chair of the Nominations Committee, will convene a meeting in November to solicit nominations for new Board members, including a new provider representative. Other members of the Nominations Committee include Dolly Trevino Rump and Twan Russell. Qualifications for the new Board members were distributed and will be posted on the ELC website.</p> <p>Members of the new Ad Hoc Strategic Plan Committee were thanked for their interest in serving. Participation by other Board members is encouraged and members should advise CEO Renee Jaffe if interested.</p>	Members will be advised on the meeting dates for the Nominations and Ad Hoc Strategic Plan Committees
Administrative Monitoring Report Response	Chair Laurie Sallarulo noted that, on November 1 st , the BRHPC had distributed a written response to findings addressed in the ELC Administrative Monitoring draft report. CAO Christine Klima reviewed the comprehensive monitoring process that was followed, including input from the Office of Early Learning and participation by the Children's Services Council. Some Board members had not seen the BRHPC response and other Board members expressed concerns that any current discussion would be premature. There was consensus that this was a matter to be handled by staff and a written response would be developed with input and review by Legal Counsel.	

CEO Report	<p>CEO Renee Jaffe reviewed the following organizational accomplishments and activities:</p> <ul style="list-style-type: none"> • New Performance Funding project (PFP) model; • Launch of the new <i>What's Trending At ELC</i> information sessions for Board members; and • Close-out of the contract with the Broward Regional Health Planning Council and the successful transition to in-house eligibility, enrollment and payment operations; <p>IT Manager, Hubert Cesar, clarified that BRHPC had access to two Microsoft Access tools that were created on an ELC server and hosted at BRHPC. ELC still does not have access to those tools. One of the tools was developed by a consultant and the other was created by Hubert Cesar, ELC IT Director.. Replication of Hubert's tool, designed to retrieve upcoming redeterminations and generate reports uploaded to the Provider portal, is halfway complete. Not having access to both tools has had a significant impact on the workload of the IT Manager and the efficiencies of the eligibility staff.</p>	
Special Executive Committee Meeting	<p>Without a quorum, voting actions could not be considered. There was Board consensus, with Legal Counsel concurrence, that voting business would be conducted during a special meeting of the Executive Committee, via conference call, to address the following outstanding actions:</p> <ol style="list-style-type: none"> 1) Approve OEL Annual Report 2) Approve Department of Children and Families Refugee Entrant Contract Amendment; and 3) Approve Business Leadership Institute Contract 4) Approve Children's Services Council (CSC) Financially Assisted Child Care (FACC) Contract 	Schedule date/time for a special meeting of the Executive Committee, via conference call
Matters from the Chair	None	
New Business	None	
Public Comment	There was no public comment.	
Next Meeting Date	December 7, 2017	
Adjournment	The meeting adjourned at 4:35 p.m.	

These minutes contain items discussed at the Early Learning Coalition Board Meeting. They do not include all comments on each matter or issues raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections will be taken prior to approval at the next meeting.