



**Early Learning Coalition of Broward County, Inc.**  
**Coalition Board Meeting Agenda**

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

**Friday, December 09, 2016**  
**8:30 am**

<p>Members are reminded of conflict of interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B <u>prior to the meeting</u>.</p>		
<b>I.</b>	<b>Call to Order</b>	Laurie Sallarulo, Board Chair
<b>II.</b>	<b>Roll Call</b>	Irene Ramos, Executive Assistant
<b>III.</b>	<b>Chair Report</b>	Laurie Sallarulo, Board Chair
<b>IV.</b>	<b>CEO's Report</b> a. Staffing Update/New Board Member b. Funding/New Enrollments c. CEO Performance Evaluation d. Board Meeting Day/Time Survey e. Quality/Literacy Initiatives	Renee Jaffe, CEO
<b>V.</b>	<b>Accomplishments</b> a. Performance Funding Project (PFP) - Provider Recognition (Presentation) b. Tasheba Berry c. Piccolo Picasso (Presentation)	Renee Jaffe, CEO  Carmen Nicholas, Early Ed. Specialist Julia Musella
<b>VI.</b>	<b>Priority Items approved by the Executive Committee on 11/7/16 and 11/30/16 per by-laws section 6.1.A.7 authorizing approval without vote from Board:</b>	Renee Jaffe, CEO
	a. Approved new Phone System (with MITEL) for \$8,139.96 year. b. Approved the Children's Services Council (CSC) contract and Authorized Chair to execute pending legal review. c. Approved Florida Association for Child Care Management (FACCM) Agreement for Continuing Education Units (CEUs) for ELC's Broward Early Care and Education Conference (BECE) conference. d. Authorized Chair to execute Performance Funding Program (PFP) agreements between the Coalition and qualified consultants to conduct required PFP.  <i>The implications of not voting on the above items would have resulted in delays in planning, meeting required benchmarks or resulted in noncompliance with the OEL.</i>	(Tab 1) pg. 4  (Tab 2) pg. 5  (Tab 3) pgs. 6-8  <i>No approval needed – for information only</i>

<b>VII.</b>	<b>Consent Agenda</b>		Renee Jaffe, CEO
	a. Approve September 9, 2016 Board Minutes.	(Tab 4) pgs. 9–15	
	c. Approve Annual Report to OEL	(Tab 5) pgs. 16-22	
	d. Approve Financial Budget FY16-17 Amendment #2, an increase of \$2.1 million (non-recurring) awarded by OEL.	(Tab 6) pgs. 23-25	
<b>VIII</b>	<b>MIS Report</b> a. EFS Modernization Report Update b. Automation IT Projects	<i>No updates</i>	Hubert Cesar, IT Manager
<b>IX.</b>	<b>Finance Committee Report</b>		Renee Podolsky, Finance Chair
	a. Utilization <ul style="list-style-type: none"> <li>• 2 year enrollment projections</li> </ul> b. Review of the preliminary financial statements dated <b>August 31, 2016</b> ( <i>updated to remove errors found in the report, previously approved at the 10/26 Finance Committee Meeting</i> ); pending the annual audit performed by a qualified independent certified public accounting firm. c. Review of the preliminary financial statements dated <b>September 30, 2016</b> pending the annual audit performed by a qualified independent certified public accounting firm.	(Tab 8) pg. 26 (Tab 8A) pg. 27 (Tab 9) pgs. 28-37 <i>no approval, review only</i>  (Tab 10) pgs. 38-46 <i>no approval, review only</i>	Reinier Potts, Financial Analyst
<b>X.</b>	<b>Data Dashboard</b>	(Tab 11) pgs. 47-54	Leticia Strasser, COO
<b>XI.</b>	<b>Staff Reports</b>		
	a. Motion to approve the Business and Leadership Institute (BLI) contract with new measurable outcomes. b. Waitlist Enrollments (utilizing \$1.8 million) including how dollars will be spent down, as well as, enrollment projections for the next two years. <ul style="list-style-type: none"> <li>• Total 250 waitlist enrollment calculations (210 Dec + 41 Feb)</li> </ul> c. VPK assessment – Rule Variance d. BECE Conference e. OIG Grant f. Anti-Fraud activities	(Tab 12) pgs. 55-56  (Tab 13) pgs. 57-59  (Tab 13A) pgs. 60  (Tab 14) pg. 61 (Tab 15) pg. 62	Doreen Moskowitz, Contract Manager  Doreen Moskowitz, Contract Manager  Reinier Potts, Financial Analyst   Amy Ungor, Provider Relations Manager Janice Carter, CRRD Director  Carmen Nicholas, Early Ed. Specialist Leticia Strasser, COO
<b>XII.</b>	<b>Governance Committee Report</b> <i>(Next Governance Committee Meeting January 12, 2017)</i>		Fabienne Fahnestock, Governance Chair

XIII.	<b>Nominating Committee Report</b> a. Motion brought forward from Nominating Committee to approve <b>Jody Miller</b> from Chesterbrook Academy as the <i>Coalition Private Provider Board Representative</i> ; and <b>Howard Bakalar</b> from the United Way as the <i>Private Sector Board Member</i>	<b>(Tab 16)</b>  pgs.63-70  pgs.71-90	Alfreda Coward, Nominating Chair
XIV.	<b>Audit Committee Report</b>		Mike Asseff, Audit Chair
XV.	<b>Committee Membership</b> a. Motion to approve board membership to respective committees: Approve <b>Twan Russell</b> to Audit Committee; and <b>Ashley Davis</b> to Nominating Committee.  <i>Per Bylaws the above memberships are elected by the Board.</i>	<b>(Tab 17)</b> pg. 91	Laurie Sallarulo, Board Chair
XVI.	<b>For Your Information (FYI) – This section is for noteworthy items that Coalition staff wants to make the Board aware of, including requests for letters of support, upcoming trainings and events, staffing changes, contracts with costs at or below \$5,000.00 (approved by the CEO), State or Federal policy changes, etc.</b>		
	<u><b>FYI</b></u> a. Organizational Chart b. Glossary of ELC Terms c. Board Member Attendance Sheet	<b>(Tab 18)</b> pg. 92 <b>(Tab 19)</b> pgs. 93-96 <b>(Tab 20)</b> pg. 97	
XVII.	<b>Unfinished Business</b> <b>New Business</b> <b>Matters from the Board</b> <b>Matters from the CEO</b> <b>Public Comment</b> <b>Next Meeting: February 10, 2017</b> <b>Adjourn</b>		

**Please Note:** Agenda subject to revisions and additions per the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. **Members of the Public:** Please sign up at the entry desk for public comments to be made on particular agenda items no later than five minutes after the Coalition meeting has been called to order.