



APPROVED AT OCTOBER 3, 2023, EXECUTIVE COMMITTEE MEETING

Early Learning Coalition of Broward County, Inc.

Executive Committee Meeting Minutes

August 29, 2023, at 1:30 PM

Virtual Meeting

Members in Attendance	Chair, Laurie Sallarulo; Dawn Liberta; Monica King; Cindy Arenberg-Seltzer; Twan Russell; Michael Asseff; Renee Podolsky
Members Absent	Zachary Talbot
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Reinier Potts, Financial Analyst; Kasey LaFrance, Contracts Administration Manager; Sandra Paul, Senior Director of Provider Reimbursements; Stephanie Landreville, Controller; Allison Metsch, Senior Director of Education & Quality; Ancel Pratt III, Senior Director of Communications; Amy Moore; Sr. Director of Family Services and Provider Relations; Sarane Epps, Contracts Specialist; Roy Persaud; Accountant; Megan DeGraaf, Purchasing and Procurement Specialist
Others in Attendance	Julie Klahr, Legal Counsel; David Millier and Lorena Bravo, with Bryant, Miller, Olive PA; Robert Klausner with Klausner, Kaufman, Jensen & Levinson PA

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 2:30 PM. The roll was called, and a quorum was established.
Chair Report	<p>Chair Laurie Sallarulo shared that Kristina West has resigned from the Board.</p> <p>Cindy Arenberg-Seltzer added that Kristina was great. Her linkage with the FL Chamber Group that was looking at Early Learning was significant. Is anyone else in that Business Leadership Group who might want to sit on our Board?</p> <p>The CEO replied that we are looking into that and that Kristina West is interested in being an Honorary Board member.</p> <p>Chair Laurie Sallarulo shared that she is a member of the Florida Chamber and can help if needed.</p>
CEO Report	The CEO provided an update on ARPA COVID relief dollars.
Consent Agenda <ol style="list-style-type: none"> 1. Approve June 6, 2023, Committee meeting minutes 2. EXC241CA1 – Approve CSC Financially Assisted Child Care Agreement Renewal 3. EXC241CA2 – Approve CSC Vulnerable Populations Program Agreement Renewal 4. EXC241CA3 – Approve Broward County School 	<p>A Motion was made by Monica King to approve the consent agenda excluding items (#2) EX241CA1, and (#3) EX41CA2, Seconded by Twan Russell. The Motion was unanimously approved. Motion Passes.</p>

<p>Readiness & Special Needs Agreement Renewal</p> <p>5. EXC241CA4 – Approve City of Pompano Beach Match Funding</p> <p>6. EXC241CA5 – Approve Children’s Forum Sub Recipient Agreement Budget Amendment</p> <p>7. EXC241CA6 – Approve Scholastic Agreement Renewal</p> <p>8. EXC241CA7 – Authorize Teachstone Sole Source Award</p> <p>9. EXC241CA8 – Authorize Contracted CLASS Observers RFQ</p> <p>10. EXC241CA9 – Authorize Mental Health Kits RFQ</p> <p>11. EXC241CA10 – Authorize Provider Professional Development Trainer RFP</p>	<p>A Motion was made by Renee Podolsky to approve the consent agenda items (#2) B241CA1 and (#3) B241CA2, Seconded by Monica King. The Motion was unanimously approved. Motion Passes.</p> <p>Abstentions:</p> <p>The following Board Members abstained from voting on items (#2) EX241CA1 and (#3) EX41CA2 and completed the conflict-of-interest forms.</p> <ul style="list-style-type: none"> • Cindy Arenberg-Seltzer abstains because the funding of these items comes from the government agency that she runs, CSC of Broward County. • Dawn Liberta abstains because she is the Board Chair of CSC of Broward County.
<p>Regular Business</p> <p>1. EXC241RB1 - Ratify Bryant Miller Olive P.A and Klausner Group Contracts</p> <p>2. EXC241RB2 - Authorize Procurement for Retirement Plan Services</p> <p>3. EXC241RB3 - Approve CEO Performance Evaluation Results and CEO Performance Pay</p>	<p>Julie Klahr, Legal Counsel introduced David Miller and Lorena Bravo with Bryant, Miller, Olive PA; also introduced Robert Klausner with Klausner, Kaufman, Jensen & Levinson PA.</p> <p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Monica King to Ratify the Agreement with Bryant, Miller, Olive PA for FY24 Employment Law Related Legal Services, and Ratify the Agreement with the Klausner, Kaufman, Jensen & Levinson PA for FY24 ERISA Related Legal Services. The Motion was unanimously approved. Motion Passes.</p> <p>A Motion was made by Monica King and seconded by Cindy Arenberg-Seltzer to Approve an Increase to the ELC 403B Retirement Plan Match Policy as Presented, Effective October 1, 2023. The Motion was unanimously approved. Motion Passes.</p> <p>A Motion was made by Cindy Arenberg-Seltzer and seconded by Monica King to Approve the Plan to Procure New Plan Service Providers. The Motion was unanimously approved. Motion Passes.</p> <p>The COO discussed the CEO’s FY 23 Evaluation results. The overall score for the CEO performance rating was 4.3, which exceeds expectations.</p> <p>There was a discussion regarding the CEO evaluation.</p> <p>A Motion was made by Monica King and seconded by Cindy Arenberg-Seltzer to Approve the following:</p>

<p>4. EXC241RB4 - Review Strategic Plan Year 1</p>	<ol style="list-style-type: none"> 1. Recommend Approval of CEO Evaluation Results to the Full Board 2. Recommend Performance Pay to the Full Board 3. Recommend Approval of CEO to 30th percentile of \$210,155, which includes a potential to earn a \$10,000 Bonus Pay. <p>Cindy Arenberg-Seltzer withdrew her second after clarifying that the CEO should be guaranteed the 30th percentile, plus the bonus.</p> <p>Monica King withdrew her Motion.</p> <p>A new Motion was made by Cindy Arenberg-Seltzer to, recommend CEO Evaluation to the Board, recommend performance pay as well as bring the CEO’s base salary to \$210,155 which puts her at the 30th percentile, effective July 1, 2023, with the opportunity for the CEO to earn an additional \$10,000 bonus based on her performance evaluation, so long as it falls below the salary CAP at that time and seconded by Dawn Liberta.</p> <p>The motion was unanimously approved. Motion Passes</p> <p>The COO went over the approved ELC 5-year Strategic Plan.</p> <p>No Board action is required.</p>
Unfinished Business	None
New Business	None
Matters from the Chair	None
Public Comments	There was no discussion.
Next Meeting	October 03, 2023, at 1:30 PM
Adjourn	Acting Chair Dawn Liberta adjourned the Meeting at 3:42 PM.

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of 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 before approval at the next meeting.