



Approved on April 29, 2025, Executive Committee Meeting

Early Learning Coalition of Broward County, Inc.

**Executive Committee Meeting Minutes**

(Immediately following the Finance meeting)

March 4, 2025, at 1:30 PM

Virtual Meeting

Members in Attendance	Chair, Laurie Sallarulo; Dawn Liberta; Michael Asseff; Monica King; Cindy Arenberg-Seltzer; Amoy Reid
Members Absent (Excused)	Renee Podolsky
Members Absent (Unexcused)	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Allison Metsch, Sr. Director of Education & Quality; Amy Moore, Sr. Director of Family Services & Customer Services; Ancel Pratt III, Sr. Director of Communications & Outreach; Andres Calero, Accountant; Kasey LaFrance, Contracts Administration Manager; Magdalena Laino, Quality Assurance Manager; Megan DeGraaf, Purchasing & Procurement Specialist; Reinier Potts, Financial Analyst; Roy Persaud, Accountant; Sandra Paul, Sr. Director of Provider Reimbursements; Stephanie Landreville, Controller
Others in Attendance	Jacob Horowitz, Legal Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 2:04 PM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo reported that she has no updates at this time.
CEO Report	CEO Renee Jaffe thanked staff and board members who attended the BECE conference on Saturday, February 22. We received a lot of positive feedback.
<b>Consent Agenda</b> 1. Approve January 28, 2025, Committee meeting minutes	A <b>Motion</b> was made by Dawn Liberta and <b>Seconded</b> by Cindy Arenberg-Seltzer to approve the Consent Agenda. The <b>Motion was unanimously approved. Motion Passed.</b>
<b>Regular Business</b> 1. EXC255RB1- Authorize staff to amend FY25 Scholastic Inc Agreement for Bookworms.  2. EXC255RB2 – Approve Related Party Sponsorship	<b><u>Scholastic Inc. Broward Bookworms Supply and Shipping Services Agreement</u></b>  A <b>Motion</b> was made by Cindy Arenberg-Seltzer and <b>Seconded</b> by Dawn Liberta to Authorize staff to amend the FY25 Agreement with Scholastic Inc. for Broward Bookworms Supply and Shipping Services to increase the total amount of the Agreement by \$75,000 to \$275,000 for services through June 30, 2025, pending legal review. The <b>Motion was unanimously approved. Motion Passed.</b>  <b><u>Related Party Purchase</u></b>

for Broward Healthy Start Coalition	<p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer and <b>Seconded</b> by Michael Asseff to Approve FY2025 Related Party Sponsorship for Broward Healthy Start Coalition Maternal and Child Health Conference</p> <p>The <b>Motion was unanimously approved. Motion Passed.</b></p> <p><b><u>Abstentions:</u></b></p> <ul style="list-style-type: none"> <li>• Monica King abstained from the vote due to her position as the CEO of Broward Healthy Start Coalition, Inc.</li> <li>• Dawn Liberta abstained from the vote due to her role as a Board member of Broward Healthy Start Coalition, Inc.</li> </ul>
3. EXC255RB3 – Authorize the Chair to execute Amendment to FY25 Revenue Agreement with Children’s Forum for Broward Help me Grow Program	<p><b><u>The Children’s Forum Help Me Grow Program FY25 Revenue Agreement</u></b></p> <p>A <b>Motion</b> was made by Dawn Liberta and <b>Seconded</b> by Cindy Arenberg-Seltzer to Authorize the Chair to execute an Amendment to FY25 Revenue Agreement with the Children’s Forum for the Broward Help Me Grow Program when it becomes available, pending legal review.</p> <p>The <b>Motion was unanimously approved. Motion Passed.</b></p>
<b>Unfinished Business</b>	None
<b>New Business</b>	<p>In the absence of a quorum in the Finance Committee, the members agreed to refer the following motions to the Executive Committee for presentation and approval, with the intention of subsequently presenting them at the Board Meeting.</p> <p>Finance Committee Chair Cindy Arenberg-Seltzer brought forth the following Motion:</p> <p>A <b>Motion</b> was made by Finance Committee Chair Cindy Arenberg-Seltzer and <b>Seconded</b> by Dawn Liberta to Approve Budget Amendment # 4 with the addition of any funding that is received from the State to accept the revenue and have an equal offsetting budget for additional slots. The <b>Motion was unanimously approved. Motion Passed.</b></p> <p>A <b>Motion</b> was made by Finance Committee Chair Cindy Arenberg-Seltzer and <b>Seconded</b> by Monica King to Approve January 2025 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The <b>Motion was unanimously approved. Motion Passed.</b></p>
<b>Matters from the CEO</b>	None
<b>Matters from the Committee</b>	None
<b>Public Comments</b>	There was no discussion.
<b>Next Meeting</b>	<b><u>April 29, 2025</u></b>
<b>Adjourn</b>	Meeting adjourned at 2:21 PM by Cindy Arenberg-Seltzer and seconded by Dawn Liberta.

*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.*