



**APPROVED AT MARCH 29, 2022 EXECUTIVE COMMITTEE MEETING**

Early Learning Coalition of Broward County, Inc.

**Executive Committee Meeting Minutes**

**February 1, 2022 – 1:30 pm**

Virtual Meeting

Members in Attendance	Dawn Liberta; Cindy Arenberg-Seltzer; Twan Russell; Monica King; Khalil Zeinieh; Michael Asseff; Richard Campillo
Members Absent	Chair, Laurie Salarullo
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Judith Merritt, COO; Allison Metsch, Director of Education & Quality Initiatives; Stephanie Landreville, Controller; Elsy Silvestre, Contract Administrator; Sandra Paul Sr. Director of Provider Reimbursement; Jackie Hudson, Accountant; Lizbeth Juan, Executive Assistant; Melody Martinez, Board Liaison
Others in Attendance	Jacob Jackson,

Item	Action/Discussion
Welcome & Call to Order	Dawn Liberta as Acting Chair called the meeting to order at 2:11 PM. Roll was called, and a quorum was established.
Chair Report	Nothing to report.
CEO Report	CEO reported on the following topics: <ul style="list-style-type: none"> <li>Acknowledged Jake Jackson, Legal Counsel’s departure and thanked him for all his work with the ELC. His last meeting day will be at the Board meeting Feb 14, 2022.</li> <li>ARP funding proposal is now in its final phase of review, funds will be available to DEL by 2/9/2022 and then quickly distributed to Coalitions. We will share updates as we get them.</li> </ul>
<b>CONSENT AGENDA</b> a. Approve December 7, 2021, Executive Committee meeting minutes	There was a <b>Motion</b> to approve Consent Agenda by Monica King and <b>Seconded</b> by Khalil Zeinieh. <b>Motion Passes. Unanimously approved.</b>
<b>REGULAR BUSINESS</b> a. EXC224RB1 – Approve Scholastic Contract Renewal for Bookworms Program	Christine Klima, CAO went over the scholastic Contract Renewal for FY2022, noting that we are building on the success of the Bookworms pilot program that was carried out last year.  There was a <b>Motion</b> to Approve the Scholastic contract renewal for the Broward Bookworms Program for Broward Families pending legal review by Monica King. <b>Seconded</b> by Richard Campillo.

<p>b. EXC224RB2 – Approve Draft Scope of Services for Procurement of a New Legal Services Vendor</p>	<p>Christine Klima, CAO presented the Draft Scope for Procurement of New Legal Services, drawing the Committee’s particular attention to the schedule of events to ensure the members were aware.</p> <p>CEO mentioned that Laurie Sallarulo wanted her to share with the committee that she is in favor of the Executive committee serving as the Rating committee.</p> <p>There was a <b>Motion</b> to Approve Draft Scope of Services for Procurement of a New Legal Services Vendor by Khalil Zeinieh. <b>Seconded</b> by Monica King.</p>
<p><b>NEW BUSINESS</b></p>	<p>There was no discussion.</p>
<p><b>MATTERS FROM CHAIR</b></p>	<p>There was no discussion.</p>
<p><b>MATTERS FROM COMMITTEES</b></p>	<p>There was no discussion.</p>
<p><b>PUBLIC COMMENT</b></p>	<p>There was no comment.</p>
<p><b>NEXT MEETING DATE</b></p>	<p>March 29, 2022 @ 1:30PM</p>
<p><b>ADJOURN</b></p>	<p><b>A Motion</b> was made by Khalil Zeinieh to adjourn at 2:27 PM.</p>

*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.*