



**APPROVED AT APRIL 30, 2024, EXECUTIVE COMMITTEE MEETING**  
**Early Learning Coalition of Broward County, Inc.**  
**Executive Committee Meeting Minutes**  
**February 27, 2024, at 1:30 PM**  
**Virtual Meeting**

Members in Attendance	Chair, Laurie Sallarulo; Dawn Liberta; Twan Russell; Monica King; Cindy Arenberg-Seltzer; Michael Asseff; Renee Podolsky
Members Absent	
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, Senior Director of Education & Quality; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Megan DeGraaf, Purchasing & Procurement Specialist; Reinier Potts, Financial Analyst; Kasey LaFrance, Contracts Administration Manager; Sarane Epps, Contrast Specialist; Sandra Paul, Senior Director of Provider Reimbursements; Ancel Pratt III, Senior Director of Communications; Samantha Dempsey, Accountant; Roy Persaud, Accountant;
Others in Attendance	Julie Klahr, Legal Counsel; Traci Schweitzer

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 1:56 PM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo welcomed committee members and announced that Traci Schweitzer will be Co-Chairing with Michael Asseff on the Ad Hoc Fundraising Committee.
CEO Report	The CEO Informed Board members that they are currently in Tallahassee and had a chance to sit in conferencing sessions today. More information to come.
<b>Consent Agenda</b>  1. Approve January 23, 2024, Committee meeting minutes 2. EXC245CA1 – Approve RFQ for Employee Benefits Broker 3. EXC245CA2 – Approve RFQ for Risk Management Broker 4. EXC245CA3 – Approve FY25 RFP for customer Relations Management SaaS 5. EXC245CA4 – Approve FY25 RFP for Bookworms Supply & Shipping Services 6. EXC245CA5 – Approve FY25 RFP for First Aid-CPR Training 7. EXC245CA6 – Approve FY25 RFP for Executive Coaching 8. EXC245CA7 – Approve MODEL Classroom Vendor	A <b>Motion</b> was made by Cindy Arenberg-Seltzer and <b>Seconded</b> by Michael Asseff to move the Consent Agenda. The <b>Motion was unanimously approved. Motion Passes.</b>

Selection	
<p><b>Regular Business</b></p> <p>1. EXC245RB1 – Approve United Way Sponsorship Related Party Agreement</p> <p>2. EXC245RB2 – approve Mid-Year CEO Evaluation Merit Increase</p> <p><b>ADDENDUM</b></p> <p><b>Regular Business</b></p> <p>3. EXC245RB3 – Approve Healthy Start Coalition Related Party Transaction</p>	<p><b><u>2024 Related Party Purchase</u></b></p> <p>A <b>Motion</b> was made by Monica King and <b>Seconded</b> by Cindy Arenberg-Seltzer to Approve FY24 Related Party Purchase for United Way Behavior Health Conference sponsorship. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p><b><u>FY24 CEO Mid-Year Compensation Bonus</u></b></p> <p>The COO went over the CEO's Mid-Year compensation bonus results. The scoring was calculated based on feedback from all members who have served on the board for 6 months or longer. Three board members were excluded from the survey as they had not been on the board for six months. CEO scored a 4, which puts her at a \$2K Bonus.</p> <p>A <b>Motion</b> was made by Michael Asseff and <b>Seconded</b> by Monica King to Approve the CEO's Mid-Year Compensation Bonus of \$2000. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>CAO discussed the starter book "This Little Piggy" as part of the Baby Book Worms program and distributions. There was a discussion regarding the distributions and beneficiaries, as well as the wording. Julie Klahr, Legal Counsel expressed that she will look into how it can be worded and bring to the board.</p> <p>The CEO and Legal Council will work on clarifying the language of the motion.</p> <p>Cindy Arenberg-Seltzer recommended a new motion. To direct staff to work with the Legal counsel on how we can get books in the hands of newborns and bring it directly to the board without having to bring to the Executive Committee again. Seconded by Michal Asseff. The <b>Motion was unanimously approved. Motion Passes.</b></p>
<b>Unfinished Business</b>	None
<b>New Business</b>	None
<b>Matters from the Chair</b>	None
<b>Public Comments</b>	There was no discussion.
<b>Next Meeting</b>	<b><u>April 30, 2024, at 1:30 PM</u></b>
<b>Adjourn</b>	Meeting adjourned at 2:50 PM by Michael Asseff

*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.*