



Approved at the May 23,2018 Executive Meeting

Early Learning Coalition of Broward County
 Executive Committee Meeting Minutes
 April 27, 2018 @ 2:00 p.m.
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Chair; Cindy Arenberg Seltzer; Ellie Schrot; Michael Asseff

Members Absent: Nicholas Kaniaris, Renee Podolsky, Twan Russell

Staff in Attendance: Renee Jaffe, Alexander Browning, Allison Metsch, Amy Ungor, Christine Klima, Doreen Moskowitz, Howard Bakalar, Hubert Cesar, Irene Ramos, Karen Swartzbaugh, via phone; Keisha Dunn- Pettis, Megan DeGraaf, Reinier Potts, Suwenda Louis

Others in Attendance: Frank Isaza, 211 Broward

Item	Action	Follow-up
Welcome & Call to Order	Laurie Sallarulo, Chair, called the meeting to order at 2:19 p.m. A Roll Call was conducted and a quorum was established.	

<p>Chair's Report</p>	<p>Laurie Sallarulo discussed the process for upcoming Board Officer nominations, followed by discussion regarding how often non-consecutive terms of office can be served. There was consensus that the current Bylaws are subject to interpretation on this matter and that members can serve non-consecutive terms as elected Board Officers. When the By-Laws committee re-convenes, it is recommended that this language be clarified.</p> <p>Discussion regarding an Ad Hoc Program Review Committee (PRC) was discussed. Although the Audit Committee has served this function in a limited capacity, with more services provided in-house, there was consensus that expanded Board oversight of programmatic operations was discussed. In addition to Board members who would be interested in serving, there was also discussion about the benefits of having community partners as PRC participants.</p>	
<p>CEO Report</p>	<p>Renee Jaffe, CEO, introduced Allison Metsch as ELC's new Director of Education and Quality. Allison comes from NSU where she managed the Road to Child Outcomes contract and will bring a wealth of early education experience and ELC knowledge to the position.</p> <p>Renee shared a flyer for Provider Appreciation Day, which will be celebrated on May 23rd at the monthly PLAN meeting.</p> <p>100% of all March redeterminations were completed and 99% of April redeterminations have been submitted, which is an outstanding accomplishment! A new VPK promotional video for social media was also shared which will run on social media as a parent education and outreach strategy.</p>	
<p>Consent Agenda: Approve March 28, 2018 Meeting Minutes Approve United Way Contract Amendment</p>	<p>Items on the Consent Agenda were reviewed, none were called for discussion and the items were unanimously approved.</p>	

<p>Regular Business:</p> <p>211 Contract Renewal for Child Care Resource and Referral Services</p>	<p>Christine Klima, CAO, provided an update on 211 contract and budget negotiations. The FY 18/19 contract would retain the current Scope of Work but exclude management of waitlist services, which will be managed by ELC. After consultation with Legal Counsel, this change is appropriate since the wait list function was not included in the original procurement.</p> <p>A Motion to Authorize the 211 Contract Renewal for Child Care Resource and Referral Services was made by Cindy Arenberg Seltzer, seconded by Ellie Schrot and unanimously approved.</p>	
<p>Strategic Plan and Quality Team(s) Recommendations</p>	<p>Howard Bakalar, COO, shared recommendations from the Strategic Plan Committee for an organizational vision that collaborates extensively with other community partners and provides opportunities for teacher bonuses, increased inclusion services, enhanced professional development for Center Directors and staff and integration of a continuum of health services in child care settings. The Quality Committee has recommended that State of Florida's Performance Funding Project (PFP) provide the foundation of ELC's quality work using an in-house coaching model, with some training and assessment functions performed in conjunction with external Center staff and community partners</p> <p>A Motion to Approve the ELC Quality Child Care Initiative and Timeline was made by Cindy Arenberg Seltzer, seconded by Ellie Schrot and unanimously approved.</p>	
<p>Wages Contract</p>	<p>A Motion to Approve the continuation of Wages Contract was made by Cindy Arenberg Seltzer, seconded by Michael Asseff. Unanimously approved.</p>	
<p>Admin Budget Presentation</p>	<p>Christine Klima, CAO, presented an update on the Administrative Budget, which included a summary of OEL budgetary rules, sub-recipient areas of cost allocation non-compliance and extensive cost-saving strategies that were implemented as a result. Corrective action and cost containment efforts proved effective in reducing the projected FY2017/18 deficit from \$1 million to a manageable \$185,000 while serving an additional 600 children in care. The clarity of the presentation and the positive impact of those cost containment measures received commendations by the Committee and will be presented to the full Board in May.</p>	
<p>New ELC Data Dashboard</p>	<p>Renee summarized the elements to be tracked on the new Data Dashboard, with kudos to IT Manager Hubert Cesar, for its development. Ellie Shrot expressed hope that future iterations would include more detail for services for children with special needs. Renee responded that</p>	

	there are efforts to codify and extract data related to post-referral services that are not currently available. Efforts are in progress to begin developing meaningful data elements related to Special Needs children in the Fall. All members agreed that this needs to be a priority moving forward.	
Update on Space/Relocation	Howard Bakalar, COO, provided an update from the Space/Relocation Ad Hoc Committee. The Committee has narrowed the options to Lakeside Plaza, ELC's current location, and Crown Plaza, just west of the current location. Committee members will conduct site visits of both locations on May 1 st . An update will be provided at the Board meeting on May 3 rd .	
Finance Committee Report	There was no Finance Committee meeting.	
New Business	There was no discussion.	
Matters from the Chair	As presented in the Chair's Report, it was recommended that a new, Ad Hoc Program Review Committee (PRC) be convened by the Chair with a recommendation to the Board that the Governance Committee consider updating the Bylaws to include (Program Review Committee) as a standing committee. The matter would be presented to the full Board for consideration on May 3 rd . A Motion to Approve an Ad Hoc PRC was made by Cindy Arenberg Seltzer, seconded by Ellie Schrot and unanimously approved .	
Public Comment	There was no public comment.	
Next Meeting Date	May 23, 2018 @ 3 p.m.	
Adjourn	The meeting adjourned at 4:30 p.m.	

These minutes contain the action items of the meeting of the Executive Committee of the Early Learning Coalition. 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.