



**Approved at the Executive Committee meeting March 28, 2018**  
**Early Learning Coalition of Broward County**  
**Executive Committee Meeting Minutes**  
**February 21, 2018 @ 4:00 p.m.**  
**6301 NW 5<sup>th</sup> Way, Suite 3400**  
**Fort Lauderdale, FL 33309**

Members in Attendance: Laurie Sallarulo, Chair; Cindy Arenberg Seltzer; Michael Assef via phone; Renee Podolsky; Twan Russell

Members Absent: Ellie Schrot, Nicholas Kaniaris

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Amy Ungor, Doreen Moskowitz; Hubert Cesar; Irene Ramos; Reinier Potts; Karen Swartzbaugh via phone

Others in Attendance: Jacob Jackson, General Counsel; Nurit Scheinberg, NSU

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo, Chair , called the meeting to order at 4:40 p.m. A roll call was conducted and a quorum was established.	
CEO Report	Renee Jaffe, CEO, announced that the Broward Early Education Conference, on February 3rd was a huge success, with almost 800 early care educators and stakeholders in attendance. Renee expressed appreciation to Committee members who came to support the event.	

	<p>After meeting with providers, funders, early educators and other stakeholders, the Quality Strategic Plan Committee has supported expansion of the State's Performance Funding Project (PFP) as the model for ELC's next quality initiative. This new direction builds on OEL's focus on tiered reimbursement and should maximize funding opportunities.</p> <p>Tony Beall, CEO of <i>Mister Non-Profit Consultancy</i>, has been retained to facilitate ELC's strategic planning process. Tony has led many other local and state Boards in their strategic planning efforts and is recognized for his inter-personal and communication skills, flexibility and quality work products.</p> <p>ELC has submitted a request to OEL for an additional \$1.5 million in CCEP funding and a decision is expected after the CCEP Board meets on March 29<sup>th</sup>.</p>	
<p>Consent Agenda:</p> <p>Approve January 26, 2018 Meeting Minutes</p> <p>Approve CEO Performance Evaluation Tool</p>	<p><b>A Motion to Approve</b> the Consent Agenda including the January 2018 minutes and the CEO performance tool and process was made by Michael Assef and <b>unanimously approved.</b> (Consent Agenda does not require a second)</p>	
<p>FYI – School Readiness and VPK Provider Contracts Timeline</p>	<p>Amy Unger provided an update and timeline for VPK and SR contracts. This will be first time that contracts are developed on the new Statewide Provider Portal and training has been ongoing. Twan Russell asked how long the process takes; Amy responded that most renewals can be processed within days and new contracts within two weeks, if all information provided is correct. All contracts should be executed by the end of April and, to date, staff and providers are on target to achieve that ambitious schedule.</p>	
<p>Finance Committee Report</p>	<p>The Finance packet was reviewed with no further discussion.</p>	

Old Business	<p>Jacob Jackson, Legal Counsel, provided an update on Broward Regional Health Planning Council (BRHPC). Jacob Jackson followed steps pursuant to the Executive Committees instructions and contacted BRHPC regarding their claim. BRHPC would be willing to rescind their claim based on resolution of an unrelated financial matter. After Legal consultation with ELC Staff, the next step would be to send a response letter to BRHPC stating a resolution cannot be made under their terms.</p> <p><b>A Motion was made</b> by Cindy Arenberg Seltzer stating that Legal Counsel notify BRHPC that software infringement claim issue be dealt with independently and that we see no merit to their infringement claim. <b>Seconded</b> by Twan Russell. For discussion purposes:</p> <p>Twan Russell requested an update on the unrelated financial matter and a summary was given stating, that to date, ELC has not received proof of best efforts made by BRHPC to retrieve advance provider payment.</p> <p><b>A Motion</b> was made to clarify previous motion made and ensure that infringement claim issue and financial matter be kept separate and inform BRHPC of such. <b>Seconded</b> by Renee Podolsky. <b>Unanimously Approved.</b></p> <p>Jacob Jackson, legal Counsel clarified that the infringement claim stems from BRHPC letter sent in November 2017.</p>	
Matters from the Chair	There were no matters from the Chair.	
Other Matters from the Committee	<p>Renee Podolsky shared kudos to Cindy Arenberg Seltzer and the CSC for having the most employees registered as a team in the “Large Business” category for the Department of Health/County-sponsored 5K Wellness Run/Walk!</p> <p>Renee Jaffe provided an update on lease space negotiations. Safety concerns at the current Lakeside Plaza site persist as well as building cleanliness and parking issues. Alternative space has been located at Crown Center, 1.5 miles west of ELC’s current location which could be built to suit. Costs for both locations are comparable and negotiations with both landlords will continue. The short-term lease for swing space currently provided at Lakeside Plaza, where eligibility services have been provided since October, will expire on March 31<sup>st</sup>. Options to extend the lease on a month-to-month basis and the possibility of temporary swing space at the Crown are also under consideration. Due to timing constraints, there was discussion that any lease actions should be taken directly to the full Board without prior review</p>	

	by the Executive Committee.  <b>A Motion to Bring</b> a lease proposal, contract and budget analysis to the full Board, without prior review by the Executive Committee, was made by Cindy Arenberg Seltzer. The motion was <b>seconded</b> by Renee Podolsky and <b>unanimously approved</b> .	
Public Comment	There was no comment.	
Next Meeting Date	March 28, 2018 @ 4:00pm	
Adjourn	A Motion was made by Renee Podolsky to adjourn the meeting. The meeting adjourned at 5:33pm.	

These minutes contain the action items of the Executive Committee 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.