



Early Learning Coalition of Broward County
 Executive Committee Meeting Minutes
 January 25, 2017 – 5:00pm
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

- Members in Attendance: Laurie Sallarulo, Cindy Arenberg Seltzer, Renee Podolsky, Alfreda Coward, Michael Asseff
- Members Absent: Barrington Russell, Fabienne Fahnestock
- Staff in Attendance: Renee Jaffe, Leticia Strasser, Doreen Moskowitz, Renier Potts, Ros Desroches, Hubert Cesar, Irene Ramos, Janice Carter
- Others in Attendance: (from sign-in sheet) Jacob Jackson, General Counsel, Al Murray, Natasha Markman, Michele Rosiere

Item		Follow-up
Welcome & Call to Order	Chair called the meeting to order at 5:23pm Roll Call was done. A quorum was established.	
Chair Report	No report.	
Consent Agenda	Chair requested motion for approval of the Consent Agenda to approve the meeting minutes of November 30, 2016 and the DCF Contract Amendment #002. Motion made by Michael Asseff and Seconded by Cindy Arenberg Seltzer. Unanimously Approved with no discussion.	
CEO Report Professional Development Space	Renee introduced the ELC's new Director of Education and Quality Initiatives Mabel Ramirez. Mabel came to ELC very highly recommended and has already started discussions on ideas to be rolled out in the near future. One of the ideas is: The ELC has been looking at what the needs are in the community for additional Professional Development and has conducted a training assessment with providers	

<p>Public Records Request</p> <p>BECE Conference</p>	<p>The ELC has received two Public Records request and Board members were copied on the request. The ELC has acknowledged both and is providing the requested information.</p> <p>Of Note: Chair commented that she requested the CEO to provide a detailed CEO report for those who are not able to be at the meeting.</p> <p>Chair thanked everyone for the participation and efforts toward the BECE conference.</p> <p>CEO reported that there were 800 people registered and was very happy with the turnout.</p> <p>Cindy commented on the Pre Conference held the day before stating it was a nice idea with an impressive panel but unfortunately there was not much of a good turnout. A brief discussion on ideas for the next time.</p> <p>Chair thanked Janice Carter Director of Community Relations and Resource for her leadership and coordination of this successful conference.</p>	
<p>Finance Committee Report</p>	<p>Chair stated that the Executive Committee is no longer required to approve the Financial Reports and asked if there was anyone present that would request a breakdown during this meeting.</p> <p>Renee Podolsky requested an update on the waitlist enrollment. Doreen Reported on the OEL funds used to enroll additional children off the wait list. The target number of children to be enrolled was 305 with 212 currently enrolled. There were 376 invitations sent out to families with an 86% response rate, of which 212 were eligible to receive assistance. The ELC/BRHPC is still in the process of enrolling families. Cindy Arenberg Seltzer commented that the eligibility rate is still a bit high and that a closer look into the rate should be made.</p>	

	<p>Natasha Markman of BRHPC commented that the waitlist families have been on since December 2015 and they were given two weeks to report back on their recertification. There are various variables that are taken into consideration when processing eligibility and one of those variables being that families respond back with their eligibility status and produce the documents required. Courtesy calls were made to parents on the waitlist by BRHPC to invite parents to take advantage of the services offered. ELC and BRHPC have worked closely on this and a spreadsheet with every invitation has been provided to include the outcome of each particular invite.</p>	
<p>Initial Administrative Department Assessment</p>	<p>The CAO reported that one of her tasks in her first weeks in the position of Chief Administrative Officer was to take a look at the administrative department as a whole and make assessments in areas where there might be changes and improvements needed such as Policy and Procedure. A report was produced with highlights of key areas that should be addressed with a conclusion that the Fiscal Policy Manual needs to be revised and probably revision of most of the procedures that are connected to Fiscal Policy should be synchronize and updated and made relevant. The end goal is to complete all changes on the list and culminate with a Policy and Procedures manual that will document what is currently relevant at ELC. One of the areas listed that needed to be addressed was general control environment relating to things like cash, invoicing authorization and whether or not the ELC is efficiently operating and using time wisely as well as assuring accuracy and timeliness of financial data reporting. Another goal set is to provide timely financials so reports will be reflecting a month prior. The goal been set for changes to take place before the end of this FY.</p>	
<p>CEO Evaluation</p>	<p>Chair reported that all board members received an evaluation tool to include the CEO's accomplishments, the teams list of accomplishments as well as what goals to be incorporated for next year and a request on how can the evaluation process be improved next year. The ELC Staff followed up diligently to get the responses from members. The CEO evaluation results have been provided with a very good scoring result of 4.32 on a scale of 5. The Chair commented that there was good feedback with some requests for the process to be a bit better. The CEO commented on her request to Staff to work on a new tool to gather the information needed and that the new tool would be passed by the Board for approval. Members commented that there should be a separate section for commenting. Chair encouraged members to do a</p>	

one on one with the CEO for suggestions on making the tool better and to ensure that priority goals for the upcoming year be included on the tool and include over-arching goals of running the organization. There was discussion by committee on the current tool questions and formatting and personal and organizational goals. Chair suggested that CEO review which goals she would choose to accomplish for the year and the committee will then evaluate on that.

Committee agreed that Renee will select personal goals and org. goals from the evaluation and come back to the next Exec meeting with them and then it can be presented at the March Board or following Board meeting. Accomplishments and recognition should be included and presented to the Board. Organizational goals should be included in the Strategic Plan and be reviewed at the end of the year to evaluate meeting the goals.

Motion made by Michael Asseff to accept the scoring tool and report to Board. **Seconded** by Alfreda Coward. **Unanimously Approved.** Discussion on a minimum number of members needed to review the CEO and that was not a requirement. The tool did go out to all Board Members with follow up.

Chair asked the committee how they would like to direct the conversation of salary that accompanies the CEO's evaluation. A comparison and review of salary of other ELC's was made and the comparison showed the CEO's salary is within the same range. The Committee discussed a 3% cost of living increase as well as the last salary increase for staff. The CEO confirmed that a salary comparison was made and some staff took on additional responsibilities with compensation. Committee members were in agreement for a reasonable 3% cost of living increase.

Chair requested to know if cost of living increases were budgeted for. The CEO confirmed that additional Admin dollars were reserved to cover for the increase. The CAO stated that the budget structure is still being worked on to include the mid-year budget and budget policies and that going forward the reserved pool should be given special attention. A bonus structure was previously discussed but further review is needed to obtain the best way to proceed taking into consideration past structure as

	<p>well as establishing a footing to move forward systematically each year. Committee discussed new employee parameter % increase of salary dependent on evaluations, bonuses and time of employment. Agreement was made to review history and increases before making a recommendation.</p> <p>Motion made by Michael Asseff for 3% of annual payroll increase to employees for those who have been employed 12 months or more. Those who have been employed less than 12 months will need to wait till the following year. Michael recommended If there is any additional monies realized after this meeting, come back to the Finance or Executive meeting with that information and decide if additional bonuses may be given. Seconded by Alfreda Coward.</p> <p>Discussion if the % of increase should be higher for the next FY or bonuses and it was recommended to have another discussion on what the amount will be and who should be brought forward to the Board for any increase.</p> <p>Chair recommended that an employee who has been employed for 12 months or more shall receive a 3% increase effective February 1, 2017. Unanimously Approved</p>	
New Business	None	
Matters from the Chair	None	
Matters from the Committee	There was no discussion.	
Public Comment	Fabienne Fahnestock is being reviewed for Judge. Alfreda Coward encouraged letters of support for Fabienne be sent to the Governors office.	
Next Meeting Date	March 2, 2017 4:00pm	
Adjourn	Motion to adjourn made by Chair, Seconded by Michael Asseff. meeting adjourned	

	at 6:25pm.	
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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. Submitted by Irene Ramos.