



APPROVED AT THE FEBRUARY 21, 2018 EXECUTIVE MEETING
Early Learning Coalition of Broward County
Executive Committee Meeting Minutes
January 26, 2018 – 11:30 a.m.
6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

- Members in Attendance: Laurie Sallarulo, Chair; Ellie Shrot; Michael Asseff via phone; Renee Podolsky
- Members Absent: Cindy Arenberg Seltzer, Nicholas Kaniaris
- Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Amy Ungor, Acting Program Director; Doreen Moskowitz, Director of Compliance; Reinier Potts, Financial Analyst; Hubert Cesar, Director of IT; Suwenda Louis, Early Care and Education Specialist; Karen Swartzbaugh, ELC Management Advisor
- Others in Attendance: Jacob Jackson, General Counsel

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo, Chair, called the meeting to order at 11:45 a.m. The Roll Call was conducted and a quorum was established.	
Chair Report	Laurie Sallarulo updated the Committee on the ELAC meeting of January 25 th . Policy meetings were informative regarding efficiencies through consolidation and technologies. Elaboration on some of the policies will be shared at the Board meeting.	

<p>CEO Report</p>	<ul style="list-style-type: none"> • Renee Jaffe provided an overview of bills being proposed during the 2018 legislative session related to early care and education that could affect OEL and the ELCs. Renee will keep Board members apprised of any movement that may occur during the coming weeks of session. • ELC’s website re-design should be completed by March 1st with user-friendly navigation, subject headings and language that is easy to understand for parents, providers and the general public. • The Broward Early Education Conference, which will be held on February 3rd, now has 730 pre-registrations! • Negotiations with the new landlord for the current space continues with minimal progress. Concurrently, there are discussions regarding another property just 1.5 miles west on Cypress Creek with a potential new landlord. Costs appears to be comparable at both locations with “build to suit” capability at the new location. Renee will keep the Board apprised of progress with both properties. 	
<p>Consent Agenda:</p> <p>a. Approve Executive Committee Minutes of 11/29/17</p> <p>b. Approve City of Ft. Lauderdale Match Contract</p>	<p>A Motion to Approve the November 29, 2017 Executive Committee Minutes and the City of Ft. Lauderdale Match Contract was made by Renee Podolsky, seconded by Ellie Schrot and unanimously approved.</p>	
<p>CEO Goals and Evaluation Process for January 2017-June 2018</p>	<p>Proposed goals for the CEO, retroactive to January 2017 through June 2018 to align with the FY, were discussed. Some minor revisions to the goals were proposed by committee members</p> <p>A Motion to Approve the CEO goals was made by Renee Podolsky, seconded by Michael Asseff and unanimously approved. A friendly amendment to the Motion to develop an evaluation tool and bring back to Executive Committee was made by Renee Podolsky. The Amended Motion was seconded by Michael Asseff and unanimously approved.</p>	
<p>Strategic Planning Process Update</p>	<p>Howard Bakalar, COO, gave a brief update on the Strategic Planning Process and provided projected timelines for both the Strategic Team and the Quality Team.</p>	

Family Services Update	Renee provided a brief update on the restructure of the Family Services Unit to improve performance and efficiency since the transition to an in-house model on October 1 st . With revised staffing patterns, out-posted access at the Mills Family Success Center, modified hours to reflect actual customer usage and new processes to expedite re-determinations, there has already been a significant improvement in customer service overall.	
Legal Recommendations Regarding BRHPC Infringement Claim	Legal Counsel Jacob Jackson summarized the relationship between the Referral Tool and the Re-Determination Tool as well as the Provider Portal platform created by Bluejeanware. Both tools are wholly dependent on, and fully integrated with, ELC's existing Provider Portal platform, which negates any separate infringement claim. There was consensus to accept Council's recommendation to confirm whether BRHPC plans to pursue this matter and follow up in writing as to ELC's legal position. Laurie Sallarulo declined to express an opinion on the recommendations to proceed.	Jacob Jackson will contact BRHPC and follow up with a written response.
Matters from the Chair	There were no matters from the Chair.	
Matters from the Committee	There were no matters from the Committee.	
Public Comment	There was no Public Comment.	
Next Meeting Date	February 21, 2018 at 4:00 p.m.	
Adjourn	A Motion was made by Renee Podolsky to adjourn the meeting. The meeting adjourned at 1:15 p.m.	

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.