



APPROVED AT EXECUTIVE MEETING 11.29.17
Early Learning Coalition of Broward County
Executive Committee Meeting Minutes
October 25, 2017 – 5:00pm
6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Chair; Cindy Arenberg Seltzer, Ellie Shrot; Michael Asseff; Renee Podolsky

Members Absent: Barrington Russell; Nicholas Kaniaris

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

Others in Attendance: Jacob Jackson, General Counsel; Robyn Perlman, Business Leadership Institute

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo, Chair, called the meeting to order at 5:08 pm. The Roll Call was conducted and a quorum was established.	
Chair Report	The CEO Evaluation process was discussed. Although the Strategic Planning process will inform CEO goals for FY 18/19, a draft evaluation tool and performance goals for the current year will be developed for initial review by the Executive Committee for the current evaluation period, which will cover January 2017 to June 2018. Previously, the evaluation was based on the calendar year; however, going forward there was consensus that it should align with ELC's fiscal year. Additionally, since the transition has significantly expanded the number of in-house staff, time lines for staff annual evaluations may also need review.	

	<p>The Governance Committee will begin review of the Employee Manual and current HR policies and procedures in November and will bring any revision recommendations back to the full Board.</p>	
<p>CEO Report</p>	<ul style="list-style-type: none"> • Appreciation was expressed to Board members who agreed to serve on the Ad Hoc Strategic Plan Committee and additional representation is still welcome! Scheduling of the initial meeting is in the process. • The first batch of Provider payments was completed a day early and, by all measures, was very much a success with positive feedback! • The Staff Benefits Fair was conducted on October 26th. • The November session for <i>What's Trending @ ELC</i> will focus on legislative priorities and is scheduled for November 2nd. 	
<p>Approve Consent Agenda:</p> <p>OEL Required Annual Report FY 2016-2017</p> <p>Business Leadership Institute Contract FY 18</p>	<p>The following two (2) items were pulled from the Consent Agenda for discussion: OEL Annual Report (Renee Podolsky) and the Business Leadership Institute contract renewal (Laurie Sallarulo).</p> <p>A Motion to Approve the September 27th Executive Committee minutes and the Department of Children and Families Refugee Entrant Contract Amendment #3 was made by Cindy Arenberg Seltzer, seconded by Michael Asseff and unanimously approved.</p> <p>Members discussed the accuracy of the data provided by OEL in the Annual Report. ELC staff shared their concerns regarding service and transaction coding, duplication of families across multiple coding parameters, Statewide coding requirements and limitations, and the need for improved service tracking with the new EFS system modernization. CEO Renee Jaffe shared similar concerns from other Coalitions across the State. Clarifications of current and future reporting activities and opportunities for improvement will be brought to the full Board for consideration; although reporting in the prescribed format with data provided by OEL is a contract compliance requirement.</p> <p>A Motion to Approve the Annual Report FY 2016-2017, as presented, was made by Cindy Arenberg Seltzer, seconded by Renee Podolsky and unanimously approved.</p> <p>Committee members shared concerns regarding FY 16/17 contract performance and some provider data that was not available for constructive analysis. Feedback for the FY 17/18 contract included a recommendation to remove process indicators included in the Performance Measures that should be included in the contract requirement section of the contract and modify outcomes target percentages in the FY 17/18 contract to better reflect</p>	

	past performance from the FY 16/17 BLI contract Performance Measures. A Motion to Bring the BLI Contract with Revised Outcomes to the full Board for Approval was made by Cindy Arenberg Seltzer, seconded by Renee Podolsky and unanimously approved.	
Transition Update Discussion	ELC's Senior Leadership is looking at the current redetermination and eligibility process and is working on ways to improve it. Toward this end, the management team has visited the out-posted sites, met with partners involved in child care referrals and conducted in-depth business process discussions with staff from Palm Beach ELC.	
Timeline for FY 18 Work Product Updates	For information purposes; reviewed without discussion.	
New Business: Authorize Chair to Execute Children's Services Council Financially Assisted Child Care Contract	A Motion to Recommend to the Full Board Authorization for the Board Chair to execute the Children's Services Council Financially Assisted Child Care contract was made by Renee Podolsky, seconded by Michael and unanimously approved.	
Matters from the Chair	There was consensus that the meeting time for the Finance Committee be moved from 4:00 pm to 3:00 pm and the Executive Committee be moved from 5 pm to 4 pm beginning in November.	Future Executive Committee meetings will begin at 4 pm.
Matters from the Committee	There was no discussion.	
Public Comment	There was no Public Comment.	
Next Meeting Date	November 29, 2017	
Adjourn	A Motion was made by Cindy Arenberg Seltzer to adjourn the meeting. The meeting adjourned at 6:10pm.	

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.