



**APPROVED ON JANUARY 31, 2023, FINANCE COMMITTEE MEETING**

**Early Learning Coalition of Broward County, Inc.**

**Finance Committee Meeting Minutes**

**December 06, 2022, at 1:30 PM**

**Virtual Meeting**

Members in Attendance	Chair Cindy Arenberg-Seltzer; Dawn Liberta; Twan Russell; Laurie Sallarulo;
Members Absent	Renee Podolsky; Zachary Talbot
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Amy Moore, Senior Director of Family Services and Provider Relations; Reiner Potts, Financial Analyst; Kasey Lafrance, Contracts Administration Manager; Megan DeGraaf, Purchasing and Procurement Specialist; Sandra Paul, Senior Director of Provider Reimbursements; Stephanie Landreville, Controller; Allison Metsch, Senior Director of Education & Quality
Others in Attendance	Michael Asseff; Monica King; Julie Klahr, Legal Counsel

Item	Action/Discussion
Welcome & Call to Order	Chair Cindy Arenberg-Seltzer called the meeting to order at 1:39 PM. The roll was called, and a quorum was not established at this time.  Since there was no quorum, Chair suggested starting with FYIs items.
<b>Consent Agenda</b>  a. Approve November 1, 2022, meeting minutes	A quorum was established a 1:47 pm.  There was a <b>Motion</b> to move the Consent Agenda by Dawn Liberta and <b>Seconded</b> by Laurie Sallarulo. <b>Unanimously approved. Motion Passes.</b>
<b>Regular Committee</b>  a. FIN233RB1 – Approve October 2022 Interim Financial Statements  b. FIN233RB2 – Approve Proposed FY23 Budget Amendment #3  c. FIN233RB3 – Approve Individual Purchases over \$35K	<b><u>October Interim Financials</u></b>  There was a <b>Motion</b> to Approve October 2022 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant by Laurie Sallarulo and <b>Seconded</b> by Dawn Liberta. <b>Unanimously approved. Motion Passes.</b>  <b><u>Approve FY23Budget Amendment #3</u></b> CAO went over the financials and budget amendment.  There was a <b>Motion</b> to Approve FY 2023 Budget Amendment # 3 by Dawn Liberta and <b>Seconded</b> by Twan Russell. <b>Unanimously approved. Motion Passes.</b>  <b><u>Purchases of \$35K</u></b>  There was a <b>Motion</b> to Approve FY 2023 Purchases over \$35,0000 by Twan Russell and <b>Seconded</b> by Dawn Liberta. <b>Unanimously approved. Motion Passes.</b>

<p>d. FIN233RB4 – Compensation Adjustment Options</p>	<p><b><u>Compensation Adjustment</u></b>  Chair Cindy Arenberg-Seltzer went over the 4 compensation Adjustment options.</p> <p>There was a discussion between the members regarding the pros and cons of each option, specifically as it pertained to fiscal sustainability and the immediate need of staff. After detailed discussion of the options, the members agreed that a compensation adjustment should be provided to staff, based on the current economic climate and that the bonus should be as soon as possible and not delayed. Members agreed that the flat amount should be used as it benefits the lower income positions, who are the most in need at this time.</p> <p>Legal Counsel Confirmed that the proposed methodology was in alignment with Florida Statutes.</p> <p>There was a <b>Motion</b> to give a performance pay pool to be paid out in January based on performance with a tiered bonus structure that ranges from \$1000 to \$2000 by Laurie Sallarulo and <b>Seconded</b> by Dawn Liberta. <b>Unanimously approved. Motion Passes.</b></p>
<p><b>Unfinished Business</b></p>	<p>None</p>
<p><b>New Business</b></p>	<p>None</p>
<p><b>Matters from the Chair</b></p>	<p>None</p>
<p><b>Public Comments</b></p>	<p>There was no discussion.</p>
<p><b>Next Meeting</b></p>	<p><b><u>January 31, 2023</u></b></p>
<p><b>Adjourn</b></p>	<p>Meeting adjourned at 3:20 PM</p>

*These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of 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 before approval at the next meeting.*