



Approved at the June 11, 2020 Finance Committee Meeting
 Early Learning Coalition of Broward County, Inc.
Finance Committee Meeting Minutes
April 13, 2020 – 2:00 pm
 Virtual Meeting

Members in Attendance	Renee Podolsky; Cindy Arenberg-Seltzer; Laurie Sallarulo; Twan Russell;
Members Absent	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Reiner Potts, Financial Analyst; Allison Metsch, Director of Education & Quality Initiatives; Elsy Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	<p>Laurie Sallarulo called the Finance Committee to order at 2:09 PM. Roll was called and a quorum was established.</p> <p>There was a Motion to appoint Cindy Arenberg-Seltzer as the acting Chair of the Finance Committee for the meeting by Renee Podolsky and Seconded by Laurie Sallarulo. Unanimously approved.</p>
CONSENT AGENDA	
a. Approve January 30, 2020 Finance Committee meeting minutes	There was a Motion to move the Consent Agenda by Laurie Sallarulo and Seconded by Renee Podolsky. Unanimously approved. Motion Passes.
REGULAR BUSINESS:	Approve Financials 2019-2020 YTD
a. FIN205RB1 – Approve Financials 2019-2020 YTD	<p>CAO explained that due to the pandemic the payment rules have changed and OEL has advised that they are planning to reallocate funds and have money in reserve to cover all of the changes. OEL has made changes that will affect contract utilization. ELC will pay 100% of family fees that were waived for the months of April, May and June. Class observations are no longer required through the remainder of the fiscal year. There is also a provision to pay providers that are closed based on March enrollments.</p> <p>OEL has requested that each Coalition provide an estimate of the additional allocation that may be required to cover the new costs. We are currently completing the March batch now and we will have an update at the next board meeting.</p> <p>Notices have gone out about childcare for first responders and medical personnel. Memorial district did a survey with their employees and it showed around 20 families were using childcare. Mostly, parents are keeping their children home. ELC will be sending notices to community partners today.</p>

FOLLOW UP: Renee to send flyer to Board.

ELC will be launching a platform that both providers and parents can use. The platform provides the opportunity for providers to invite children to a classroom for virtual learning. We are also inviting parents to our platform where they can get lessons and activities to do with the children. Allison is working with her staff to draft daily lessons for parents to use. We will show you the platform at the next board meeting. It is being launched this week on Wednesday.

OEL has not made a final decision regarding VPK. Not all providers are doing virtual learning. Some providers have furloughed their employees, but we do not have all this information. We are doing a survey for providers and will add questions regarding this to the survey.

FOLLOW UP: Provide survey results from ELC provider survey regarding how many providers are using virtual learning methods.

There is a \$3.5B care stimulus act and \$211M of that is for Florida, it is still unknown how much we would get. There is a collapse of tax revenue because of economic slowdown due to the pandemic. This may affect education and our budget for next year. We don't know how much it will affect us at this point.

Operating expenditures: Approximately \$1M in cost savings during the fiscal year will be redirected to slots. \$800K of the savings are from the salary line item as ELC filled new positions gradually through the year to become fully staffed by year end. Recruitment to backfill vacant positions was paused due to the pandemic. The balance of savings resulted mostly from consulting services no longer needed after OEL paused CLASS observations for the remainder of the year.

Twan asked if there was a contingency plan for an economic downturn in place. CEO stated that ELC currently does not have a contingency plan but is thinking about it and talking about developing one. ELC has been on numerous calls with OEL about what future may look like. We have been more focused on operations, providers, parents but will shift to devising plans for down road to address the impact of the virus on child care.

CEO has had conversations with Cindy regarding providers and how to help them. They also spoke about the vulnerable population. ELC is collaborating with people in the community and other ELC's.

This past fall ELC moved one unit to work remotely. We are visiting different options, figuring out how to best use our space, who can work from home and this experience will help us to see how we can change things.

There was a **Motion** to approve Financials 2019-2020 YTD by Twan Russell. **Seconded** by Renee Podolsky. **Unanimously approved. Motion passes.**

EFS Mod Reconciliation Update:

In January 2020, OEL requested that all Coalitions complete reconciliation by June 30, 2020. OEL has been making the rounds to all coalitions to see how we are in the process and what needs to be done to bring this to a closure. Some Coalitions are doing

<p>b. FIN205RB2 – Reconciliation Update</p>	<p>calculations offline on spreadsheets, which turned out to be problematic because it couldn't be imported into EFS mod and they are having trouble getting the numbers to match. We did all our reconciliation in EFS Mod. That saved us from having to struggle to match a spreadsheet. Sandra Paul made that call and it was a game changer for us. She also did a great job of estimating payments throughout the year to keep as close to accurate as possible, which made the reconciliation process much easier.</p> <p>Summary of Reconciliation:</p> <p>The ELC is 97% reconciled. OEL has given us authority to hold providers harmless for up to \$1,500 in any overpayment we may have made. That currently totals about \$500,000 holding providers harmless. Numbers will change. \$1.7M would be collected back from providers. With the pandemic we are not collecting any monies or deducting anything from providers.</p> <p>OEL did a fix in EFS Mod and corrected some rate issues. Some issues still need to be addressed.</p>
<p>NEW BUSINESS</p>	<p>There was no discussion.</p>
<p>MATTERS FROM CHAIR</p>	<p>There is no plan to decimate the staff, please do not spread the rumor that</p>
<p>MATTERS FROM COMMITTEES</p>	<p>There was no discussion.</p>
<p>PUBLIC COMMENT</p>	<p>There was no comment.</p>
<p>NEXT MEETING DATE</p>	<p>June 11, 2020 @ 9:15 am</p>
<p>ADJOURN</p>	<p>Twan Russell moved to adjourn the meeting. The meeting adjourned at 3:50 pm.</p>

These minutes contain the action items of the Board 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.