



**Approved at the October 25, 2017 Finance Committee meeting**  
**Early Learning Coalition of Broward County**  
**Finance Committee Meeting Minutes**  
**September 27, 2017 – 4:00pm**  
**6301 NW 5<sup>th</sup> Way, Suite 3400, Fort Lauderdale, FL 33309**

Members in Attendance: Renee Podolsky, Chair; Cindy Arenberg Seltzer; Deborah Hosey Meidinger, Laurie Sallarulo; Nicholas Kaniaris

Members Absent: Jeffrey Dwyer

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Mabel Ramirez-Director of Education; Doreen Moskowitz; Hubert Cesar; Irene Ramos; Karen Swartzbaugh Ghezzi; Reinier Potts; Sandra Paul

Others in Attendance: Jacob Jackson, General Counsel; Jody Miller, Board Member

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Renee Podolsky, Chair, called the meeting to order at 4: 22 pm. A Roll Call was conducted and a quorum was established. Laurie Sallarulo arrived at 4:27pm.	
Approve August 23, 2017 Meeting Minutes	A <b>Motion to Approve</b> the Finance portion of the combined Finance/ Executive Committee meeting minutes of August 23, 2017 was made by Nicholas Kaniaris, <b>seconded</b> by Cindy Arenberg Seltzer and <b>unanimously approved</b> .	
FYI Preliminary FY17 Results	Christine Klima, CAO, reviewed utilization for the fiscal year ending June 30, 2017. She noted that although funding for a University of Florida Lastinger Center program that funded training incentives for providers was discontinued after FY17, ELC's relationship with the Center would continue through a contract for CLASS observations and training services. The amount of the	

	funding for the CLASS services for FY18 was still pending, however.	
Interim Financial Statements	Christine Klima, CAO, reviewed the July 2017 Interim Financial Statements. Discussion followed regarding timing of invoice submissions and monthly close-out. The possibility of obtaining a line of credit to support future in-house service operations was also discussed.	
Approve July 2017 Interim Financial Statements	A <b>Motion to Approve</b> the July 2017 Interim Financial Statements was made by Cindy Arenberg Seltzer, <b>seconded</b> by Nicholas Kaniaris and <b>unanimously approved</b> .	
Utilization Review	Christine Klima, CAO, reviewed School Readiness utilization for FY 2016/17. Discussion followed regarding attrition rates at re-determination and the impact on the ability to enroll additional children as slots become available throughout the year. CEO Renee Jaffe advised that school and center closures resulting from Hurricane Irma will not significantly impact utilization because OEL allows for payment for many of the closure days. Additionally, some centers were able to expand child care services from after-school to full day operations during the week that all Broward Public Schools were closed, which is allowable and encouraged where possible.	
FYI Cash Disbursements \$1,000-\$25,000	Cash Disbursements \$1,000-\$25,000 were reviewed. It was noted that the Audit Firm has suggested a delay in conducting the annual audit so as not to disrupt the transition of eligibility and payment services on October 1 <sup>st</sup> . This will be shared with the Board when dates are confirmed.	
New Business	There was no discussion	
Matters from the Chair	There was no discussion	
Matters from the Committee	There was no discussion.	
Public Comment	There was no public comment.	
Next Meeting Date	October 25, 2017	
Adjourn	Motion to adjourn the Finance Committee Meeting adjourned at 5:00pm.	

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.