



Approved at the May 23, 2019 Finance & Executive Committee Meeting
 Early Learning Coalition of Broward County
 Finance & Executive Committee Meeting Minutes
 March 28, 2019 – 8:30 am
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Executive Committee Chair; Ellie Schrot, Richard Campillo, Michael Asseff, Renee Podolsky, acting Finance Chair; Cindy Arenberg Seltzer, Twan Russell.

Members Absent: Nicholas Kaniaris

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Perry Borman, COO; Hubert Cesar, CIO; Keisha Dunn-Pettis, Director of Family Services Program; Allison Metsch, Director of Education and Quality; Reinier Potts, Financial Analyst; Sandra Paul, Provider Reimbursement Manager; Irene Ramos, Executive Assistant

Others in Attendance: Jacob Jackson, General Counsel; Dawn Liberta, Patrick Sallarulo

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo, Chair called the meeting to order at 8:38 am. Roll Call was done. A quorum for the Executive Committee was established. A quorum for the Finance Committee was established later in the meeting with the arrival of Cindy Arenberg Seltzer.	

<p>Chair Report</p>	<p>A Child Care Provider Feedback Breakfast and discussion is scheduled for Monday, April 1, 2019.</p> <p>Laurie informed the committee Schmeka Lyons gave her resignation as the faith based provider representative and the process has started for filling the open seat (beginning with a review of the process by the Nominating Committee). Avis Proctor resigned her Board Seat as well.</p> <p>ELC will participate at the April 11th Early Voices Art Exhibition in Hollywood. ELC donated books for participants.</p>	
<p>CEO Report</p>	<p>Renee reported she was in Tallahassee last week and had the opportunity to meet with legislators about early child care bills that have been filed this year. Renee also gave a presentation to local municipalities at a March Broward League of Cities luncheon regarding the services provided by ELC as well as House Bill 1091 and the potential impact on the community. Renee requested closer partnerships with the municipalities and will be reaching out to them in July to discuss the results of the provider assessments and services provided in their communities. Staff continues to work on the provider payment reconciliation. While EFS mod has improved in functionality, there are still issues being addressed by OEL.ELC is still waiting for final approval for provider rate increases.</p>	
<p>Executive Committee Consent Agenda:</p> <p>Approve January 24, 2019 Executive meeting minutes</p> <p>Approve Amendment to renew WAGE\$ Contract for FY 2019/2020</p>	<p>No items were pulled from the Consent Agenda. The Consent Agenda was Unanimously approved</p>	
<p>Finance</p>		

<p>Committee Regular Business:</p> <p>Approve January 24, 2019 Finance meeting minutes</p>	<p>No items were pulled. The Consent Agenda was Unanimously approved</p>	
<p>Finance Committee Regular Business</p> <p>Approve February 2019 Interim Financial Statements</p>	<p>Now that the VPK attendance module is operational, ELC has started reconciling VPK actual attendance against the estimates that ELC paid while the system was down. The Board will receive an update on the expected timeline at the next meeting. ELC's external audit firm, SB & Company, has offered to review the reconciliation calculation prior to issuance.</p> <p>ELC Broward, along with most Coalitions across the State, is anticipating a significant surplus for FY2019 due to a large, non-recurring funding increase allocated by OEL in August 2018. In order to utilize as much of the \$7.2 million allocated to Broward before it expires on June 30, 2019, ELC continues to enroll children from the waitlist as quickly as possible. ELC has also raised the maximum reimbursement rate for providers by about 7% effective March 1, 2019. OEL is considering taking additional steps to take up the financial slack statewide, such as extending the fiscal year end for FY19 contracts to July 31 2019 or other one time expenditures related to slots. Currently, ELC projects the surplus could be in excess of \$1 million, but a remedy from OEL will help reduce that significantly.</p> <p>Because of the additional funds received this fiscal year, ELC will be deferring more of CSC's Financially Assisted Child Care dollars to FY2020 than is typically necessary to smooth out and maximize all of the OEL funding. Cindy Arenberg Seltzer stated that in light of this larger-than-normal deferral, CSC may shift some of the funds from their Financially Assisted Child Care contract (which is interchangeable with OEL's SR funding) into their Vulnerable Population contract (which has different eligibility standards from SR) in the new CSC contract year starting October 1, 2020. CSC anticipates that funding would later return to current levels for Financially Assisted Child Care in the following year in FY 2021 if needed.</p> <p>Wait list: The ELC had experienced a high response rate regarding the waitlist until</p>	

<p>Approve Budget Amendment #3</p>	<p>March. There was a very low parent response rate. Feedback from other coalitions is that they are experiencing low parent response rate as well. Staff recently sent out 500 invitations and are increasing efforts to make calls to families who have not responded to waitlist enrollment notifications. There are another 200+ invitations that will be sent out at end of this week and staff will continue notify parents on a weekly basis. Staff will continue to monitor the response rate and continue enrolling children. There is no waiting list for special needs children.</p> <p>ELC has received an additional \$105k from DCF to fund refugee children on the wait list.</p> <p>A Motion was made by Cindy Arenberg Seltzer to Approve the February 2019 Interim Financial Statements pending approval of an annual audit performed by a qualified independent certified public accountant. Seconded by Laurie Sallarulo. Unanimously approved.</p> <p>A Motion was made by Twan Russell to approve Budget Amendment #3. Seconded by Cindy Arenberg Seltzer. Unanimously approved.</p> <p>A Motion was made by Cindy Arenberg Seltzer to bring the CLASS Vendor Purchase Order straight to full Board for approval. Seconded by Twan Russell. Unanimously approved.</p>	
<p>New Business</p>	<p>None</p>	
<p>Matters from the Chair</p>	<p>None</p>	
<p>Matters from the Committee</p>	<p>There was no discussion.</p>	

Public Comment	There was no comment.	
Next Meeting Date	May 23, 2019	
Adjourn	The meeting adjourned at 10:28 am	

These minutes contain the action items of the Finance & 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.