



APPROVED at the Finance & Executive meeting January 24, 2019

Early Learning Coalition of Broward County
 Finance & Executive Committee Meeting Minutes
 November 28, 2018 – 9:30 am
 6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

- Members in Attendance: Michael Asseff, Acting Executive Chair; Renee Podolsky, Deborah M. Hosey, Twan Russell, via phone; Nicholas Kaniaris, Finance Chair via phone
- Members Absent: Laurie Sallarulo, Cindy Arenberg Seltzer, Ellen Schrot, Richard Campillo
- Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Hubert Cesar, Director of IT; Keisha Dunn-Pettis, Program Director; Reinier Potts, Financial Analyst; Irene Ramos, Executive Assistant
- Others in Attendance: Jacob Jackson, General Counsel; Mary Rizzuti, Compensation Resources Inc. via phone

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Michael Asseff, First Vice Chair, Acting Executive Chair called the meeting to order at 10:00 am. Roll Call conducted for the Executive and Finance Committee. A quorum was established for both Committees.	

<p>Executive Committee Consent Agenda:</p> <p>Approve September 28, 2018 Meeting Minutes</p> <p>Approve CEO Goals for FY 18/19</p> <p>Authorize Chair to Execute City of Fort Lauderdale Match Renewal Agreement</p> <p>Authorize Chair to Execute City of Pompano Beach Match Agreement</p> <p>Authorize ELC to Procure Employee Health Benefits Brokerage Services for FY 2019 Plan Year</p>	<p>A Motion was made by Michael Asseff to approve the Consent Agenda except for Item b. CEO Goals for FY 18/19. Seconded by Renee Podolsky. Unanimously approved</p> <p>Item B, Approval of the CEO Goals for FY 18/19 was tabled for discussion at the next scheduled Executive Committee meeting.</p>	
<p>Executive Committee Regular Business:</p>	<p>At the June 2018 meeting, the Board requested that the ELC conduct a salary survey to re-evaluate ELC's salaries against the comparable labor marketplace. An independent compensation consulting firm that was selected in September completed the study and issued draft reports for discussion in late October. On November 26, 2019 the Board Chair called a Special Finance Committee meeting to discuss the draft reports and, after a thorough discussion, requested that ELC staff conduct</p>	

<p>Compensation Study Results</p>	<p>additional analysis. Unfortunately, due to a schedule conflict, the consultants Compensation Resources Inc. (CRI), were not able to present at the November 26 meeting but they were available and scheduled for the regularly scheduled November 28 meeting.</p> <p>On November 28, CRI CEO Mary Rizzuti, gave an explanation of the methodology used in the salary survey report and discussed the results.</p> <p>After initial discussion, A Motion was made by Renee Podolsky to make salary adjustments of up to \$25,000 for the non-executive positions referenced in the survey report that are below the minimum salary rate. Seconded by Twan Russell. Unanimously Approved.</p> <p>Deborah M. Hosey recused herself from making any suggestions or recommendations because she wished to pursue employment opportunities at ELC.</p> <p>The Executive Committee members thoroughly discussed the issues related to bringing the 10 staff identified in the CRI analysis with salaries below the minimum level of each position's salary range up to the minimum. For the Executive level positions in particular, they walked through the responsibilities associated with each role and discussed how these roles have grown and changed with ELC's rapid expansion resulting in a new business model and restructuring. The Committee agreed that these changes provided sufficient justification for bringing the salaries up to at least the minimum level to better align them with the responsibilities of the jobs and the labor market place. The Committee agreed to table discussion about any potential changes to performance pay policy until the next regularly scheduled meeting.</p> <p>The members also noted that while rate increases for providers are un-related to ELC salaries, it would be helpful to have the long-proposed change to the provider reimbursement rates approved by the Board at the same time.</p> <p>An Executive Committee Motion was made by Twan Russell that the 10 staff identified as "below" their position range in the CRI salary survey be brought to the</p>	
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	minimum of their position's salary range effective January 1, 2019 Seconded by Renee Podolsky. Unanimously approved.	
Finance Committee Consent Agenda: Approve September 28, 2018 Finance Executive Committee meeting minutes Finance Committee Regular Business Approve October Interim Financial Statements Approve FY 2019 Budget Amendment #2	Finance Committee meeting agenda items were tabled for discussion and review at the next regularly scheduled Finance Committee meeting.	
New Business	None	
Matters from the Chair	None	
Matters from the Committee	There was no discussion.	
Public Comment	There was no comment.	

Next Meeting Date	January 24, 2019 @ 8:30am	
Adjourn	A motion to adjourn the meeting was made by Renee Podolsky. The meeting adjourned at 1:15 pm	

These minutes contain the action items of the Finance and 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.