



Approved on September 11, 2023, Board Meeting  
**Early Learning Coalition of Broward County, Inc.**  
**Board Meeting Minutes**  
**June 14, 2023, at 9:30 AM**  
Hybrid Meeting

Members in Attendance	Laurie Sallarulo; Twan Russell (Virtual); Monica King; Cindy Arenberg-Seltzer; Michael Asseff (Virtual); Sharonda Bailey (Virtual); Beverly Batson (Virtual); Richard Campillo (Virtual); Kirk Englehardt (Virtual); Maria Hernandez (Virtual); Carol Hylton; Melody McDonald; Renee Podolsky (Virtual);
Members Absent	Dawn Liberta; Dr. Amoy Reid; Ellie Schrot; Zachary Talbot Kristina West; Julie Winburn; Dr. Allan Zeman
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Judith Merritt, COO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Allison Metsch, Sr. Director of Education & Quality; Ayme Hamoui, Director of Education Program Assessment; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Megan DeGraaf, Purchasing and Procurement Specialist (Virtual); Kasey LaFrance, Contracts Administration Manager (Virtual); Magdalena Laino, Quality Assurance Manager (Virtual); Sarane Epps, Contract Specialist (Virtual); Samantha Dempsey, Accountant (Virtual); Irene Ramos; Office Manager (Virtual); Sandra Paul, Senior Director of Provider Reimbursement; Roy Persaud, Accountant (Virtual);
Others in Attendance	Julie Klahr, General Counsel; Rebecca Thompson, Executive Assistant to Dr. Allen Zeman; User (Virtual, unidentified)

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:39 AM. The roll was called, and a quorum was established.
Chair Report	<p>Chair Laurie Sallarulo shared that school board member Allen Zeman has been appointed to the board, and we have Rebecca Thompson, his assistant, here on his behalf for the day.</p> <p>Laurie announced the new appointments to committees for the upcoming year:            Ellie Schrot will serve on the Program Review Committee.            Maria Hernandez will serve on the Finance Committee.            Michael Asseff will co-chair Ad Hoc Fundraising with Kristina West.</p>
CEO Report	CEO welcomed Board members. We are still working on the last round of stipend bonuses. The dollars are coming to an end, and our team has been working feverishly to train everyone so they can take advantage of these opportunities.
Mission Moment- Provider Appreciation Video	<p>A video was shown highlighting the first offsite Provider Appreciation event at the Museum of Discovery Science on May 17<sup>th</sup>.</p> <p>CEO, presented a memento to our Board Provider Representatives, Melody McDonald and Beverly Batson, for their Board Participation and Provider Appreciation.</p>
<b>Consent Agenda</b>	
1. Approve April 10, 2023, Meeting minutes	A <b>Motion</b> was made by Monica King to approve the consent agenda and <b>Seconded</b> by Cindy Arenberg Seltzer. The <b>Motion was unanimously approved. Motion Passes.</b>

<ol style="list-style-type: none"> <li>2. Approve May 25, 2023, Meeting minutes</li> <li>3. B237CA1 – Approve FY 2024 DEL Grant Agreement</li> <li>4. B237CA2 – Approve FY 2024 United Way School Readiness Match Revenue Agreement</li> <li>5. B237CA3 – Approve FY 2024 Children’s Forum Sub Recipient Agreement Renewal</li> <li>6. B237CA4 – Approve FY 2024 211 Broward Sub Recipient Agreement Renewal</li> <li>7. B237CA5 – Approve FY 2024 BLI Vendor Agreement Renewal</li> <li>8. B237CA6 – Approve FY24 Risk Management Insurance Policy Renewals and Coverage Levels</li> <li>9. B237CA7 – Approve FY 2024 Goren Cherof Doody &amp; Ezrol Agreement for Legal Services Renewal</li> <li>10. B237CA8 – Approve FY 2024 ATT State Term Contract</li> <li>11. B237CA9 – Approve FY 2024 Webauthor Agreement</li> <li>12. B237CA10 – Approve FY 2024 Keefe McCullough Agreement Renewal</li> <li>13. B237CA11 – Approve FY 2024 Sole Sourced Award to Teachstone</li> <li>14. B237CA12 – Approve FY 2024 Purchases over \$35K</li> <li>15. B237CA13 – Approve Keefe McCullough Engagement Letters for FY23 Audit and other Services</li> </ol>	
<p><b>Finance Committee</b></p> <ol style="list-style-type: none"> <li>1. B237FIN1 – Approve April 2023 Interim Financial Statements</li> </ol>	<p>A <b>Motion</b> was brought forth by the Finance Committee Chair Cindy Arenberg-Seltzer to Approve April 2023 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The <b>Motion was unanimously approved. Motion Passes.</b></p>

<p>2. B237FIN2 – Approve Proposed FY 2023 Budget Amendment #5</p> <p>3. B237FIN3 – Approve FY 2024 Preliminary Budget</p>	<p>A <b>Motion</b> was brought forth by the Finance Committee Chair Cindy Arenberg-Seltzer to Approve FY2023 Budget Amendment #5 as presented and amended. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>The CAO presented the preliminary FY24, including the need to pause childcare enrollments for the time being to bring expenditures into alignment with expected School Readiness revenues.</p> <p>Twan asked about steps that the Coalition can take to advocate for additional funding from the State. The CEO explained that advocacy and awareness efforts were already underway and would continue throughout the year.</p> <p>A <b>Motion</b> was brought forth by the Finance Committee Chair Cindy Arenberg-Seltzer to Approve the preliminary FY24 Budget. The <b>Motion was unanimously approved. Motion Passes.</b></p>
<p><b>Regular Business</b></p> <p>1. B237RB1 – Approve FY 2024 Related Party Contracts</p> <p>2. B237RB2 – Approve FY 2023 A.D Henderson Foundation Agreement</p> <p>3. B237RB3 – Approve CEO Performance Evaluation Tool</p>	<p>A <b>Motion</b> was made by Monica King and <b>Seconded</b> by Renee Podolsky to Approve FY 2023 and 2024 Estimated Related Party Purchases and Agreements. <b>Motion Passes.</b></p> <p><b>Abstentions:</b></p> <p>The following Board members abstained from voting on items A-E and will complete the required conflict of interest documentation.</p> <ul style="list-style-type: none"> <li>• Beverly Batson abstains from item (A) because she is a Provider for Ark Christian Preschool.</li> <li>• Cindy Arenberg-Seltzer abstains from item (B) because she is the recipient of the funding for the Family Resource Guide.</li> <li>• Melody McDonald abstains from item (C) because she is a Provider for Future Kids Academy at Sunrise.</li> <li>• Laurie Sallarulo abstains from item (E) because she is attending the Florida Chamber of Commerce Learners to Earners Conference in Tampa on June 27, 2023.</li> </ul> <p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer and <b>Seconded</b> by Maria Hernandez to Approve FY 2023 A.D Henderson Foundation Agreement Pending Legal Review. The <b>Motion was unanimously approved. Motion Passes.</b></p> <p>A <b>Motion</b> was made by Carol Hylton and seconded by Melody McDonald to Approve CEO Performance Evaluation Tool. <b>The motion was unanimously approved. Motion Passes</b></p>
<p><b>Governance Committee</b></p> <p>1. B237GOV1- Approve Amendments to ELC By-Laws as it pertains to Honorary Board Members</p>	<p>A <b>Motion</b> was made by Monica King and seconded by Cindy Arenberg-Seltzer to Approve Amendments to the ELC By-Laws as it pertains to Honorary Board Members. The <b>motion was unanimously approved. Motion Passes</b></p>

2. B237GOV2- Approve Honorary Board Member Application	A <b>Motion</b> was made by Carol Hylton and seconded by Melody McDonald to Approve Honorary Board Member Application. The <b>motion was unanimously approved. Motion Passes</b>
<b>Nominating Committee</b> <i>Update from Committee Chair</i>	None
<b>Ad Hoc Fundraising</b> <i>Update from Committee Chair</i>	Michael Asseff, Co-Chair of the Fundraising Committee, shared that we will be having our first Fundraising event - "Bring Your Friend," potentially on September 14, 2023. The hope is that Board members invite attendees so ELC can friend/fundraise. This date is a placeholder; the actual date and location are to be determined. Additionally, if any of the Board has an Honorary Board member in mind, this could be the event they attend to learn about the ELC.
<b>Program Review Committee</b> <i>Update from Committee Chair</i>	None
<b>Audit Committee</b> <i>Update from Committee Chair</i>	None
<b>Provider Representatives</b> <i>Update from Provider Representatives</i>	Melody McDonald thanked the staff for all the CLASS training.
<b>Unfinished Business</b>	None
<b>Matters from the Chair</b>	None
<b>Matters from the Board</b>	None
<b>Matters from the CEO</b>	None
<b>Matters from Committees</b>	None
<b>Matters from our Partners</b>	None
<b>Public Comments</b>	There was no discussion.
<b>Next Meeting</b>	<b>September 11, 2023, at 9:30 AM</b>
<b>Adjourn</b>	The meeting adjourned at 11:17 AM.

*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.*