



**APPROVED AT THE OCTOBER 4, 2018 BOARD MEETING**

Early Learning Coalition of Broward County, Inc.  
Board Meeting Minutes  
September 6, 2018 – 8:30 am  
6301 NW 5<sup>th</sup> Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Chair, Laurie Sallarulo; Angela Iudica; Cindy Arenberg Seltzer; Deborah M. Hosey; Avis Proctor; Ellie Schrot; Khalil Zeinieh; Mason Jackson; Michael Asseff; Monica King; Nicholas Kaniaris; Renee Podolsky; Richard Campillo; Twan Russell

Members Absent: Ashley Davis; Dawn Liberta; Dolly Trevino Rump; Laurie Rich Levinson, Natalie Williams, Schmeka Lyons

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Doreen Moskowitz, Director of Compliance; Alex Browning, Director of Communications; Reinier Potts, Financial Analyst; Keisha Dunn-Pettis, Director of Family Services; Allison Metsch, Director of Education and Quality; Sandra Paul; Reimbursement Specialist; Suwenda Louis, Inclusion Specialist; Debbie Kay, Inclusion Specialist; Irene Ramos, Executive Assistant

Others in Attendance: Jacob Jackson, General Counsel; Leticia Strasser

Item	Action/Discussion	Follow-up
Welcome & Call to Order	<p>Chair Laurie Sallarulo called the meeting to order at 8:50 am. Roll was called and a quorum was established. Cindy Arenberg Seltzer arrived shortly after the meeting started.</p> <p>Laurie planned to recognize Jeffrey Dwyer, who was not present at this meeting. Jeffrey Dwyer’s membership term expired in June 2018. The Chair hopes to have him as a guest at a future meeting.</p> <p>The Chair recognized the following new Committee appointments and asked for additional volunteers to join the Governance Committee.</p> <p style="padding-left: 40px;">Second Vice Chair, Renee Podolsky  Finance Chair, Nicholas Kaniaris  Program Review Committee Chair, Cindy Arenberg Seltzer  Audit Chair, Richard Campillo</p>	
CEO Report	<p><b>EFS:</b> Hubert Cesar, Director of IT is in Tallahassee, along with some of the other Coalitions’ IT staff, assisting Florida’s Office of Early Learning (OEL) with the EFS Modernization 3.0 system to try to resolve some of the outstanding issues. There has been progress in fixing some of the system’s functionalities but other areas are still in need of work such as the attendance functionality.</p> <p><b>Provider Representatives:</b> A new section for Provider Representative reporting was added to the agenda. At future meetings, we will be hearing from ELC Provider Representatives Schmeka Lyons and Natalie Williams. Both were not present at this Board meeting as they are attending the FLAEYC conference.</p> <p><b>Special Needs Identification/Intervention/Payment:</b> Staff is working on updating and improving the entire ELC Family Services special needs process. The updated process is very comprehensive and establishes different ways to enrich children’s lives by offering resources and assistance to parents from the time they enroll on the waitlist for child care until they leave the child care system. Additionally, ELC is</p>	

	<p>updating the special needs policy for child care providers who are serving children with identified special needs.</p> <p><b>Child welfare population:</b> The ELC Staff has designed a plan to increase the reporting of absences by child care providers for children in the child welfare system who are enrolled at their sites. Once in effect, providers will be trained/re-trained on reporting child absences to the ELC and ChildNet in a timely manner. Whenever possible, ELC staff, including payment staff and Education Specialists, will act as an additional check on these children. Assistance from CCLE will also be enlisted to ensure the message of reporting absences is conveyed to licensed providers.</p>	
<p><b>Consent Agenda Item:</b></p> <p><b>a.</b> Approve June 7, 2018 Meeting Minutes</p> <p><b>b.</b> Authorize Chair to Execute Children’s Services Council Vulnerable Populations Amendment to Contract</p> <p><b>c.</b> Authorize Chair to Execute Department of Children and Families Refugee Entrant Contract</p>	<p>There was a <b>motion</b> to approve all items on the Consent Agenda except for item E. <b>Unanimously approved.</b></p> <p>Item E, ELC Broward Strategic Plan FY 2019-2021, was pulled for discussion by Mason Jackson.</p> <p>Discussion: Mason stated he plans to support the strategic plan, but requested that the Program Review Committee consider adding measures that show how ELC impacts child school readiness in Broward.</p> <p>Laurie Sallarulo added that the Executive Committee has requested that a Dashboard be created for the Strategic Plan to report progress against the plan metrics.</p> <p>Renee Jaffe noted that the Program Review Committee will review 3 of the 5 total pillars of the strategic plan at their next meeting October 29 and will also provide score cards for the Executive Committee and the Board.</p> <p><b>A motion was made by</b> Mason Jackson to approve the ELC Broward Strategic Plan. <b>Seconded</b> by Monica King. <b>Unanimously approved.</b></p>	

<p>XK048</p> <p><b>d.</b> Authorize Chair to Execute Broward County Special Needs and CCEP Match FY 2018-2019 Renewal Contract</p> <p><b>e.</b> Approve ELC Broward Strategic Plan FY 2019-2021</p> <p><b>f.</b> Empower ELC Staff to Open a New Checking Account for Board and Employee fund</p> <p><b>g.</b> Approve July 2018 Interim Financial Statements</p>		
<p><b>Regular Business:</b></p> <p>Action Plan for new \$7M School Readiness Award</p>	<p>On August 17 2018, ELC was awarded an additional \$7.2M in non-recurring funds from the Office of Early Learning (OEL) for School Readiness (SR) child care slots in FY 2019. The amount awarded was based primarily on each county's waitlist numbers. ELC staff has developed an action plan to sustainably utilize the \$7.2M and has preliminarily estimated that 2,200 new children will be enrolled. A second, smaller allotment is expected for FY 2020 that will help maintain enrollments after the current</p>	

	<p>fiscal years ends.</p> <p>Under the plan, ELC will begin sending invitation letters to parents on the wait list and publicizing the availability of funds through local partners and the media. The Family Services team will offer a variety of options for completing the application process including online, over the phone by appointment or in person by appoint at either ELC’s main office or at one of ELC’s out-posted locations in the community. The goal is to enroll approximately 400 new children every month until March 2019.</p> <p>Staff will also be surveying SR providers to determine how much capacity is currently available in the child care community to serve a sudden influx of infant and toddler enrollments and what support ELC may need to provide to facilitate capacity expansion.</p> <p>Although the new funds are primarily intended for child care slots, ELC is also considering implementing a previously proposed provider rate increase to coincide with the new enrollments. Such an increase must be financially sustainable going forward and would require prior approval from OEL.</p>	
<p><b>Finance Committee:</b></p> <p>Review FY 2018 Preliminary Financial Results</p> <p>Approve FY 2019 Annual Budget</p>	<p>The CAO went over the preliminary results for FY 2018 for information purposes only in advance of ELC’s annual audit set to begin in October.</p> <p>The CAO presented the first amendment to the FY 2019 annual budget that updated revenue to reflect the actual amounts of funding awards and re-allocated expense line items.</p>	

<p>Amendment 1</p>                       <p>Approve Purchase in excess of \$25,000 for Temporary Staff</p>	<p><b>A motion was</b> brought forth from the Finance Committee to approve the FY 2019 Annual Budget Amendment 1. <b>Seconded</b> by Mason Jackson. <b>Unanimously approved.</b></p> <p>ELC requested the Board’s approval for a purchase order in excess of \$25,000 for temporary staff needed to assist in customer services/enrollment of approximately 2,200 additional children over the next 4-6 months. The ELC’s strategy of using a temporary staffing agency to fill a number of positions in its customer service department has proven effective, and this method would be continued and expanded under this purchase order.</p> <p><b>A motion was</b> brought forth by the Finance Committee to approve purchase order in excess of \$25,000 for temporary staff. <b>Seconded</b> by Cindy Arenberg Seltzer. Deborah Hosey opposed the motion. <b>Motion passes.</b></p>	
<p><b>Provider Representative Update:</b></p>	<p>None</p>	
<p>New Business</p>	<p>Congratulations to Laurie Levinson on her election to Broward School Board.</p> <p>Ellie expressed her appreciation and thanked everyone’s hard work on Special Needs.</p>	

Matters from the Chair		
Matters from the Committee	There was no discussion.	
Public Comment	There was no comment.	
Next Meeting Date	October 4, 2018 @ 8:30am	
Adjourn	Cindy motioned to adjourn the meeting. The meeting adjourned at 9:48 am.	

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.

Board Secretary Certification:  \_\_\_\_\_

Twan Russell