



APPROVED AT MARCH 28, 2023, EXECUTIVE COMMITTEE MEETING
Early Learning Coalition of Broward County, Inc.
Executive Committee Meeting Minutes
January 31, 2023, at 1:30 PM
Virtual Meeting

Members in Attendance	Dawn Liberta; Twan Russell; Monica King; Cindy Arenberg-Seltzer; Michael Asseff; Renee Podolsky
Members Absent	Chair, Laurie Sallarulo
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Amy Moore, Senior Director of Family Services and Customer Services; Reinier Potts, Financial Analyst; Kasey Lafrance, Contracts Administration Manager; Megan DeGraaf, Purchasing and Procurement Specialist; Sandra Paul, Senior Director of Provider Reimbursements; Stephanie Landreville, Controller; Allison Metsch, Senior Director of Education & Quality; Irene Ramos, Office Administrator
Others in Attendance	Julie Klahr, Legal Counsel

Item	Action/Discussion
Welcome & Call to Order	Acting Chair Dawn Liberta called the meeting to order at 2:01 PM. The roll was called, and a quorum was established.
Chair Report	<p>Acting Chair Dawn Liberta mentioned that we have only received 4 of the Mid-Year CEO evaluation.</p> <p>Judith Merritt, COO, explained that we have 2 options, we can take the 4 we currently have and average it based on those 4, then present it to the board for approval. The other option is to ask the COO, to follow up with those who have not submitted the evaluation to please submit and then average that and bring it to the Board for approval.</p> <p>Committee members expressed that 4 responses were insufficient and that we should have more.</p> <p>Cindy Arenberg-Seltzer motioned that four responses are not enough to bring to the board, and should get at least half of the board members to reply and then bring it to the board. Monica King seconded that motion. Unanimously approved. Motion Passes.</p>
CEO Report	CEO reported that the staff has been working diligently to get the workforce initiative going. So far, it is going well. Updated and reminded Board on the upcoming State of childcare event and luncheon.
Consent Agenda a. Approve December 6, 2022, meeting minutes b. EXC234CA1 – Approve	There was a Motion to move the Consent Agenda by Monica King and Seconded by Renee Podolsky. Unanimously approved. Motion Passes.

Children’s Forum Budget Amendment	
Regular Committee a. EXEC234RB1 – Approve Related Party Purchase for Junior Achievement Event Sponsorship	<p>Twan Russell suggested that if any families come to us because of that event, we should keep a log and track it. This way, if we ever get questioned on this, we can show it on paper.</p> <p>CEO added that for every event, we have a unique QR code that people scan, so this gets tracked.</p> <p>Cindy Arenberg-Seltzer agreed with Twan Russell and would like to see the report added.</p> <p>CAO said it would be added to the action statement when it goes to the Board.</p> <p>There was a Motion to approve Related Party Purchase by Monica King and Seconded by Twan Russell. Unanimously approved. Motion Passes.</p>
Unfinished Business	None
New Business	<p>Michael Asseff reported on the Ad Hoc Fundraising Committee and Nominating Committee regarding the Honorary board members proposal.</p> <p>CEO added that Nominating and Fundraising will start working on lists of whom the board knows and then fundraise. This is up for discussion and will be presented at the Board meeting.</p>
Matters from the Chair	None
Public Comments	There was no discussion.
Next Meeting	March 28, 2023, at 1:30 PM
Adjourn	Meeting adjourned at 2:32 PM

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.