



Approved at June 25, 2020 Board Meeting

Early Learning Coalition of Broward County, Inc.

**Board Meeting Minutes**

**April 29, 2020 – 2:00 PM**

Virtual Meeting

Members in Attendance	Laurie Sallarulo, Mason Jackson; Cindy Arenberg-Seltzer; Ellie Schrot; Khalil Zeinieh; Monica King; Richard Campillo; Amoy Reid; Beverley Batson; Cara Cerchione; William Karp; Laurie Rich Levinson; Twan Russell; Angela Iudica; Renee Podolsky; Zachary Talbot
Members Absent	Michael Asseff; Dawn Liberta
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Allison Metsch, Director of Education & Quality; Elsy Silvestre, Executive Assistant
Others in Attendance	Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Laurie Sallarulo called the meeting to order at 2:10 PM. Roll was called and a quorum was established.
Chair Report	Board Chair welcomed everyone and thanked everyone for their hard work during the pandemic.
CEO Report	The CEO thanked everyone for taking time out of their busy schedules to join the Board Meeting especially during the pandemic. ELC is starting to pivot from emergency management mode to planning for the new “norm.” CEO will send the Board updates on this in the near future. The virus is still front and center.
<b>CONSENT AGENDA</b> a. Approve February 13, 2020 Meeting minutes b. B205CA1 - Approve contract with 211 Broward c. B205CA2 – Approve Amendment to renew INCENTIVE\$ Contract for FY 20-21, pending legal review d. B205CA3 – Approve renewal of contract with Broward County Public Schools for Kindergarten	<p><b>A Motion was made by</b> Mason Jackson to approve the Consent Agenda. <b>Seconded</b> by Cindy Arenberg-Seltzer. <b>Unanimously approved. Motion Passes.</b></p> <p>Laurie Rich Levinson and Angela Iudica commented that they needed to abstain from voting due to item D on the Consent Agenda. Ms. Rich-Levinson is a School Board member and Ms. Iudica is a school district employee.</p> <p>Cindy Arenberg Seltzer then made a <b>Motion</b> to reconsider the consent agenda and pull Item D from it. <b>Seconded</b> by Mason Jackson. <b>Unanimously approved. Motion Passes.</b></p> <p>Item D was removed from the Consent Agenda.</p> <p><b>A Motion</b> was made by Mason Jackson to approve the <b>Consent Agenda</b> Items A-C. <b>Seconded</b> by Monica King. <b>Motion Passes.</b></p> <p><b>A Motion was made by Cindy Arenberg-Seltzer for Consent Agenda D,</b> Approve renewal of contract with Broward County Public Schools for Kindergarten. <b>Seconded by Mason Jackson.</b></p> <p>Laurie Rich Levinson and Angela Iudica both abstained from voting because they are both employees of the School District. Motion passes for item D.</p>

	<p><b>Voting Conflict Form 8B signed by Laurie Rich Levinson and Angela Iudica attached hereto.</b></p>
<p><b>REGULAR BUSINESS</b></p> <p>a. B205RB1 – COVID-19 Update</p>	<ul style="list-style-type: none"> <li>• Currently 28% of providers remain open and 72% are closed. SR and VPK has stayed the same.</li> <li>• We are providing regular updates to providers and parents.</li> <li>• Call volume is up, we received about 500 calls last week concerning child care for first responders and medical staff.</li> <li>• State approved child care for first responders and medical staff. We are funding children from birth to 13 years of age.</li> <li>• To date 191 children are enrolled in over 61 programs. We asked the Sun Sentinel to run in the paper the childcare services available to first responders and medical staff. They ran it in yesterday’s paper (April 28, 2020). Initiative ran in the sun sentinel.</li> <li>• We are offering financial incentives to providers who attend trainings. For every three trainings attended, they receive a payment of \$150.</li> <li>• About 1,200 providers have attended our virtual trainings.</li> <li>• We are offering providers access to the DOC portal, which is a virtual preschool. It provides lessons based on the standard curriculum. The developers of the portal are funded by AD Henderson who are allowing the ELC, parents and providers free access to the system. We have sent this out to providers and parents. There are about 1,500 children enrolled.</li> </ul> <p>There was a discussion about rules at childcare centers. CEO and William Karp responded that there has been no change in the 10-person per classroom max rule (this includes staff). William added that there are some discussions as to whether or not it needs to be relooked at and consider different scenarios such as square footage, etc. to accommodate with social distancing.</p> <p>The State of Florida has been slated to receive approximately \$211 million of the \$3.5 billion federal allocation for child care under the CARES Act Stimulus package. It is not yet known how and for what the funding will be specifically be used for or how it will be allocated among the Coalitions. OEL is looking at ways to continue to support providers. We do not have any concrete answers as of yet from OEL. During the AELC Board Meeting, members discussed suggestions to offset costs for providers. Right now providers are being paid for enrollments whether they are open or closed. Parent fees are waived. Currently, OEL is looking at how they can help providers that are still open, this is OEL’s first priority. Their second priority is assisting providers who want to open but cannot afford to. These topics are at the top of their agenda. Meanwhile, there are internal and statewide talks as well.</p>

Currently we are waiting for the second wave of waivers and information on the Cares Act. We may see an increase in provider openings first two weeks in May.

CSC staff has health technicians that are assigned to schools that are closed. They offered ELC contracted providers the opportunity to have these health technicians assist at their locations. Currently about 40 providers have expressed interest. This program will begin on Monday, May 11.

ELC is waiting for its provider survey results. This survey was sent to the providers to see what their needs are and how many have applied for relief funding. Many providers have applied for small business loans and many have not received the funds as of yet.

ELC is working on a plan for the next phase of this pandemic and we are having discussions and planning for when we go back to the office. We are looking at a phased in approach will alternate staff. We are also working on how to help parents without having them physically coming in to the office.

ELC is also ordering hand sanitizers, gloves and masks for providers and staff. We are also working on staff morale, hosting virtual events, keeping employees connected. Staff is doing great. A handful of staff (about 7- 8 employees) have taken a pandemic-related leave.

CEO, Renee and Board Chair, Laurie have had conversations about a potential joint effort to distribute food and books to our clients.

Cara mentioned that she sent out a parent survey to see who wants to come back on May 4. Only 4 out of 70 said they were interested.

Cindy spoke about Together4Broward. Together4Broward is the county collaborative doing food distribution. She stated that Food distribution is very complex. Maybe not a good idea to take that on.

<p><b>Finance Committee</b></p> <p>a. B205FIN1 – Financials YTD</p> <p>b. B205FIN2 - EFS Mod Reconciliation Update</p>	<p><b>Finance Committee:</b></p> <p>The CAO discussed how ELC revenues and expenditures were changing as a result of the pandemic. In particular, slot costs were expected to increase significantly due to new provider reimbursement rules being rolled out by OEL. OEL was also expected to allocate additional funds to the Coalitions to cover these costs. ELC was in discussion with OEL to develop and estimate of the amount needed through the end of the fiscal year. New Notices of Award are expected soon.</p> <p>Some elements that will be coming up in the next few months include:</p> <ul style="list-style-type: none"> <li>• Registration fees that we will be paying retroactively throughout the end of the fiscal year. This could not be accomplished previously because EFS mod does not yet have the functionality to do so. ELC has set aside funding to cover these costs.</li> <li>• Changed payment rules waiving family fees effective April 1; suspending terminations; and lifting caps on paid absence days.</li> <li>• There are some initiatives that we are proposing to help provider community to purchase emergency supplies and to help keep child care provider engaged in trainings and help them through stipend programs.</li> </ul> <p><b>A Motion was made by</b> Monica King to approve the Financials YTD. <b>Seconded</b> by Twan Russell. <b>Unanimously approved. Motion Passes.</b></p> <p><b>EFS Reconciliation Update:</b></p> <p>The long process of reconciling the estimated payments issued to providers during fiscal year 2018-19 is coming to the last stages. The CAO noted that while we are very close to establishing final amounts of overpayments paid out, ELC has not begun and does not currently have plans to begin collecting back any overpayments at this time. The pandemic has already put a significant financial strain on Broward’s child care providers and neither ELC nor OEL wish to add to that. Once more information about the post-pandemic economics of child care businesses are known, OEL will issue additional guidance.</p> <p>In the meantime, OEL has been contacting each coalition to go over their process and assess their progress. OEL was very complimentary of Broward’s decision to use the EFS mod database as the repository of its reconciliation, as opposed to creating a separate, offline calculation of payments in a spreadsheet. Broward’s approach, which was led and orchestrated by Provider Reimbursement Director Sandra Paul, resulted in higher accuracy of estimates paid before the system was working and faster reconciliation of those estimates once the system came on line. Broward was able to capture 90% of its reconciliations in two months and had far fewer manual</p>
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adjustments required compared to other Coalitions. OEL applauded Sandra and ELC staff for using a simple and efficient approach to a very complex problem. Board Chair thanked Christine for a great job. She discussed looking at the provider rate. Christine stated we want to do a provider rate increase to the extent the funding will support it. We need to know what our funding will be and what OEL will be doing around changing rates. Target is that we should pay at the 75<sup>th</sup> percentile of the market rate. Last survey rate was 2019 and it will be another few years before they do another survey. It is hard to know what the change factors are going to look like after the pandemic. There was \$50M that was approved through legislation for provider increases. OEL is trying to get spending authority for that funding. Many factors involved but we are committed to this.

**FOLLOW UP:** Board Chair wants us to let providers know that provider rate increase is still on our radar.

Mason wanted to thank Sandra, Christine and her staff for a great job with reimbursement by adjusting to the circumstances and basically leading many of the other ELC's and for being recognized by OEL. Job well done. Thank you. Sandra Paul's experience and her judgment calls were right on target.

Audit:

We are in the process of working on the engagement letter and had initial conversations with our new auditors. There will be an audit committee meeting before the next board meeting. The audit field work will be scheduled for October.

<p><b>Nominating Committee</b></p> <p>a. B205NOM1 – Vote and Approve recommendation of Cindy Arenberg Seltzer for Treasurer/Finance Chair</p>	<p><b>Nominating Committee:</b></p> <p>In February, Nicholas Kaniaris resigned as board member, and consequently, as Treasurer. The Bylaws indicate that we should have a special election at the next board meeting. There has been one nomination, Cindy Arenberg-Seltzer, to fill the Treasurer position.</p> <p>The Committee recommends that the Board approve Cindy Arenberg-Seltzer for ELC Treasurer/Finance Chair.</p> <p>Board Chair brought forth a <b>Motion</b> to nominate Cindy Arenberg-Seltzer for ELC Treasurer/Finance Chair. <b>Seconded</b> by Monica King. <b>Unanimously approved. Motion Passes.</b></p> <p>Board Chair thanked Cindy for agreeing to serve.</p> <p><b>Provider Update:</b></p> <p>Cara said that more than 75% of providers have applied for small business loans and that providers have not yet received those funds. There is positive feedback for the DOC platforms from providers and parents.</p> <p>Cindy mentioned that Food and resources collaborative together4broward.org has been listing all of the food distributions that are taking place. It is on the CSC website.</p>
<p><b>NEW BUSINESS</b></p>	<p>CEO will be sending an email regarding the available Board Officer and Committee Chair positions.</p> <p>The May 7 Executive/Finance Meeting will be canceled as it was just a placeholder. For now, May 24 Board meeting will stay on temporarily.</p> <p>We have posted for the Chief Operation Officer position. We are receiving resumes. Beverly has been reviewing them and sending them forward. CEO will keep everyone updated.</p>
<p><b>MATTERS FROM CHAIR</b></p>	<p>There was no discussion.</p>
<p><b>MATTERS FROM COMMITTEES</b></p>	<p>There was no discussion.</p>
<p><b>PUBLIC COMMENT</b></p>	<p>There was no discussion.</p>
<p><b>NEXT MEETING DATE</b></p>	<p>TBD</p>
<p><b>ADJOURN</b></p>	<p>Cindy Arenberg-Seltzer motioned to adjourn the meeting. Meeting adjourned at 3:31 PM</p>

*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.*

