



**Approved at the April 27, 2018 Executive Committee Meeting**

Early Learning Coalition of Broward County  
 Executive Committee Meeting Minutes  
 March 28, 2018 – 3:00 PM  
 6301 NW 5<sup>th</sup> Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Chair; Cindy Arenberg Seltzer; Ellie Schrot; Michael Asseff; Renee Podolsky; Twan Russell,

Members Absent: Nicholas Kaniaris

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Amy Ungor, Provider Relations Manager; Doreen Moskowitz, Director of Compliance; Hubert Cesar, Director of IT, Keisha Dunn-Pettis, Director of Family Services Program; Megan DeGraaf, Accounts Payable; Reinier Potts, Financial Analyst; Sandra Paul, Provider Reimbursement Manager; Suwenda Louis, Program Specialist; Karen Swartzbaugh, Management Advisor via phone; Irene Ramos, Executive Assistant

Others in Attendance: Jacob Jackson, General Counsel

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo, Chair, called the meeting to order at 4:10 p.m. The Roll Call was conducted and a quorum was established.	



Status Update for 211 Broward Contract	Christine Klima, CAO, provided an update on 211 contract and budget negotiations. ELC and 211 staff are continuing to collect and analyze call data for both organizations. Management of the child care wait list was also discussed. 211's wait list management services were previously subcontracted to 211 by Broward Regional Health Planning Council. Since the transition on October 1 <sup>st</sup> , these services with 211 have been provided through a contract with ELC. Since that time, services and tasks have been under review. Due to enhancements with the EFS data system, the workload associated with the maintenance of the wait list have been significantly reduced. This trend is expected to continue with the launch of the new EFS Modernization in July. Currently, 211 Broward has three staff members assigned to the wait list; however, both ELC staff and 211 Broward believe it would make sense for this function to be taken in-house, which could likely be accomplished without additional ELC staff due to the decrease in workload. Contract renewal and extension options for 211 were presented for Committee consideration. Both ELC and 211 recommended a six (6) month contract extension to allow time to analyze call data received by both organizations. Some Committee members expressed concerns about an extension; staff will incorporate Committee feedback and provide a revised update to the full Board.	
Status Update for Annual Report FY 17/18	Christine Klima, CAO, provided an update on the 1 <sup>st</sup> and 2 <sup>nd</sup> quarter annual report dis-enrollment data for FY 17/18.	
New Business	There was no new Committee business.	
Matters from the Chair	There was discussion about the CEO evaluation process for the current year, which is on track for May, and CEO goal-setting for the coming 2018/19 Fiscal Year.	
Public Comment	There was no public comment.	
Next Meeting Date	Due to a scheduling conflict, the April Executive Committee has been rescheduled for <b>Friday, April 27<sup>th</sup> at 2:00 p.m.</b> , immediately following the rescheduled Finance Committee which is now scheduled to take place at 1:00 p.m.	
Adjourn	<b>A Motion</b> to adjourn was made by Cindy Arenberg Seltzer. The meeting adjourned at 6:11 p.m.	

These minutes contain the action items of the Executive Committee 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 prior to approval at the next meeting.