



APPROVED AT EXECUTIVE MEETING 1.26.18

**Early Learning Coalition of Broward County
Executive Committee Meeting Minutes**

November 29, 2017 – 4:00 pm

6301 NW 5th Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Chair; Cindy Arenberg Seltzer, Ellen Schrot; Nicholas Kaniaris,

Members Absent: Michael Asseff; Renee Podolsky

Staff in Attendance: Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Hubert Cesar, IT Director; Amy Ungor; Doreen Moskowitz; Reinier Potts; Sandra Paul

Others in Attendance: Jacob Jackson, General Counsel,

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo called the meeting to order at 4:12 p.m. Self-introductions were made and a quorum was established.	
Chair's Report	According to OEL, there is a plan to reduce the number of ELCs statewide from 30 to 25; however, it does not appear that Broward County will be affected. Cindy Arenberg Seltzer shared that some of the ELCs that are expected to merge have expressed concerns over the potential loss of state funding and insufficient funding to support the mandated mergers.	

<p>CEO Report</p>	<p>The building sale was expected to be completed on 11/20/17 and a lease for additional space and temporary swing space is in process.</p> <p>After identifying inefficiencies in the redetermination process, ELC has instituted protocols for earlier notifications for families using multiple communication strategies including emails, text messages and robo calls. Although October and November redeterminations are currently in process, parents with redetermination dates in January have already been notified and will be provided individualized assistance to expedite the process.</p> <p>ELC staff trainings and UAT testing begun in December (2017) and providers will begin to receive training on the new EFS Provider Portal in January (2018).</p> <p>ELC's response to BRHPC regarding findings identified in the Administrative Monitoring will be provided to the Board prior to the December 7th meeting, following final review by Legal Counsel.</p>	
<p>Consent Agenda:</p> <p>Approve Minutes from the Executive Committee Meeting on October 25th</p> <p>➤ Approve Minutes from the Special Executive Meeting on November 13th</p> <p>Approve CSC Vulnerable Population Contract</p> <p>Approve CCEP & Special Needs Match Contract</p> <p>Approve University of Florida CLASS Contract</p> <p>Approve United Way Match Contract</p>	<p>A Motion to Approve the Consent Agenda, as presented, was made by Cindy Arenberg Seltzer, seconded by Ellie Schrot and unanimously approved.</p>	

Broward Early Childhood Education Conference (BECE) Update	The BECE Conference will be held on Saturday, February 3 rd . Conference registration is now open with 50 registrants, to date. In support of the conference theme, Promoting Positive Behaviors, the keynote speaker is Dr. William DeMeo, an internationally-recognized expert in managing challenging behaviors in children and brain-based learning. This year, there are intentional efforts to promote conference participation by programs serving children with special needs. Cindy Arenberg Seltzer shared that the Unicorn Children's Foundation, based in Boca Raton, has developed a curriculum for working with children with challenging behaviors that is available at no cost; COO Howard Bakalar will follow-up on this potential training resource.	
BlueJean Software Contract(s) Update	A summary of current contracts with BlueJeanWare, its affiliates and shared key principals was provided. Jacob Jackson, Legal Counsel made brief remarks about a licensing issue recently raised by former subcontractor BRHPC.	
Finance Committee Report	Nicholas Kaniaris provided a brief overview of topics covered at the 11/29/17 Finance Committee meeting.	
New Business	Cindy Arenberg Seltzer noted there was consensus by the Finance Committee to begin meeting bi-monthly instead of monthly, which still exceeds the minimum required in the By-Laws and asked whether Executive Committee and Board would like to begin meeting bi-monthly as well. Laurie Sallarulo voiced concerns that fewer meetings may reduce member engagement. While Cindy agreed that may be a risk, she also noted that the growing number of ELC committees (Executive, Finance, Governance, Audit, Nominating and Strategic Planning) all require extensive staff preparation, packet development, and staff support. Staff will consider timing of work products and related factors and bring meeting recommendations to the full Board in February.	
Matters from the Chair	There were no Matters from the Chair.	
Matters from the Committee	There were no matters from the Committee.	
Public Comment	There was no public comment.	
Next Meeting Date	January 26, 2018 @ 11:30 am	
Adjourn	Motion to adjourn was made by Cindy Arenberg Seltzer. The meeting adjourned at 5:04 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 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.