



Approved on October 14, 2024, Board Meeting

Early Learning Coalition of Broward County, Inc.

Board Meeting Minutes

March 11, 2024, at 9:30 AM

Hybrid Meeting

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta; Twan Russell (virtual); Monica King; Cindy Arenberg-Seltzer; Michael Asseff; Sharonda Bailey; Richard Campillo (Virtual); Kirk Englehardt (virtual); Carol Hylton (Virtual); Renee Podolsky (virtual); Dr. Amoy Reid (virtual); Ellie Schrot (virtual); Traci Schweitzer; Zachary Talbot (virtual); Julie Winburn
Members Absent	Krystie Castillo; Daniel Foganholi; Maria Hernandez; Melody McDonald;
Staff in Attendance	Renee Jaffe, CEO; Judith Merritt, COO; Christine Klima, CAO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DeVecchio, Executive Assistant & Special Projects Coordinator; Allison Metsch, Senior Director of Education & Quality; Amy Moore, Senior Director of Family Services and Customer Services; Ancel Pratt III, Senior Director of Communications; Beverly Hung, Director of Human Resources; Christopher Rivera, Communications Manager(Virtual); Kasey LaFrance, Contracts Administration Manager; Magdalena Laino, Quality Assurance Manager (Virtual); Reinier Potts, Financial Analyst (Virtual); Roy Persaud, Accountant; Samantha Dempsey, Accountant; Sandra Paul, Senior Director of Provider Reimbursement; Sarane Epps, Contract Specialist (Virtual); Stephanie Landreville, Controller; Joseph Fike, IT (Virtual)
Others in Attendance	Jacob Horowitz, General Counsel; Martha Parker, CPA & Roberto Ayala, Keefe McCullough, Auditors (Virtual)

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:34 AM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo welcomed Board members and announced Board members who have joined committees: <ul style="list-style-type: none"> • Traci Schwitzer- Co-Chair of Ad Hoc Fundraising Committees Also congratulated Monica King on her recent honor at the non-profit 211 Broward Award.
CEO Report	The CEO welcomed Board members and provided highlights from the CEO Report, including the 2024 Legislative Session.
Mission Moment	A video was shown highlighting Mission Moment Childrens Week.
Audit Committee 1. B2454AUD1 – Accept Draft FY23 Financial Statements Audit Report and Draft 2022 Form 990	<p>Martha Parker, Engagement Partner at ELC’s Audit Firm Keefe McCullough, presented the results of ELC’s Final Audit report for FY 23 and the 2022 Form 990.</p> <p>The Auditor's Report contained no findings.</p> <p>The Audit Committee brought forth a Motion to Accept the Final Financial Audit Report for Fiscal Year 2023. The Motion was unanimously approved. Motion Passes.</p> <p>Cindy Arenberg-Seltzer congratulated the Staff.</p> <p>Chair Laurie Sallarulo thanked Martha and her team for their work. Also, thanked Christine and the team for their excellent work.</p>

<p>2. B245AUD2 – Keefe McCullough Ownership Changes</p>	<p>The CEO thanked Stephanie Landreville and Samantha Dempsey, under Christine's Leadership, for all their hard work.</p> <p>The Audit Committee brought forth a Motion to Accept the 2022 IRS Form 990. The Motion was unanimously approved. Motion Passes.</p> <p>FYI only</p>
<p>Consent Agenda</p> <ol style="list-style-type: none"> 1. Approve February 15, 2024, Meeting minutes. 2. B245CA1 – Approve RFQ for Employee Benefits Broker 3. B245CA2 – Approve RFQ for Risk Management Broker 4. B245CA3 – Approve FY25 RFP for Customer Relations Management SaaS 5. B245CA4 – Approve FY25 RFP for Bookworms Supply & Shipping Services 6. B245CA5 – Approve FY25 for First Aid-CPR Training 7. B245CA6 – Approve FY25 RFP for Executive Coaching 8. B245CA7 – Approve MODEL Classroom Vendor Selection 9. B245CA8 – Approve Re-Procurement for Audit and Tax Preparation Services 	<p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Michael Asseff to move the Consent Agenda. The Motion was unanimously approved. Motion Passes.</p>
<p>Finance Committee</p> <ol style="list-style-type: none"> 1. B245FIN1 – January 2024 Interim Financial Statements 2. B245FIN2 – Approve Budget Amendment #4 	<p><u>Approve January 2024 Interim Financial Statements</u></p> <p>The Finance Committee Chair, Cindy Arenberg-Seltzer, went over the Interim Financial Statements. CAO went over the Utilization for FY24 Financials.</p> <p>The Finance Committee brought forth a Motion to Approve January 2024 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The Motion was unanimously approved. Motion Passes.</p> <p>The Finance Committee Chair, Cindy Arenberg-Seltzer, went over Budget Amendment # 4.</p> <p>The Finance Committee brought forth a Motion to Approve FY 2024 Budget Amendment #4 as presented. The Motion was unanimously approved. Motion Passes.</p>
<p>Regular Business</p> <ol style="list-style-type: none"> 1. B245RB1 – Approve United 	<p><u>Related Party Purchases</u></p>

<p>Way Sponsorship Related Party Agreement</p> <p>2. B245RB2 – Approve FY24 Related Party Purchase of “Starter” books that Broward Healthy Start Coalition Inc. will receive for further distribution to their clients.</p> <p>3. B245RB3 – Approve Mid-Year CEO Evaluation Merit Increase</p> <p>4. B245RB4 – CCDG Reauthorization Changes</p>	<p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Michael Asseff to Approve FY24 Related Party Purchases for United Way Behavior Health Conference Sponsorship. The Motion was unanimously approved. Motion Passes.</p> <p>Abstentions:</p> <ul style="list-style-type: none"> • Maria Hernandez completed a conflict form however she was not present at this meeting, therefore did not vote. <p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Michael Asseff to Approve FY24 Related Party Purchases of “Starter” books that Broward Healthy Start Coalition, Inc. will receive for further distribution to their clients that have newborns at home. The Motion was unanimously approved. Motion Passes.</p> <p>Abstentions: The following Board Members abstained from voting and will complete the required conflict of interest documentation.</p> <ul style="list-style-type: none"> • Monica King abstained because she is the CEO of Broward Healthy Start Coalition, Inc. • Dawn Liberta abstained because she sits on the Board of the Broward Healthy Start Coalition, Inc. <p>Staff:</p> <ul style="list-style-type: none"> • Allison Metsch completed a conflict form as an ELC Staff member and has no voting rights. <p>Cindy Arenberg-Seltzer thanked Healthy Start Coalition for facilitating the distribution of the books to the babies. It is important for us to collaborate within the community to reach our clients in any way we can.</p> <p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Michael Asseff to Approve CEO Mid-Year Compensation Bonus of \$2,000. The Motion was unanimously approved. Motion Passes.</p> <p>FYI Only CEO discussed the CCDF Reauthorization Changes. The CEO shared that some changes are required while others are recommended. Some are to lower childcare costs for families, improve payments to childcare providers, expand child care options for families (including making enrollment easier and faster for families), and Increase clarity in CCDF requirements.</p>
<p>Governance Committee <i>Update from Committee Chair</i></p>	<p>No meeting is scheduled at this time</p>
<p>Program Review Committee <i>Update from Committee Chair</i></p>	<p>The next meeting is on April 2, 2024.</p> <p>Chair Laurie Sallarulo thanked staff for sending the invite to everyone.</p>
<p>Nominating Committee <i>Update from Committee Chair</i></p>	<p>Committee Chair Michael Asseff added that we are always looking for Honorary board members; if anyone has someone in mind, send them over.</p> <p>Board Member Richard Campillo said he referred someone and was wondering if someone had reached out to the applicant and informed them that we received it and</p>

	would reach out to them with a date for Nominating and that it is still under evaluation. The COO informed him that we have.
Ad Hoc Fundraising <i>Update from Committee Chair</i>	Ad Hoc Committee Co-Chair Michael Asseff shared that Traci Schwitzer will be Co-Chair with him. As of now, we do not have a meeting scheduled. Chair Laurie Sallarulo suggested scheduling all committee meetings for the entire year if, of course, the committee chairs are fine with it.
Provider Representatives <i>Update from Provider Representatives</i>	None
Unfinished Business	None
New Business	We have a CDA Graduation on Friday.
Matters from the Chair	None
Matters from the Board	None
Matters from the CEO	None
Matters from Committees	None
Matters from our Partners	None
Public Comments	None
Next Meeting	<u>In-Person Retreat: May 6, 2024 @ 9:00 am</u> <u>Next Board Meeting: June 17, 2024 @ 9:30 am</u>
Adjourn	The meeting adjourned at 10:32 A.M.

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.