

Approved on December 16, 2024, Board Meeting

Early Learning Coalition of Broward County, Inc.

Board Meeting Minutes

October 14, 2024, at 9:30 AM

Virtual Meeting

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta (virtual); Michael Asseff (virtual); Monica King; Cindy Arenberg-Seltzer; Sharonda Bailey; Richard Campillo; Maria Hernandez (virtual); Carol Hylton (virtual); Dr. Amoy Reid (virtual); Twan Russell (virtual); Ellie Schrot; Traci Schweitzer; Zachary Talbot (virtual); Julie Winburn
Members Absent	Krystie Castillo; Kirk Englehardt; Daniel Foganholi; Renee Podolsky;
Honorary Members	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth DelVecchio, 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; Ayme Hamoui, Director of Education Program Assessment; Magdalena Laino (virtual), Quality Assurance Manager; Megan DeGraaf (virtual), Purchasing & Procurement Specialist; Renier Potts (virtual), Financial Analyst; Stephanie Landreville, Controller
Others in Attendance	Julie Klahr, Legal Counsel; Martha Parker (virtual), Auditor

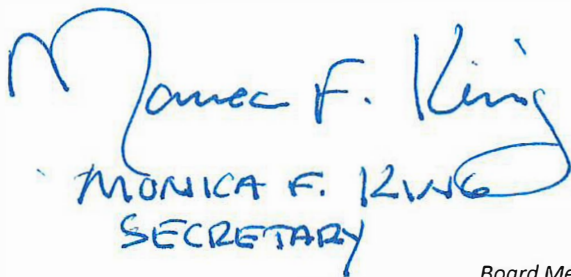
Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 9:36 AM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo had nothing to report but asked if staff had spoken to any other ELC on the West Coast to discuss the impact of the Hurricane. CEO Renee Jaffe replied that many of them have been impacted, and most of the staff have power, and they are safe. Most coalitions have some damage but are operating. ELC did reach out and offer assistance.
CEO Report Legislative Plan/Discussion	<p>CEO Renee Jaffe informed Board members to save the date for October 17 which is our internal Read for the Record event. We have invited a VPK classroom, and we will do some activities, read to them, and have food. It is an intimate event in our MODEL Classroom.</p> <p>CEO Renee Jaffe shared her concerns about how much we have been funded and how many children we can afford to serve. A strong legislative advocacy effort is needed in order to get additional funding. I have been meeting with the AELC legislative committee, and I fought hard for the AELC's number one priority to be "right sizing" Coalitions that would ensure those with deficits to have sufficient funding in the future. Most (AELC) CEOs had initially wanted the number one priority to be increasing the threshold for SR eligibility. In the end, AELC said that they would do both priorities simultaneously. Then, the AELC lobbyist got on the call and agreed that we need to address the funding issue before we can say we need to increase the agreed priorities would have equal weight, which was a huge win. The messaging to be used to educate legislators is in the process of being drafted.</p>

	<p>Internally, we met with DEL to talk about our funding issues. ELC Miami and Palm Beach were also on the call. I also discuss our respective funding/deficit issues. A second meeting on this topic took place with the AELC Chair, AELC Vice Chair, Renee Jaffe, the DEL Chancellor, the DEL Deputy Director of finance and the DEL Deputy Director of program. This will be further discussed with the larger AELC at the November in person meeting (between DEL and AELC) in Tallahassee.</p> <p>Chair Laurie Sallarulo added that JA is hosting the Legislative Delegation on Dec 19, 2024, at 10:00 am.</p>
<p><b>Audit Committee</b></p> <p>1. B252AUD1 – Accept Audit Report and Management Response for 403B Retirement Plan Year 2023 and IRS Form 5500 Plan Year 2023</p> <p>2. B252AUD2 – Authorize Audit Chair to Sign Engagement Letters with Citrin Cooperman for Services</p>	<p><b><u>Approve Audit Recommendation</u></b></p> <p>Martha Parker, Engagement Partner at ELC’s Audit Firm Citrin Cooperman LLP presented the results of ELC’s Final Audit report for FY 23 403B Retirement Plan &amp; IRS Form 5500 for 403 Retirement plan year 2023.</p> <p>The Auditor's Report contained no findings.</p> <p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer and <b>Seconded</b> by Monica King to:</p> <ol style="list-style-type: none"> <li>1. Accept Audit Report &amp; Management Response for 403B Retirement Plan Year 2023</li> <li>2. Accept IRS Form 5500 for 403B Retirement Plan Year 2023.</li> </ol> <p>The <b>Motion was unanimously approved. Motion Passes.</b></p> <p><b><u>Approve Citrin Cooperman FY2025 Engagement Letters</u></b></p> <p>A <b>Motion</b> was made by Ellie Schrot and <b>Seconded</b> by Traci Schweitzer to: Authorize Audit Chair to Sign Engagement Letters with Citrin Cooperman for the Following Services, pending legal review:</p> <ol style="list-style-type: none"> <li>a. Citrin Cooperman LLP Audit of Coalition Fiscal Year 2024 Financial Statements</li> <li>b. Citrin Cooperman LLP Audit of Coalition Retirement Plan Year 2024.</li> <li>c. Citrin Cooperman Advisers, LLC Preparation &amp; Submission of 2023 Form 990 Citrin Cooperman Advisers, LLC Preparation &amp; Submission of 2024 Form 5500</li> </ol> <p>The <b>Motion was unanimously approved. Motion Passes.</b></p>
<p><b>Consent Agenda</b></p> <ol style="list-style-type: none"> <li>1. Approve September 16, 2024, Meeting minutes</li> <li>2. Approve March 11, 2024, Meeting minutes – highlighted amendments required by DEL.</li> <li>3. B252CA1 – Approve Recommendation for Employee Benefits Brokers Services</li> <li>4. B252CA2 – Approve</li> </ol>	<p>A <b>Motion</b> was made by Cindy Arenberg-Seltzer and <b>Seconded</b> by Richard Campillo to move the Consent Agenda. The <b>Motion was unanimously approved. Motion Passed.</b></p>

<p>Recommendation for Risk Management Insurance Broker Services</p>	
<p><b>Finance Committee</b></p> <p>1. B251FIN2 – Approve August 2024 Interim Financial Statements</p>	<p><b><u>Approve August 2024 Interim Financial Statements</u></b></p> <p>The CAO went over the August 2024 Financial Statements.</p> <p>There was a discussion regarding the \$40M and the enrollment of children.</p> <p>The Finance Committee brought forth a <b>Motion</b> to Approve August 2024 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant. The <b>Motion was unanimously approved. Motion Passed.</b></p>
<p><b>Regular Business</b></p>	<p>None</p>
<p><b>Governance Committee</b></p> <p>1. B252GOV1 – Approve Change of Name for 403B Responsible Plan Fiduciary to Early Learning Coalition of Broward County, Inc. Board of Directors</p> <p>2. B252GOV2 – Approve Amendments to ELC Employment, Background Checks, Drug Testing and Employee Arrests Policy and the CJIS Policy &amp; Procedure Manual</p> <p>3. B252GOV3 – Approve Amendments to ELC 5 Year Strategic Plan</p>	<p><b><u>Approve 403B Retirement Plan</u></b></p> <p>The CAO, Christine Klima, went over the 403B Retirement Plan Responsible Fiduciary Name.</p> <p>The Governance Committee brought forth a <b>Motion</b> to Approve Change of Name for 403B Responsible Plan Fiduciary to Early Learning Coalition of Broward County, Inc. Board of Directors Effective October 15, 2024. The <b>Motion was unanimously approved. Motion Passed.</b></p> <p><b><u>Approve updates to the Employment Application, Background, Policy</u></b></p> <p>The COO, Judith Merritt, went over the updates made to the Employment Application, Background Checks, Drug Testing, and Employee Arrests Policy</p> <p>The Governance Committee brought forth a <b>Motion</b> to:</p> <ol style="list-style-type: none"> <li>1. Approve updates to the Employment Application, Background Checks, Drug Testing and Employee Arrest Policy</li> <li>2. Approve the CJIS Policy &amp; Procedure</li> </ol> <p>The <b>Motion was unanimously approved. Motion Passed.</b></p> <p><b><u>Approve the Updated 5-Year Strategic Plan</u></b></p> <p>The COO, Judith Merritt, went over the updated changes on the 5-year Strategic Plan.</p> <p>The Governance Committee brought forth a <b>Motion</b> to Approve the changes to the 5 Year Strategic Plan. The <b>Motion was unanimously approved. Motion Passed.</b></p>
<p><b>Nominating Committee</b></p> <p>Update from Chair</p>	<p>Nothing to report.</p>
<p><b>Program Review Committee</b></p> <p>Update from Committee Chair</p>	<p>Nothing to report.</p>
<p><b>Ad Hoc Fundraising</b></p>	<p>CEO Renee Jaffe shared that we are still looking for places for Bingo night, early 2025. PNC is giving away boxed seats to the Heat game.</p>

Update from Committee Chair	
<b>Provider Representatives</b> Update from Provider Representatives	Nothing to report.
<b>Unfinished Business</b>	None
<b>New Business</b>	None
<b>Matters from the Chair</b>	None
<b>Matters from the Board</b>	None
<b>Matters from the CEO</b>	None
<b>Matters from Committees</b>	None
<b>Matters from our Partners</b>	<p>Cindy Arenberg Seltzer added the read for the record on October 24<sup>th</sup>, if you are available and not traveling on behalf of ELC we need more volunteers.</p> <p>Cindy Arenberg Seltzer informed the Board about the Promise neighborhood, which is a grant that Broward College received 3 years ago on behalf of the big community collaboration that is based on the Harlem Children's Zone model. Broward College Board decided not to continue this grant with the promised neighborhoods grant.</p> <p>They approached CSC to take it on, however, we are not eligible for the grant directly because it has to go to a nonprofit or an institution of prior learning. FAU has now assumed the grant from Broward College, and they have a lot of experience with federal grants, and even a research team that is very important to this grant, and they have sub-contracted CSC to do the community work and to contract with the nonprofits. I share this because place-based work is important, and one of the goals is to improve outcomes for children along the continuum and early learning success. I believe ELC needs to be engaged in this. It will focus on improving the quality of the Childcare centers. It should all be in place by January 1, 2025.</p> <p>Monica King said Healthy Start would like to partner more with this as it has been very impactful.</p>
<b>Public Comments</b>	None
<b>Next Meeting</b>	<u>December 16, 2024, at 9:30 AM</u>
<b>Adjourn</b>	Laurie Sallarulo adjourned the meeting at 10:34 AM.

*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.*

  
 MONICA F. KING  
 SECRETARY

12/16/24