



**Early Learning Coalition of Broward County, Inc.**  
**FINANCE Committee Meeting Agenda – April 26, 2022 –1:30 pm**  
**Virtual Meeting**

Meeting ID: 874 8711 4719 Passcode: 856718

Zoom Meeting Access: <https://us06web.zoom.us/j/87487114719?pwd=R3FreIV4YW4xaEpJdW5JcUYvcTlgQT09>

*Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussion and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.*

		PAGE	
<b>I.</b>	<b>Call to Order</b>		Cindy Arenberg-Seltzer, Finance Chair
<b>II.</b>	<b>Roll Call</b>		Melody Martinez, Executive Assistant
<b>III.</b>	<b>Finance Committee Consent Agenda</b> a. Approve March 29, 2022, Finance Committee meeting minutes	<b>2</b>	Cindy Arenberg-Seltzer, Finance Chair
<b>IV.</b>	<b>Finance Committee Regular Business</b> a. FIN226RB1 – Approve Related Party Transaction for Junior Achievement Books, Bucks & Backpacks Event Sponsorship	<b>4</b>	Cindy Arenberg-Seltzer, Finance Chair Christine Klima, CAO Howard Bakalar, CPO
<b>VII.</b>	<b>FYI</b> <ul style="list-style-type: none"> <li>• FYI-1 Cash Disbursements March 2022</li> <li>• FYI-2 Match Funding Raising Chart</li> <li>• FYI-3 Exec/Finance Attendance Chart</li> </ul>	<b>8</b> <b>9</b> <b>10</b>	
<b>VIII.</b>	<b>Unfinished Business</b> <b>New Business</b> <b>Matters from the Board</b> <b>Matters from the CEO</b> <b>Matters from our Partners</b> <b>Public Comment</b> <b>Next Finance Committee: May 24, 2022 @ 1:30 PM</b> <b>Adjourn</b>		

**Please Note:** Agenda subject to revisions and additions per the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions.  
**Members of the Public:** Please sign up at the entry desk for public comments to be made on particular agenda items no later than five minutes after the Coalition meeting has been called to order.

Early Learning Coalition of Broward County, Inc.  
**Finance Committee Meeting Minutes**  
**March 29, 2022, at 1:30 pm**  
 Virtual Meeting

Members in Attendance	Chair Cindy Arenberg-Seltzer; Renee Podolsky; Khalil Zeinieh; Dawn Liberta; Laurie Sallarulo; Twan Russell
Members Absent	Zachary Talbot
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Judith Merritt, COO; Allison Metsch, Director of Education & Quality Initiatives; Stephanie Landreville, Controller; Elsy Silvestre, Contract Administrator; Sandra Paul Sr. Director of Provider Reimbursement; Samantha Dempsey, Accountant; Jackie Hudson, Accountant; Reiner Potts, Financial Analyst; Megan DeGraaf, Purchasing and Procurement Specialist; Lizbeth Juan, Executive Assistant; Melody Martinez, Board Liaison
Others in Attendance	Richard Campillo; Michael Asseff; Monica King; Marlon Hill, Shana Bridgeman, Jacob Horowitz

Item	Action/Discussion
Welcome & Call to Order	Khalil Zeinieh called the Finance Committee to order at 1:35 pm at the request of the Chair because the Chair was having connectivity issues and could not easily see the screen. Roll was called, and a quorum was established. The Chair took over after her connectivity issues were resolved.
<b>CONSENT AGENDA</b> a. Approve February 1, 2022, Finance Committee meeting minutes	There was a <b>Motion</b> to approve the Consent Agenda by Renee Podolsky and <b>Seconded</b> by Dawn Liberta. <b>Unanimously approved. Motion Passes.</b>

<p><b>REGULAR BUSINESS:</b></p> <p>a. FIN225RB1 Approve February 2022 Interim Financials</p> <p>b. FIN225RB2 Approve Proposed Purchase over \$35,000</p>	<p>CAO spoke about the Interim Financial Statements for the 8-month period ending February 28, 2022 highlighting the following:</p> <ul style="list-style-type: none"> <li>• The Coalition has reached the point where there is no waiting for services for the first time in Coalition history and will continue to enroll all families in real time as applications come in.</li> <li>• Provider reimbursement rates for non-school-aged children reached the 75<sup>th</sup> percentile of the most recent market rate survey for the first time in Coalition history. The increase went into effect on March 1 and providers will see the change with their reimbursements in April.</li> </ul> <p>Khalil Zeinieh stated that he was impressed that the wait list has been cleared and that provider rates have hit the Federal targets, complimenting the staff for their hard work.</p> <p>Renee Podolsky asked if we have a marketing plan to see if there are additional families out there who will apply for care now that there is no waiting? CEO replied that staff have a comprehensive plan in place and have procured a vendor to run several campaigns.</p> <p>There was a <b>Motion</b> to Approve the February 2022 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant by Renee Podolsky and <b>Seconded</b> by Dawn Liberta. <b>Unanimously approved. Motion Passes.</b></p> <p><b><u>Approve Proposed Purchases over \$35,000</u></b></p> <p>There was a <b>Motion</b> to Approve FY22 Purchases over \$35,000 by Khalil Zeinieh and <b>Seconded</b> by Dawn Liberta. <b>Unanimously approved. Motion Passes.</b></p>
<b>NEW BUSINESS</b>	There was no discussion.
<b>MATTERS FROM CHAIR</b>	There was no discussion
<b>MATTERS FROM COMMITTEES</b>	There was no discussion.
<b>PUBLIC COMMENT</b>	There was no comment.
<b>NEXT MEETING DATE</b>	April 26, 2022, at 1:30 PM
<b>ADJOURN</b>	Chair, Cindy Arenberg Seltzer, motioned to adjourn the meeting at 2:00 PM.

*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 prior to approval at the next meeting.*



ITEM#/MEETING	FIN226RB1 / Finance Committee
MEETING DATE:	4/26/22
SUBJECT:	Related Party Purchase
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY22 Related Party Purchase for Junior Achievement Event Sponsorship
FINANCIAL IMPACT:	\$5,000 for event booth and outreach for ELC services and \$5,000 in kind books for kids
ELC STAFF LEAD	C. Klima

**Background Information:**

In accordance with Florida Statutes and the DEL Grant Agreement, all Coalitions are required to secure Board prior approval by a 2/3 vote for all related party contracts and purchases.

According to the Coalition’s DEL Grant Agreement (the full text of the section is attached), related party activities and/or conflicts of interest occur when for any transaction the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:

- May be financial or non-financial.
- May include actual, potential and perceived conflicts of interest.
- Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.
- May occur due to governing board members and/or active entity employees.

**Current Status:**

The following is a list of requested related party purchases.

Item No.	Estimated Amount	Related Party and Affiliated Organization	Activity
a	\$10,000	Laurie Sallarulo/Junior Achievement of South Florida	See attached Books, Bucks & Backpacks sponsorship flyer including <ul style="list-style-type: none"> <li>• \$5,000 in kind books for ELC kids</li> <li>• \$5,000 for ELC parent engagement booth</li> </ul>

The sponsorship enables ELC to have a story-time booth at Junior Achievement’s Books, Bucks and Backpacks event to read with children and parents to engage families about literacy and conduct outreach for all ELC services, including Bookworms. See attached flyer for details about the event and the proposed ELC sponsorship.

**Recommended Action:**

Approve FY22 Related Party Purchase for Junior Achievement Books, Bucks & Backpacks event.

**Supporting Documentation:**

- Related party disclosure requirements under DEL Grant Agreement
- Sponsorship Flyer

**DEL FY2021-22 GRANT AGREEMENT  
EXHIBIT III AUDIT REQUIREMENTS (Page 59)**

**2. Related Party Disclosures**

...[T]he grantee shall comply with all applicable provisions of Chapter 112, F.S., Public Officers and Employees, as required by s. 1002.83(8) and s. 1002.84(20), F.S. for related party transactions.

**2.1.** Documentation of related party activity to support proper written notification to the entity's governing board is required and must be submitted to OEL for review/acceptance. Such supporting documentation includes the following items.

**2.1.1.** The impacted individual must complete the necessary conflict of interest disclosure forms.

**2.1.2.** Any governing board member(s) benefitting from the activity must disclose in advance in writing the conflict of interest and must abstain from the vote process.

**2.1.3.** Meeting minutes that reflect a valid vote of approval by two-thirds vote of the entire membership of the governing board.

**2.1.4.** A copy of the agreement or written summary of the transaction including the start date, purpose, amount/cost incurred and funding/OCA code(s) charged.

**2.1.5.** Related documentation to verify compliance with state purchasing rules.

**2.2.** No related party activities may be executed without approval from the Office.

**2.2.1.** Transactions under \$25,000 must be submitted to OEL for processing within 30 days after receipt of governing board approval.

**2.2.2.** Transactions of \$25,000 or more must be submitted to OEL for prior written approval before the contract/agreement/activity can be executed.

**2.3.** Related party activities and/or conflicts of interest occur when for any transaction the benefits of an interested party may be seen as competing with those of the State of Florida. Such conflicts of interest:

**2.3.1.** May be financial or non-financial.

**2.3.2.** May include actual, potential and perceived conflicts of interest.

**2.3.3.** Include organizational conflicts of interest that occur because of a relationship with an affiliate or subsidiary organization.

**2.3.4.** May occur due to governing board members and/or active entity employees.

**2.4.** Each ELC shall submit one electronic copy of the support files described above in Section 2.1 and any other supporting files considered necessary electronically to the report recipient indicated in Exhibit VI – List of Reports. If the ELC does not have access to the OEL SharePoint site, OEL will provide alternative written instructions.



# BOOKS, BUCKS & BACKPACKS

*Sliding into Summer Success!*

**Saturday, May 21, 2022**  
**10 am to 1 pm**

JA World Huizenga Center at the Lillian S. Wells Pavilion  
1130 Coconut Creek Blvd., Coconut Creek, FL 33066

Let's prepare our children and families in need for summer success with reading, math and financial literacy materials, healthcare information, and summer safety support.



## Together, We Can Change These Statistics!



### Summer Health & Wellness

- Over 60% of all summer-related injuries occur among children ages 2-11
- Studies show children gain weight at a faster rate during the summer months than during the school year
- 23% of child drownings happen during a family gathering near a pool



### Prevent the Summer Slide

- On average, students lose 17–34% of the prior year's learning gains
- On average, students lose about 20% of school-year gains in reading and 27% in math during the summer break

### Teaching Children About Money



- Summer is a great time to teach children the value of savings and money
- Studies show children establish their financial identities by age 7
- Financial literacy activities like preparing a budget helps build stronger math skills

# BOOKS, BUCKS & BACKPACKS

\$5,000.00 financial sponsorship, \$5,000.00 in-kind book sponsorship

Join Junior Achievement by supporting Books, Bucks & Backpacks - Sliding into Summer with Success. Summer safety tips, academic retention and financial literacy education can change lives and inspire tomorrows.

## EXCLUSIVE TITLE SPONSOR \$25,000

- Recognition as Exclusive Title Partner during campaign
- Branded sponsor booth with activity
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage booth and interact with children and parents
- Company branded collateral in each backpack
- Logo included on signage, website, social media, video promotion, collateral, eblasts

## EXCLUSIVE PHYSICAL FITNESS CHALLENGE PARTNER \$20,000

- Recognition as Exclusive Physical Fitness Challenge Partner during campaign
- Branded outdoor physical fitness challenge space with related activities
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage outdoor activities and interact with children and parents
- Company branded collateral in each backpack
- Logo included on signage, website, social media, video promotion, collateral, eblasts

## EXCLUSIVE BACKPACK PARTNER \$15,000 SOLD

- Recognition as Exclusive Backpack Partner during campaign
- Company logo on Backpacks given to every child
- Branded sponsor booth with activity
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage booth and interact with children and parents

- Logo included on signage, website, social media, video promotion, collateral, eblasts

## SUMMER SAFETY TIPS PARTNER \$15,000 (2 available)

- Recognition as Summer Safety Tips Partner during campaign
- Branded sponsor area with activity and education about summer safety
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage booth and interact with children and parents
- Logo included on signage, website, social media, video promotion, collateral, eblasts

## EXCLUSIVE BOOK PARTNER \$10,000

- Recognition as Exclusive Book Partner during campaign
- Branded insert in every book giveaway for the children
- Opportunity for employee volunteers to manage outdoor activities and interact with children and parents
- Company branded collateral in each backpack
- Logo included on signage, website, social media, video promotion, collateral, eblasts

## EXCLUSIVE SNACK PARTNER \$5,000

- Recognition as Exclusive Snack Partner during campaign
- Logo on Snack Station at event
- Branded sponsor booth with activity
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage booth and interact with children and parents
- Logo included on signage, website, social media, video promotion, collateral, eblasts

## EXCLUSIVE PHOTO BOOTH PARTNER \$5,000 SOLD

- Recognition as Photo Booth Partner during campaign
- Logo on Photo Booth and printed photos for each guest
- Branded sponsor booth with activity
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage booth and interact with children and parents
- Logo included on signage, website, social media, video promotion, collateral, eblasts

## EXCLUSIVE COOLING ZONE STATION \$2,500

- Recognition as Exclusive Cooling Zone Station Partner during campaign
- Branded water bottles provided at cooling station
- Branded sponsor booth with activity
- Opportunity to have a giveaway for backpacks
- Opportunity for employee volunteers to manage booth and interact with children and parents
- Logo included on signage, website, social media, video promotion, collateral, eblasts

## IN-KIND COMMUNITY PARTNERSHIP OPPORTUNITIES:

- Recognition of Supply Partner during campaign
- Logo included on signage, website, social media, video promotion, collateral, eblasts
- Opportunity to provide:
  - Books, Gift Cards, Snacks, School related items, Meal giveaways

For more information on how you can support this critical initiative, contact: Jennifer Barb at (954) 979-7101 or [Jennifer.Barb@JASouthFlorida.org](mailto:Jennifer.Barb@JASouthFlorida.org)

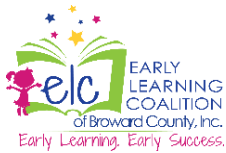
## FYI 1 – Cash Disbursements

In accordance with ELC Cash Disbursement Policy Approved September 12, 2019 cash disbursements issued by ELC in amounts greater than \$1,000 and less than \$35,000 are submitted to the ELC Board for review monthly.

### Cash disbursement for March 2022

Vendor Name	Amount	Purpose
211 Broward	29,405.41	January 2022 Services
211 Broward	33,437.52	February 2022 Services
ADP, Inc.	3,440.50	Processing Charges for 1/31/22, 2/5/22 & 2/19/22
Ann Marie Maceda-Calderon	1,750.00	CLASS Observation for February 2022
Audacy Operations, Inc.	6,012.00	150 RADIO SPOT FOR VPK/SR AD Eng/Sp 2/28-3/27/22
Bluejean Software, Inc.	2,306.25	Hosting, Maintenance & Support Feb 2022
Broward Family Life Magazine, Inc.	2,415.00	February 2022 Family Fun eBlast
Broward Family Life Magazine, Inc.	2,415.00	January 2022 Family Fun eBlast
Broward Family Life Magazine, Inc.	2,415.00	March 2022 Family Fun Eblast
Broward League of Cities	1,000.00	2022 Annual Membership Dues
Business Card	4,345.49	Bank of America Ops purchases C. Klima (No Individual Items > \$1,000)
Business Card - Intermedia	11,483.94	Office 365 & Ancillary E-Services for February 2022
Business Card - ONLC Training Centers	2,795.00	OFFICE 365 ADMINISTRATOR CLASS- F. ST. LOUIS
Business Card - Doubletree by Hilton	1,311.00	Hotel for H. Bakalar February 2022 FL State Legislature Children's Week Event
Business Leadership Institute	6,250.00	December 2021 Professional Development Training Service
Business Leadership Institute	6,250.00	January 2022 Professional Development Training Service
Business Leadership Institute	6,250.00	February 2022 Professional Development Training Services
Carmen Nicholas	5,250.00	CLASS Observation for February 2022
CDW LLC DBA CDW Government, Inc	3,874.71	LOGI Headset; Wireless Keyboard & TARGUS Rolling Backpacks
CDW LLC DBA CDW Government, Inc	1,155.96	TARGUS Rolling Backpacks
Colonial Life & Accident Insurance	4,770.38	March 2022 Employee Health Benefits
Crown Castle Fiber, LLC.	1,050.00	March 2022 Internet Services
Dell Marketing L.P.	31,992.68	Dell Latitude & Power Adapter
Dell Marketing L.P.	6,107.00	Dell Monitors
Evelyn Puerto	5,250.00	CLASS Observation for February 2022
Fastenal Company	30,547.27	COVID 19 RAPID ANTIGEN TEST
Florida Department of Education	20,310.02	FY19-20 SR refund to DEL
Fort Lauderdale Crown Center, LLC.	33,801.63	March 2022 Rent Ste. 301
Fort Lauderdale Crown Center, LLC.	2,893.52	CAM Reconciliation 1/2021 - 12/2021
Fort Lauderdale Crown Center, LLC.	33,557.46	April 2022 Rent Ste. 301
Guardian	11,297.34	April 2022 Employee Health Benefits
Guzide Aygun Yeakey	3,500.00	CLASS Observation for February 2022
Humana Insurance Co.	1,128.73	April 2022 Employee Health Benefits
Internal Revenue Service	18,816.27	IRS Levy Payment for School of Excellence
Jacob C. Jackson, P.A.	2,432.00	February 2022 Services
Keefe McCullough	2,750.00	Final billing serviced thru 2/28/22; audit for financial statement YE 6/30/21
Keefe McCullough	2,750.00	Prep of Form 990 YE 6/30/21 Services through 2/15/22
Kimesha House	6,300.00	CLASS Observation for February 2022
Lianne Betancourt	3,850.00	CLASS Observation for February 2022
Maria Caro	1,400.00	CLASS Observation for February 2022
Maria Lopez	3,150.00	CLASS Observation for February 2022
Leboffe & Associates	8,000.00	Senior Team Retreat & Follow Up
Revation Systems, Inc.	7,253.14	February 2022 Services
Robert Half International DBA OfficeTeam	1,241.63	AP Temp - T. Barnes 2/19/22 - 2/25/22
Robert Half International DBA OfficeTeam	1,540.00	AP Temp - T. Barnes 2/26/22 - 3/4/22
Robert Half International DBA OfficeTeam	1,520.75	AP Payables Temp-T. Barnes 3/5/22 - 3/11/22
Robert Half International DBA OfficeTeam	1,501.50	AP Temp- T. Barnes 3/14/22 - 3/18/22
Sharity, Inc.	10,700.00	Strategic Plan Facilitation and Board Retreat
Teachstone Training LLC	6,890.96	Infant, Toddler and Pre-K Observation Score Sheet
The Lincoln National Life Insurance	7,931.60	April 2022 Employee Health Benefits
Teaching Strategies, LLC	8,120.00	Objectives for Development & Learning Birth thru 3rd Grade & Poster
Webauthor.com LLC	5,000.00	CRM Software Licenses March 2022
Yvette Veras	5,600.00	CLASS Observation for February 2022





## Match YTD Match Fundraising Report

Funder	Requested FY21/22	Status as of 4/21/2022
Coconut Creek	25,690	Recommended for Funding
Cooper City	-	No Funding Available
Coral Springs (Community Chest)	2,500	Recommended for Funding
Dania Beach	-	Not Funded
Davie	-	No Funding Available
Deerfield Beach	15,000	Recommended for Funding
Ft. Lauderdale	50,000	Recommended for Funding
Hallandale	10,000	Recommended for Funding
Hollywood	7,611	Recommended for Funding
Lauderdale By The Sea	2,000	Recommended for Funding
Lighthouse Point	1,000	Recommended for Funding
Lauderdale Lakes	-	No Funding Available
Lauderhill	3,000	Recommended for Funding
Margate	1,000	Recommended for Funding
Miramar	5,000	Recommended for Funding
North Lauderdale	5,000	Recommended for Funding
Oakland Park	-	Not Funded
Parkland	3,000	Recommended for Funding
Pembroke Park (Town)	-	No Funding Available
Pembroke Pines	35,000	Recommended for Funding
Plantation	22,000	Recommended for Funding
Pompano Beach	40,000	Recommended for Funding
Tamarac	-	Not Funded
Sunrise	55,890	Recommended for Funding
Southwest Ranches	-	No Funding Available
West Park	-	No Funding Available
Weston	6,850	Recommended for Funding
Wilton Manors	-	No Funding Available
<b>Total Municipalities (SR)</b>	<b>\$ 290,541</b>	<b>Total Requested FY21</b>
United Way	130,000	Committed as of July 1, 2021
Child Care Providers	500,000	Committed as of July 1, 2021
Broward County	1,490,872	Committed as of July 1, 2021
CSC	2,939,423	Committed as of July 1, 2021
<b>Total All Match</b>	<b>\$ 5,350,836</b>	<b>Total SR Match</b>



Executive Finance Committee Attendance Chart FY 2021-2022

QUORUM # NEEDED: 5

Member	Position	Term Started	Term Exp	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>EXECUTIVE</b>															
1 Laurie Sallarulo - CHAIR	Chair				V			P	V		ABS	V			
2 Dawn Liberta	First Vice Chair	Jun 2020	Jun 2023		V			V	V		V	V			
3 Twan Russell	Second Vice Chair	Jun 2020	Jun 2023		V			V	ABS		V	V			
4 Cindy Arenberg Seltzer	Treasurer	Jun 2020	Jun 2023		V			V	V		ABS	V			
5 Monica King	Secretary	Jun 2020	Jun 2023		V			V	V		V	V			
6 Khalil Zeinieh	Program Rev. Chair	Jun 2020	Jun 2023		V			ABS	V		V	V			
7 Michael Asseff	Nominating Chair	Jun 2020	Jun 2023		V			V	V		V	V			
8 Richard Campillo	Audit Chair	Jul 2018	Jun 2023		V			V	V		V	V			
<b>FINANCE</b>															
<b>QUORUM # NEEDED: 5</b>															
1 Cindy Arenberg Seltzer- CHAIR					V			V	V		ABS	V			
2 Renee Podolsky					P			V	ABS		V	V			
3 Laurie Sallarulo					V			ABS	V		ABS	V			
4 Twan Russell					V			ABS	ABS		V	V			
5 Zachary Talbot					ABS			V	V		V	ABS			
6 Khalil Zeinieh		August 2021						V	V		V	V			
7 Dawn Liberta		August 2021						V	V		V	V			
V - Virtual present at meeting															
ABS - Absent from Meeting															
FM First Meeting LM Last Meeting															
C- Confirmed Attendance															
P - Via Phone attendance															
Shaded areas - no meeting scheduled															
O:\Board\Board and Committee Meetings\Executive Finance Committee Packets\FY 2021-2022 Exec Finance Committee															

Except for Chair an Officers term is for two years

No officer may hold the same elected position for more than (1) term of two years