



Approved on September 16, 2024, Board Meeting

Early Learning Coalition of Broward County, Inc.

Board Meeting Minutes

June 17, 2024, at 9:30 AM

Virtual Meeting

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta; Twan Russell; Monica King; Cindy Arenberg-Seltzer; Michael Asseff; Sharonda Bailey; Richard Campillo; Krystie Castillo; Maria Hernandez; Melody McDonald; Renee Podolsky; Dr. Amoy Reid; Ellie Schrot; Traci Schweitzer; Zachary Talbot; Julie Winburn
Members Absent	Kirk Englehardt; Daniel Foganholi; Carol Hylton;
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, CPO; Hubert Cesar, CIO; 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; Beverly Hung, Director of Human Resources; Irene Ramos, Office Manager; Kasey LaFrance, Contracts Administration Manager; Megan DeGraaf, Purchasing & Procurement Specialist; Renier Potts, Financial Analyst; Samantha McAnally, Accountant; Sandra Paul, Senior Director of Provider Reimbursement; Sarane Epps, Contract Specialist; Stephanie Landreville, Controller;
Others in Attendance	Julie Klahr, Legal Counsel; Jinane Bahlawan, Member of the Public

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 announced that Dr. Amoy Reid has agreed to be the Chair of the Nominating Committee.
CEO Report	<p>CEO Renee Jaffe shared that we've enrolled almost 4,000 School Readiness children this year, increased our class scores in SR and VPK, had clean audits and monitoring, and given out over 8,000 stipends to educators. We launched our CDA Academy, Childcare Bootcamps, and Baby Bookworms, and we were nominated as a Top Workplace, where we placed this year in the Top 10.</p> <p>Renee Jaffe thanked the Board Members who assisted and attended the Day in K Event. It was a successful event, and we welcomed approximately 1,000 soon-to-be kindergarteners in our County.</p>
Mission Moment - Stipends	<p>CPO Howard Bakalar shared that we have given out about \$5.4 million in stipends and another \$1.5 million in the hopper. As a cautionary note, due to the volume of stipends, we have awarded our childcare professionals with stimulus funding, which propped up their salaries by 20-30%, so we are anticipating some tough times ahead.</p> <p>Chair Laurie Sallarulo asked how we are communicating this message to the providers.</p> <p>Howard shared that we have been communicating the message all along. While we won't have the stimulus dollars to provide stipends, we are supporting our educators through other programs where stipends can be awarded. We are still big supporters of the Incentives program, which offers salary supplements to educators who reach different goals through professional development.</p>

Consent Agenda

1. Approve May 6, 2024, Meeting minutes.
2. B247CA1 – Authorize Chair to Execute FY25 Grant Agreement when it is Issued
3. B247CA2 – Approve a Budget Amendment to FY24 CSC Vulnerable Populations Program Agreement
4. B247CA3 – Authorize Chair to Execute a Budget Amendment to FY24 Broward County School Readiness Match Funding Agreement when it is issued
5. B247CA4 – Approve FY25 United Way School Readiness Match Revenue Agreement
6. B247CA5 – Approve FY25-FY26 AD Henderson Foundation Revenue Agreement for Peer Support
7. B247CA6 – Approve Children’s Forum FY25 Sub Recipient Agreement for Administration of the INCENTIVE\$ Program
8. B247CA7 – Authorize Staff to negotiate 2 Year Agreement with Scholastic, Inc. for Supply & Distribution of Children’s Books
9. B247CA8 – Authorize Staff to negotiate 2 Year Agreement with Webauthor.com LLC for CRM Software
10. B247CA9 – Approve Purchasing Card Authorized Caller List Update
11. B247CA10 – Approve FY25 Goren Cherof Doody & Ezrol PA Agreement
12. B247CA11 – Ratify FY25 Agreements with Bryant, Miller, Ollive PA and Klausner, Kaufman, Jensen & Levinson PA
13. B247CA12 – Authorize FY25 Purchase from AT&T for Cellular Services
14. B247CA13 – Authorize FY25

A **Motion** was made by Cindy Arenberg-Seltzer, and **Seconded** by Dawn Liberta to move the Consent Agenda excluding item #3 B247CA2. The **Motion was unanimously approved. Motion Passes.**

A **Motion** was made by Dawn Liberta, and **Seconded** by Traci Schweitzer to move item #3 B247CA2 on the Consent Agenda. The **Motion was unanimously approved. Motion Passes.**

Maria Hernandez did not abstain from item #5 B247CA4 as she was not on the meeting at the time of voting.

Abstentions:

- Cindy Arenberg-Seltzer abstains as she is the President and CEO of CSC and is the Funder of that item.

<p>Sole Sourced Purchase from Teachstone, Inc. for Training and Materials</p> <p>15. B247CA14 – Authorize FY25 RFQ for CLASS Observers</p> <p>16. B247CA15 – Approve FY25 Risk Management Insurance Policy Renewals</p> <p>17. B247CA16 – Approve FY25 Employee Health Benefits Policy Renewals</p>	
<p>Finance Committee</p> <p>1. B247FIN1 – Approve April 2024 Interim Financial Statements</p>	<p><u>Approve April 2024 Interim Financial Statements</u></p> <p>The CAO went over the April 2024 Financial Statements.</p> <p>The Finance Committee brought forth a Motion to Approve April 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>2. B247FIN2 – Approve Preliminary FY2025 Budget</p>	<p><u>Approve Preliminary FY2025 Budget</u></p> <p>The Finance Committee brought forth a Motion to Approve the Recommended Preliminary FY 2025 Budget Framework and Continue the School Readiness Program Open Enrollment. The Motion was unanimously approved. Motion Passes.</p>
<p>3. B247FIN3 – Approve Individual Purchases Over \$35,000</p>	<p><u>Approve Individual Purchases Over \$35,000</u></p> <p>The Finance Committee brought forth a Motion to Approve FY 2025 Individual Purchases over \$35,000. The Motion was unanimously approved. Motion Passes.</p>
<p>Regular Business</p> <p>1. B247RB1 – Approve FY25 Related Party Contracts</p>	<p><u>Approve FY25 Related Party Contracts</u></p> <p>Item A.</p> <p>A Motion was made by Cindy Arenberg-Seltzer, Seconded by Dawn Liberta, to move Item A of the Related Party Contracts. The Motion was unanimously approved. Motion Passes</p> <p><u>Abstentions:</u></p> <ul style="list-style-type: none"> • Sharonda Bailey abstains from item (A) because she is an employee of Broward County Public Schools <p>Item B.</p> <p>A Motion was made by Cindy Arenberg-Seltzer, Seconded by Traci Schweitzer, to move Item B of the Related Party Contracts. The Motion was unanimously approved. Motion Passes</p> <p><u>Abstentions:</u></p> <ul style="list-style-type: none"> • Melody McDonald abstains from item (B) because she is the related party matter. <p>Item C.</p> <p>A Motion was made by Monica King, Seconded by Cindy Arenberg-Seltzer, to move Item C of the Related Party Contracts. The Motion was unanimously approved. Motion Passes</p> <p><u>Abstentions:</u></p> <ul style="list-style-type: none"> • Krystie Castillo abstains from item (C) because she is the related party matter. <p>Item D.</p> <p>A Motion was made by Dawn Liberta, Seconded by Ellie Schrot, to move Item D of the Related Party Contracts. The Motion was unanimously approved. Motion Passes</p>

	<p>Abstentions:</p> <ul style="list-style-type: none"> • Cindy Arenberg-Seltzer abstains as she is the President and CEO of CSC and is the Funder of that item. <p>Item E. A Motion was made by Cindy Arenberg-Seltzer, Seconded by Traci Schweitzer, to move Item E of the Related Party Contracts. The Motion was unanimously approved. Motion Passes</p>										
<p>2. B247RB2 – Authorize Staff to negotiate a 3 Year Agreement with Intermedia Inc. for VOIP Software</p>	<p><u>FY25 Voice over Internet Protocol (VOIP) Phone Software as a Service Vendor Recommendation</u></p> <p>The CAO noted that this item was presented as a regular business voting item because there was a Scrivener's error in the item that was voted on by the Executive Committee that needs to be corrected. The document presented to the Executive Committee was an item from last fiscal year that was inadvertently saved into this year's packet. The corrected information is presented today.</p> <p>A Motion was made by Monica King, Seconded by Dr. Amoy Reid to Approve:</p> <ol style="list-style-type: none"> 1. Waive the requirement for the Executive Committee to approve the Vendor recommendation prior to presentation before the Board. 2. Authorize Staff to negotiate and facilitate execution of a three-year Agreement with Intermedia, Inc. for Voice Over Internet Protocol (VOIP) Phone Software as a Service and support pending legal review. <p>The Motions were unanimously approved. Motion Passes.</p>										
<p>Nominating Committee</p> <p>1. B247NOM1 – Approve Recommendations to Board for FY25 Board Officer Nominees</p>	<p><u>Approve Recommendations to Board for FY25 Board Officer Nominees</u></p> <p>The Nominating Committee brought forth a Motion to Approve the Slate of Board Officers for a three-year term commencing July 1, 2024. The Motion was unanimously approved. Motion Passes.</p> <table border="1" data-bbox="516 1157 1560 1415"> <thead> <tr> <th data-bbox="516 1157 1036 1192">Officer Position</th> <th data-bbox="1040 1157 1560 1192">Nominees for Term (7/1/24 – 6/30/27)</th> </tr> </thead> <tbody> <tr> <td data-bbox="516 1199 1036 1268">First Vice Chair (Chair of Governance)</td> <td data-bbox="1040 1199 1560 1268">Dawn Liberta</td> </tr> <tr> <td data-bbox="516 1274 1036 1310">Second Vice Chair</td> <td data-bbox="1040 1274 1560 1310">Michael Asseff</td> </tr> <tr> <td data-bbox="516 1316 1036 1373">Treasure (Chair of Finance)</td> <td data-bbox="1040 1316 1560 1373">Cindy Arenberg-Seltzer</td> </tr> <tr> <td data-bbox="516 1379 1036 1415">Secretary</td> <td data-bbox="1040 1379 1560 1415">Monica King</td> </tr> </tbody> </table> <p>Julie Klahr, Legal Counsel stated that the Governor Appoints the Chair. CAO Christine Klima added that the officer changes will require changes to banking signature cards.</p>	Officer Position	Nominees for Term (7/1/24 – 6/30/27)	First Vice Chair (Chair of Governance)	Dawn Liberta	Second Vice Chair	Michael Asseff	Treasure (Chair of Finance)	Cindy Arenberg-Seltzer	Secretary	Monica King
Officer Position	Nominees for Term (7/1/24 – 6/30/27)										
First Vice Chair (Chair of Governance)	Dawn Liberta										
Second Vice Chair	Michael Asseff										
Treasure (Chair of Finance)	Cindy Arenberg-Seltzer										
Secretary	Monica King										
<p>2. B247NOM2 – Approve Recommendation to Board for Honorary Board Member Applicant</p>	<p><u>Approve Honorary Board Member</u></p> <p>The Nominating Committee brought forth a Motion to recommend the Board Approve Beverly Batson as an Honorary Board Member. The Motion was unanimously approved. Motion Passes.</p>										
<p>3. B247NOM3 – Approve Recommendation to increase board membership (and</p>	<p><u>Approve Board Composition and Needs</u></p> <p>There was a discussion on what area to focus on with Board experience and expertise. Richard Campillo suggested adding individuals with Technological experience.</p>										

recruitment focus areas)	<p>CEO Laurie Sallarulo suggested that at the next Nominating Committee Meeting, place a specific focus on IT and Marketing and see if there is any other area of expertise that we are lacking. Could we add those two to the focus list.</p> <p>The Nominating Committee brought forth a Motion to Approve:</p> <ol style="list-style-type: none"> 1. Nominating Committee Recommend to the Board, future board recruitment efforts should focus on individuals with experience/expertise in Banking, Finance and Fundraising. 2. Nominating Committee Recommend to the Board, increasing the maximum number of ELC Board members to 25 (including Governor appointee positions). <p>The Motion was unanimously approved. Motion Passes.</p>
Audit Committee	Nothing to report at the moment.
Governance Committee	Nothing to report at the moment.
Program Review Committee	Nothing to report at the moment.
Ad Hoc Fundraising	Nothing to report at the moment.
Provider Representatives	Nothing to report at the moment.
Unfinished Business	None
New Business	None
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>September 10, 2024, at 9:30 AM</u>
Adjourn	Dawn Liberta adjourned the meeting at 10:56 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.

Manca F. King Secretary