



Approved on May 3, 2024, Audit Committee Meeting

Early Learning Coalition of Broward County, Inc.

Audit Committee Meeting Minutes

March 05, 2024, at 3:00 PM

Virtual Meeting

Members in Attendance	Chair, Renee Podolsky; Michael Asseff; Beverley Batson; Monica King; Twan Russell
Members Absent	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Melody Martinez, Board Liaison & Executive Assistant; Lizbeth DelVecchio, Executive Assistant & Special Projects Coordinator; Reiner Potts, Financial Analyst; Kasey Lafrance, Contracts Administration Manager; Sandra Paul, Senior Director of Provider Reimbursement; Stephanie Landreville, Controller
Others in Attendance	Sharonda Bailey; Julie Klahr, Legal Counsel; Martha Parker, CPA & Roberto Ayala, Keefe McCullough CPAs

Item	Action/Discussion
Welcome & Call to Order	Chair Renee Podolsky called the meeting to order at 3:01 PM. The roll was called, and a quorum was established.
CONSENT AGENDA	
1. Approve August 30, 2023, Committee meeting minutes	A Motion was made by Monica King to approve the ELC of Broward Audit Committee meeting minutes from June 05, 2023. Seconded by Dawn Liberta. Unanimously Approved. Motion Passes.
REGULAR BUSINESS	
1. AUD242RB1- 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 the audit report for Fiscal Year 2023 and the 2022 IRS Form 990. ELC's 403B plan retirement audit and IRS form 5500 for the plan year ending December 31, 2022.</p> <p>There were no findings.</p> <p>CAO took this time to recognize and thank ELC Controller Stephanie Landreville, HR, Quality Assurance, the accounting team, and especially Samantha McAnally, who played a critical supporting role this year.</p> <p>A Motion was made by Monia King and Seconded by Dawn Liberta to Accept the Final Financial Audit Report for Fiscal Year 2023. Unanimously Approved. Motion Passes.</p> <p>A Motion was made by Dawn Liberta and Seconded by Traci Schwitzer to Accept the 2022 IRS Form 990. Seconded by Beverly Batson. Unanimously Approved. Motion Passes.</p>
2. Audit242RB2- Keefe McCullough Ownership Change	<p>No Action Needed. FYI only</p> <p>CAO reviewed Keefe McCullough's ownership change, which is now Citrin Cooperman. Ownership will have no significant impact on the FY23 Audit of Coalition financial statements.</p> <p>There was a discussion regarding Keefe McCullough's Ownership Change.</p>

<p>3. AUD243RB3- Authorize Re-Procurement for Audit and Tax</p>	<p>A Motion was made by Richard Campillo and Seconded by Monica King to Authorize staff to release a Request for Proposals (RFP) for Audit and Tax Preparation Services for FY2025 to FY2023. Unanimously Approved. Motion Passes.</p> <p>Chair Renee Podolsky asked the committee if they are willing to serve on the review committee when the RFP comes in. The Audit Committee agreed to serve as the RFP review committee.</p> <p>A Motion was made by Richard Campillo and Seconded by Dawn Liberta that the Audit committee will serve as the RFP committee. Unanimously Approved. Motion Passes.</p>
<p>Unfinished Business</p>	<p>None</p>
<p>New Business</p>	<p>None</p>
<p>Matters from the Chair</p>	<p>None</p>
<p>Matters from the Committee</p>	<p>None</p>
<p>Public Comment</p>	<p>None</p>
<p>Next Meeting</p>	<p>TBD</p>
<p>Adjourn</p>	<p>Renee Podolsky adjourned the meeting at 3:47 PM</p>

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.