



[Approved on June 17, 2024, Board Meeting](#)
Early Learning Coalition of Broward County, Inc.
Board Meeting Minutes
May 6, 2024, at 10:00 AM
Hybrid Meeting

Members in Attendance	Chair Laurie Sallarulo; Dawn Liberta (virtual); Monica King; Cindy Arenberg-Seltzer; Michael Asseff (virtual); Sharonda Bailey (virtual); Richard Campillo; Krystie Castillo (virtual); Kirk Englehardt; Daniel Foganholi; Maria Hernandez (virtual); Melody McDonald; Renee Podolsky; Dr. Amoy Reid (virtual); Ellie Schrot; Traci Schweitzer; Julie Winburn
Members Absent	Twan Russell; Carol Hylton; Zachary Talbot;
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 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; Kasey LaFrance, Contracts Administration Manager; Megan DeGraaf, Purchasing & Procurement Specialist (virtual); Roy Persaud, Accountant (virtual); Samantha Dempsey, Accountant (virtual); Sandra Paul, Senior Director of Provider Reimbursement; Stephanie Landreville, Controller; Joseph Fike, IT (Virtual)
Others in Attendance	Julie Klahr, Legal Counsel; Kyle Baltuch, guest speaker

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 10:06 AM. The roll was called, and a quorum was established.
Chair Report	Chair Laurie Sallarulo welcomed Daniel Foganholi as he attended the meeting in person.
CEO Report	The CEO welcomed Board members and provided highlights from the CEO Report, and thanked Board members for attending the activities we had with Chancellor Cari Miller. We will attend the Top Workplace event on Wednesday. Thank you to Zachary Talbot, who donated the money for us to attend.
Mission Moment	<p>A video was shown highlighting ELC Boot Camp.</p> <p>Cindy Arenberg-Seltzer asked if we have any statistics for what this is doing in regard to retention. Howard Bakalar, CPO replied not yet.</p> <p>Chair, Laurie Sallarulo requested that all board members be sent an invite to the Boot Camp taking place the last week of June.</p>
Consent Agenda 1. Approve March 11, 2024, Meeting minutes. 2. B246CA1 – Approve RFP for Payroll Processing, Tax Services and HR	<p>A Motion was made by Cindy Arenberg-Seltzer and Seconded by Richard Campillo to move the Consent Agenda. The Motion was unanimously approved. Motion Passes.</p>

	<p>changes will be. The PRC agreed to bring this to the Board meeting.</p> <p>A Motion was made by Monica King and Seconded by Traci Schwitzer to Approve the following:</p> <ol style="list-style-type: none"> 1. Approve a Six-Month Extension to First Call for Help d/b/a 211-Broward FY24 Sole Sourced Sub-Recipient Agreement through December 31, 2024, Pending Board Approval of the FY25 Preliminary Budget and Legal Review. 2. Authorize Staff to Develop a Scope of Work and Deliverables for a Sole-Sourced Vendor Agreement with First Call for Help d/b/a 211-Broward for Scaled-back and Revised Services beginning January 1, 2025. <p>The Motions were unanimously approved. Motion Passes.</p>
<p>Audit Committee</p> <p>1. B2464AUD1 –Approve Auditor Amendment</p>	<p><u>Approve Amendment</u></p> <p>CAO went over Keefe McCullough Agreement to Extend the Agreement Terms.</p> <p>The Auditor's Report contained no findings.</p> <p>The Audit Committee brought forth a Motion to:</p> <ol style="list-style-type: none"> 1. Recommend the Board Authorize Amendment for FY 2024 Agreement with Keefe McCullough to Update and Extend the Agreement Terms, and Assign Remaining Obligations to New Ownership Pending Legal Review. 2. Recommend the Board Authorize Audit Chair to sign Revised Engagement Letters with New Ownership Entities for the Following Services: <ol style="list-style-type: none"> a. Completion and Submission of 2022 Form 990 b. Preparation and Submission of 2023 Form 5500 c. Audit of 2023 403B Retirement Plan Year Financial Statements <p>Seconded by Cindy Arenberg-Seltzer. The Motion was unanimously approved. Motion Passes.</p> <p>Richard Campillo thanked Allison and Christine's team for all their hard work.</p>
<p>Governance Committee</p> <p>1. B246GOV1- Approve Bylaw Amendments</p>	<p><u>Approve Changes to Bylaws</u></p> <p>Committee Chair Dawn Liberta went over the proposed Bylaw changes.</p> <p>There was a discussion regarding the length of the term.</p> <p>The Governance Committee brought forth a Motion to recommend that the Board accept the changes in the DRAFT Bylaws for the following sections:</p> <ol style="list-style-type: none"> 1. ELC Bylaws Section 3.2- Board Member Terms 2. ELC Bylaws Section 4.2- Election and Terms of Officers 3. ELC Bylaws Section 6.1- Standing Committees Chair Terms <p>Seconded by Melody McDonald. The Motion was unanimously approved. Motion Passes.</p>

Program Review Committee <i>Update from Committee Chair</i>	<p>Committee Chair Monica King provided an update. The next meeting is on May 21, 2024, at 3 pm.</p>
Nominating Committee <i>Update from Committee Chair</i>	<p>Nothing to report at the moment.</p> <p>Board Member Richard Campillo shared that we have encouraged the Board members to bring people to join the Board. He made a recommendation in October 2023, and to date, the individual has not been brought to the Nominating Committee. He felt we could do better as an organization moving more quickly.</p> <p>There was a discussion about the number of positions we currently have vacant, one of which is a gubernatorial position. The CEO explained that we normally update our Board Matrix to identify those areas we need to enhance, and that was in process. The individual concerned had been apprised of the situation, and the Matrix would be reviewed at the June 10 Nominating Committee.</p> <p>Discussion ensued around the number of Board positions we can have. Julie Klahr explained that we can have up to 30 Board members. However, some Board members are appointed by their positions held within the community, and others are appointed by the Governor.</p> <p>Chair Laurie Sallarulo said if we have availability on the Board, in the private business sectors, we should actively recruit. CEO confirmed that the Nominating Committee is meeting to determine what types of Private Business Candidates would help strengthen the Board, and at that time, their recommendations would go to the Board in June so active recruitment can begin and the candidate Richard encouraged could be considered, following our normal Board Recruitment process.</p> <p>Chair Laurie Sallarulo suggested adding to the Nominating Agenda what the process is and how long it should take.</p>
Ad Hoc Fundraising <i>Update from Committee Chair</i>	<p>Nothing to report at the moment.</p>
Provider Representatives <i>Update from Provider Representatives</i>	<p>Melody McDonald added that everyone is doing a great job.</p>
Unfinished Business	<p>None</p>
New Business	<p>None</p>
Matters from the Chair	<p>Chair Laurie Sallarulo informed the Board that last year we all donated a certain amount of dollars for food, Board meetings, and the retreat. If we want to donate to have all of that, it's about \$40 per person, and if you want to include the retreat, it's \$45 per person. It's not mandatory, but if you decide to do it, see Judith.</p>
Matters from the Board	<p>None</p>
Matters from the CEO	<p>None</p>
Matters from Committees	<p>None</p>

Matters from our Partners	None
Public Comments	None
Next Meeting	<u>Next Board Meeting: June 17, 2024 @ 9:30 am</u>
Adjourn	The meeting adjourned at 11:15 A.M by Daniel Foganholi.

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.