



**APPROVED ON OCTOBER 1, 2024, EXECUTIVE COMMITTEE MEETING**

**Early Learning Coalition of Broward County, Inc.**

**Executive Committee Meeting Minutes**

**August 27, 2024, at 1:30 PM**

**Virtual Meeting**

Members in Attendance	Chair, Laurie Sallarulo; Dawn Liberta; Michael Asseff; Monica King; Cindy Arenberg-Seltzer; Renee Podolsky
Members Absent	
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; 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, Sr. Director of Family Services & Customer Services; Ancel Pratt III, Senior Director of Communications; Kasey LaFrance, Contracts Administration Manager; Louvonnia Brown, Provider Reimbursement Manager; Megan DeGraff, Purchasing & Procurement Specialist; Reinier Potts, Financial Analyst; Roy Persaud, Accountant; Samantha Dempsey, Accountant; Sandra Paul, Senior Director of Provider Reimbursements; Sarane Epps, Contrast Specialist; Stephanie Landreville, Controller
Others in Attendance	Julie Klahr, Legal Counsel; Twan Russell

Item	Action/Discussion
Welcome & Call to Order	Chair Laurie Sallarulo called the meeting to order at 2:42 PM. The roll was called, and a quorum was established.
Chair Report	Nothing at the moment.
CEO Report	<p>The September Board Meeting has been moved from September 10 to September 16 at 3:00 pm.</p> <p>Monica King asked what the strategy is as a Board to try and obtain the monies needed to maintain current enrollments. How can I or the Board be of service or up to speed? What is the plan and who should we be talking to? Do we potentially need a legislative advocacy committee?</p> <p>CEO Renee Jaffe replied that every year, we bring a legislative plan to the Board and generally have a Lunch &amp; Learn around legislative priorities in advance of session. We have an informal plan and good relationships with our legislatures and some of the champions in Early Learning around the state. We will reach out to board members to ask who they have relationships with as the plan is more developed. We did it last year. Waiting for an upcoming meeting with AELC where statewide Legislative priorities will be developed/confirmed; this doesn't mean those become Broward priorities, but it is helpful when everyone is supporting the same ones.</p> <p>Chair Laurie Sallarulo added that the Board needs to know when the legislative visits are occurring. It may not always be necessary that one of us has a relationship with them, but maybe having them hear from a community leader sharing their passion or their own personal situation would be helpful. I think it would be a good idea to see how we can include some members in those meetings. I'd love to see a plan and second what Monica is saying.</p>

	<p>Monica King added that the more she is aware of the issues the more comfortable she feels to speak to legislatures. I would like more information to feel more comfortable when speaking with them, and a lunch &amp; learn is not enough.</p> <p>Chair Laurie Sallarulo added that having the plan could help us understand it better. Maybe we could invite the lobbyist from AELC to attend our Board meeting. It would be best to bring the plan to the next Executive meeting rather than form a new committee.</p>
<p><b>Consent Agenda</b></p> <ol style="list-style-type: none"> <li>1. Approve June 4, 2024, Committee meeting minutes</li> <li>2. EXC251CA1 – Approve CSC Financially Assisted Child Care FY25 Revenue Agreement Renewal</li> <li>3. EXC251CA2 – Approve CSC Vulnerable Populations Program FY25 Revenue Agreement Renewal</li> <li>4. EXC251CA3 – Approve Broward County School Readiness &amp; Special Needs FY25 Revenue Agreement Renewal</li> <li>5. EXC251CA4 – Approve City of Pompano Beach Match Funding Revenue Agreement</li> <li>6. EXC251CA5 – Authorize Staff to Bring CLASS Assessor Vendor Recommendations Directly to Board</li> <li>7. EXC251CA6 – Authorize Staff to Release an RFP for Compensation Consulting Services</li> <li>8. EXC251CA7 – Authorize Staff to Negotiate a Wind Down Period Extension with VOIP Services Vendor</li> <li>9. EXC251CA8 – Authorize Worker’s Compensation Insurance Policy Vendor Change</li> </ol>	<p>A <b>Motion</b> was made by Dawn Liberta and <b>Seconded</b> by Cindy A. Seltzer to move the Consent Agenda, excluding items #2 EXC25CA1 &amp; #3 EXC251CA2. The <b>Motion was unanimously approved. Motion Passed.</b></p> <p>A <b>Motion</b> was made by Dawn Liberta and <b>Seconded</b> by Monica King to move items #2 EXC25CA1 &amp; #3 EXC251CA2 on the Consent Agenda. The <b>Motion was unanimously approved. Motion Passed.</b></p> <p><b><u>Abstentions:</u></b></p> <ul style="list-style-type: none"> <li>• Cindy Arenberg-Seltzer abstained as she is the President and CEO of CSC, and they are providing the funding for the two items.</li> </ul>

<p><b>Regular Business</b></p> <p>1. EXC251RB1 – Approve CEO Performance Evaluation Results and CEO Performance Pay</p>	<p><b><u>Approve FY25 Related Party Contracts</u></b></p> <p>Chair Laurie Sallarulo reviewed the CEO’s evaluation. There was a discussion regarding the two scenarios in the action item and the Salary CAP.</p> <p>CAO Christine Klima went over the Salary CAP.</p> <p>A <b>Motion</b> was made by Cindy A. Selzer and <b>Seconded</b> by Michael Asseff to recommend to the Board that a \$10K Bonus based on the 2024 performance be paid to the CEO. Additionally, if the Federal Salary CAP increases as of January 1, 2025, the CEO salary will increase to the Salary CAP and there will be no \$10K bonus payments. The <b>Motion was unanimously approved. Motion Passes</b></p> <p>CAO Christine Klima clarified that the \$10K bonus includes the \$255 pulled from unrestricted funding to make up the balance that is over the salary cap. Cindy A. Seltzer added that was correct.</p>
<p>2. EXC251RB2 – Authorize Chair to Execute Agreement with the Children’s Forum for Help Me Grow Program Revenue Pending Issuance of Award</p>	<p>CAO Christine Klima and CPO Howard Bakalar went over the Children’s Forum program.</p> <p>A <b>Motion</b> was made by Monica King and <b>Seconded</b> by Cindy A. Seltzer Authorize the Chair to execute an FY25 Revenue Agreement with the Children’s Forum for the Broward Help Me Grow Program pending award and legal review. The <b>Motion was unanimously approved. Motion Passed.</b></p>
<p><b>Unfinished Business</b></p>	<p>None</p>
<p><b>New Business</b></p>	<p>None</p>
<p><b>Matters from the CEO</b></p>	<p>CEO Renne Jaffee thanked everyone for participating in the performance evaluation and the motions made today.</p>
<p><b>Matters from the Committee</b></p>	<p>None</p>
<p><b>Public Comments</b></p>	<p>There was no discussion.</p>
<p><b>Next Meeting</b></p>	<p><b><u>October 1, 2024</u></b></p>
<p><b>Adjourn</b></p>	<p>Meeting adjourned at 3:16 PM by Michael Asseff.</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.*