

APPROVED AT BOARD MEETING ON MAY 10, 2021

Early Learning Coalition of Broward County, Inc.

Board Meeting Minutes April 12, 2021 at 12:00 PM

Virtual Meeting

Members in Attendance	Laurie Sallarulo; Michael Asseff; Dawn Liberta; Cindy Arenberg-Seltzer; Ellie Schrot; Monica King; Beverley Batson; Cara Cerchione; Zachary Talbot; Twan Russell; Amoy Reid; Renee Podolsky; Laurie Rich Levinson; Khalil Zeinieh
Members Absent	William Karp; Carol Hylton; Angela Iudica; Richard Campillo
Staff in Attendance	Renee Jaffe, CEO; Hubert Cesar, CIO; Howard Bakalar, CPO; Judith Merritt, COO, Allison Metsch, Sr. Director of Education & Quality; Elsy Silvestre, Executive Assistant; Pablo Calvo, Director of Community Engagement; Keisha Dunn-Pettis, Sr. Director of Family Services and Provider Relations; Reiner Potts, Financial Analyst; Amy Ungor, Director of Provider Relations; Andrew Soto, Reimbursement Specialist; Adriana Ferruzola, Training Manager; Sandra Paul, Sr. Director of Provider Reimbursement
Others in Attendance	Jacob Jackson, General Counsel;

st Vice Chair, Dawn Liberta called the meeting to order at 12:07 PM. Roll is called and a quorum was established. ard Chair thanked the team for putting together a wonderful conference on curday, April 10. She commended the team for doing this virtual inference. D. Hubert Cesar provided a demonstration of the CRM. It is used for
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stomer relationship management, to analyze business processes/workflow d helps us streamline processes. CRM is a one stop shop application. The oviders have used it to apply for CARES grants. We have created 10+ odules so far and will continue to rollout additional components over the ext few years.
O spoke about some last minute updates that were not included in the CEO port. There was an Executive Order that waives the SR 5% administration of provided the overage was emergency and/or COVID-19 related. They also duced the summer VPK required hours from 300 hours to 200 hours. Also, oviders will get paid for absences above the current allowable cap. VPK oviders will be reimbursed for those absences due to COVID for January rough March first and then April to June later in the fiscal year. The are still waiting for approval on federal funding for a \$635M relief fund rough CRRSAA and \$2B in American Rescue Plan. The early learning bills have eved through nicely and we are waiting to see what happens going forward.

		A federal update: In the proposed American Jobs Plan there is \$2Trillion and \$25B marked for childcare facilities.
		We are doing strategic planning and have two meetings coming up with the Ad-Hoc Strategic Plan committee. This year we are keeping the "if needed" board meeting date in May specifically to review the strategic plan.
Con	sent Agenda	
a. b.	B214CA1 - Approve February 17, 2021 Meeting minutes B214CA2 - Approve	A Motion was made by Cindy Arenberg Seltzer to approve the Consent Agenda. Seconded by Monica King. Unanimously approved . Motion Passes.
	Amendment to Auditors Scope of Work	

REGULAR BUSINESS

Approve Broward Bookworms

a. B214RB1 – Approve Broward Bookworms

CPO, Howard Bakalar provided an overview of the Broward Bookworms program. Due to the pandemic there has been a learning loss for children. This is a very serious issue and it was discussed at the last Executive Committee Meeting. ELC staff was challenged to bring programming to the Program Review Committee that could help combat learning loss across the early childhood population. ELC is proposing to coordinate a Broward Bookworms for Broward families with children age 0-5. The packets would consist of 5 books and accompanying activities based on the book themes to be mailed directly from a large publisher/distributor of children's books to the families' home addresses.

In order to move forward with book distribution, the ELC initiated a procurement process. Only one applicant has applied at this time, which is Scholastic. We will post a notice of sole applicant. Subject to no protest and no other applicants, we will move forward and negotiate a contract with Scholastic.

Counsel – board can approve initiative on a conditional basis - contingent on there being no procurement challenges or issues.

A Motion to approve Scholastic subject to the notice of award and conditional upon the successful contract negotiation motion by Khalil Zeinieh and **Seconded** by Cindy Arenberg-Seltzer. **Unanimously approved**. **Motion Passes**.

Approve CEO Evaluation Tool

b. B214RB2 – Approve CEO Evaluation Tool COO, Judith Merritt spoke about the new draft CEO Evaluation tool which included some recommended changes from the Executive Committee including the corresponding rating scale as well as a 60/40 weighting protocol. 60% for CEO Goals and 40% for CEO Performance Indicators.

A **Motion** was made by Dawn Liberta to approve the CEO Evaluation Tool. **Seconded** by Khalil Zeinieh. **Unanimously approved**. **Motion Passes**.

Board Chair thanked COO for her work on the evaluation tool.

Finance Committee

a. B214FIN1 – Approve February 2021 Interim Financial Statements

Approve February 2021 Interim Financial Statements

Finance Committee Chair, Cindy Arenberg-Seltzer covered for CAO. She mentioned all the challenges due to restrictions on how to use funds. There are many variables happening right now. The Committee recommended that ELC staff enroll as many children as possible and then see how much OEL will approve for provider rate increases. We expect to have a year-end surplus of \$6.2M.

VPK expenditures are far below normal due to the pandemic. ELC staff estimates that up to 50% of the original \$40 million allocation could remain unused by year end.

There was more than \$5M in CARES relief grants that were awarded to providers as of February. All remaining grants for Phase IV have been issued.

A **Motion was made by** Finance Committee to approve February 2021 Interim Financial Statements. **Unanimously Approved. Motion Passed.**

b. B214FIN2 – Approve Provider Rate Increase

Approve Provider Rate Increase

OEL settled on a methodology for distributing a \$50M pool to pay for targeted provider reimbursement rates Statewide. OEL did not get us to the 75% of the 75th percentile of the market rate, which is the target. OEL used the Broward 2019 market rates when calculating their rate increase. In addition, to OEL's targeted rate increase, ELC Broward is proposing an additional funding rate increase that would bring providers up to the 75th percentile in all non-school age levels of care. Based on a recommendation from the Finance Committee, ELC staff did look into a rate increase for school age children however due to the cost, sustainability, and feedback from OEL, an increase in market rate for school age children is not being proposed at this time

A **Motion was made by the** Finance Committee to approve the proposed increase to the provider reimbursement rate effective April 1, 2021 pending OEL review and approval. **Motion Approved. Motion Passed.**

Abstentions: Board Members Beverley Batson and Cara Cerchione both abstained from voting due to voting conflict.

Beverley Batson stated that she has a conflict to vote on action statement B214FIN2 – Approve Provider Rate Increase due to special gains or loss as she is a childcare provider.

c. B214FIN3 – Approve budget FY21 Amendment #4 Cara Cerchione stated that she has a conflict to vote on action statement B214FIN2 – Approve Provider Rate Increase due to special gains or loss as she is a childcare provider.

Approve budget FY21 Amendment #4

	A Motion was made by Finance Committee to approve Budget FY21 Amendment FY21 amendment #4. Motion Approved. Motion Passed.
	Abstentions : Board Members Beverley Batson and Cara Cerchione both abstained from voting due to voting conflict.
	Beverley Batson stated that she has a conflict to vote on action statement B214FIN3 – Approve budget FY21 Amendment #4 due to special gains or loss as she is a childcare provider.
d. B214FIN4 – Approve FY22 Operating Expense Procurements over \$35K	Cara Cerchione stated that she has a conflict to vote on action statement B214FIN3— Approve budget FY21 Amendment #4 due to special gains or loss as she is a childcare provider.
	Approve FY22 Operating Expense Procurements over \$35k
	Fiscal policies require Board approval for all individual expenditures in excess of \$35k each fiscal year. ELC staff requests authority to proceed with the vendor procurements listed in the packet.
	A Motion was made by Finance Committee to approve request to initiate FY22 Operating Expense Procurements over \$35k. Unanimously Approved. Motion Passed.
Governance Committee	No Updates
Program Review Committee	Committee Chair stated that at the last Program Review Committee there was a great discussion regarding reading, as well as the State relieving the burden of CLASS observations.
Nominating Committee	Approve New Private Business Sector Board Members
B211NOM1 - Approve New Private Business Sector Board Members	Nominating Committee Chair, Michael Asseff provided the board with the process to select private business sector board members. There were 7 candidates, all resumes were reviewed at April 1, 2021 Nominating Committee Meeting.
	ELC staff found some really strong candidates and brought to the Nominating Committee two candidates. Kristina West of PNC Bank and Kirk Englehardt of Broward Community Foundation. The Nominating Committee interviewed both candidates on April 6 and it was recommended that the Board approve both candidates.
	A Motion was made by the Nominating Committee to approve Kristina West as a new private business sector board member. Unanimously Approved. Motion Passed.
	A Motion was made by Nominating Committee to approve Kirk Englehardt as a new private business sector board member. Unanimously Approved. Motion Passed.

Audit Committee	No Updates
Provider Representative Update	Provider Representative Cara mentioned that the providers appreciate all of the work being done for provider rate increases and that she has been speaking with Renee and Howard about concerns in the provider community and thanked them for their efforts in helping out the provider community.
NEW BUSINESS	There was no discussion.
MATTERS FROM CHAIR	There was no discussion.
MATTERS FROM COMMITTEES	There was no discussion.
PUBLIC COMMENT	There was no discussion.
NEXT MEETING DATE	May 10, 2021 at 12:00PM
ADJOURN	Meeting adjourned by Dawn Liberta at 1:25pm PM

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all 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.

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