



Approved on October 3, 2019 Board Meeting
 Early Learning Coalition of Broward County, Inc.

Board Meeting Minutes
September 12, 2019 – 8:30 am

1475 W. Cypress Creek Road, Suite 301, Fort Lauderdale, FL 33309

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| Members in Attendance | Vice Chair, Michael Asseff; Angela Iudica; Cindy Arenberg-Seltzer; Ellie Schrot; Khalil Zeinieh via phone; Monica King; Nicholas Kaniaris via phone; Richard Campillo; Twan Russell; Amoy Reid; Beverley Batson; Cara Cerchione; William Karp; Renee Podolsky via phone; Dawn Liberta; Laurie Rich Levinson via phone; |
| Members Absent | Laurie Sallarulo; Mason Jackson; |
| Staff in Attendance | Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Perry Borman, COO; Keisha Dunn-Pettis, Director of Family Services; Ely Silvestre, Executive Assistant |
| Others in Attendance | Jacob Jackson, General Counsel; Layne Polakoff, Broward County Schools; Debi Palmisano, Greater Horizons Academy; Helen Magnuson, First Christian Day School of Pompano Beach, via phone. |

| Item | Action/Discussion |
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| Welcome & Call to Order | First Vice Chair, Michael Asseff called the meeting to order at 8:35 am. Roll was called and a quorum was established closer to 8:45 am. |
| Chair Report | <p>Introductions were made to introduce Amoy Reid and Beverley Batson to the Board.</p> <p>Dr. Amoy Reid is the Associate Dean at Academic Affairs in Broward Community College. She has a B.S. in Elementary Education; a MS in Education and a Doctorate of Education, Child & Youth Studies. She joins the Board in the seat vacated by Dr. Avis Proctor.</p> <p>Beverley Batson, officially joins the Board (as faith-based provider representative) once the Consent Agenda is approved. She is the Director of the Ark Christian Pre-school and has an MBA and a Master’s Certificate in Project Management.</p> <p>Dolly Rump resigned from the ELC Board due to relocation. We are currently looking to fill the position which is a Governor appointed seat. Please direct any potential candidate to the ELC website.</p> |

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| <p>ELC Impact Moment</p> | <p>Starting with this Board Meeting, ELC of Broward will have an “ELC Impact Moment” on the agenda at every board meeting to reflect on services we provide to the community. We will be hearing from providers, parents, partners and staff.</p> <p>At our Board Retreat on October 3, there will be a panel with early educators from the community. This will be a great opportunity to ask questions and better understand their day-to-day issues.</p> <p>Renee introduced Adrienne Gilyard, an ELC staff member, to speak about the important role that an Inclusion Specialist plays in the community and for our providers. A few years ago, this team did not exist and there is now a team of 6 specialists with Debbie Kay as the Quality and Education Inclusion Manager.</p> <p>Inclusion Specialists wear many hats; they are the voice of the children and advise early educators and parents on what is needed and conduct follow up. The Inclusion Specialist assesses what tools an educator needs to help a child with challenging behaviors. They help teachers with techniques and strategies and are a source of empowerment for the teachers.</p> <p>It is important that educators be equipped to address different behaviors in the classrooms.</p> |
| <p>CEO Report</p> | <p>ELC of Broward has terminated the contract with Ceressa’s Enrichment and Empowerment Academy.</p> <p>We had a meeting with William Karp (Childcare Licensing) regarding a no nonsense training for providers in the community on safety. “Look Before You Lock” was an ordinance that was passed in Broward that we would like to refresh. We are working with CSC and the county.</p> <p>School Readiness Waitlist Enrollment/Outreach: ELC of Broward is steadily enrolling children off of the School Readiness waitlist. 504 children have been enrolled since July 1st; ELC participated in 31 outreach events throughout the community in July and August, 2019.</p> |
| <p>CONSENT AGENDA a. Approve June 6, 2019 Meeting Minutes b. B201CA1 – Approve FY 19-20 Strategic Plan Updates c. B201CA2 – Approve FY 19-20 COOP d. B201CA3 – Approve FY 19-20 CEO Goals e. B201CA4 – Approve Ms. Beverley Batson as Faith-Based</p> | <p>A Motion was made by Monica King to approve all items on the Consent Agenda. Seconded by Ellie Schrot. Unanimously approved.</p> <p>Vice Chair, Michael Asseff welcomed Beverley Batson to the Board. Beverley</p> |

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| <p>Provider Representative</p> <p>f. B201CA5 – Approve Fiscal Policies</p> <p>g. B201CA6 – Approve July 2019 Financials</p> <p>h. B201CA7 – Approve Budget Amendment #1</p> | <p>addressed the Board and stated she is looking forward to this opportunity and excited to serve on the Board.</p> <p>Ellie mentioned that Beverley got over half the votes and is a Mentor for the Business and Leadership Institute for Early Learning.</p> |
| <p>REGULAR BUSINESS:</p> <p>a. B201RB1 – Review CEO Performance Evaluation Results FY 18-19 and Approve Performance Pay</p> | <p>Only one Board Member did not fill out the CEO evaluation. The CEO will incorporate the feedback from the CEO Performance Evaluation into the work being done through the Strategic Plan/CEO goals (and is also working with an Executive Coach). The CEO exceeded all five (5) performance goals.</p> <p>A was made by motion Cindy Arenberg-Seltzer to approve CEO performance pay. Seconded by Monica King. Unanimously approved.</p> |
| <p>FINANCE COMMITTEE</p> <p>a. B201FIN1 – FY 18-19 Preliminary Unaudited Year End Financials</p> <p>b. B201FIN2 – VPK and SR Provider Reimbursement</p> | <p>The analysis provided is preliminary as the books have not yet been closed for last fiscal year. Changes and reconciliation to be made during the week of September 16. The amount of spending on income eligible children went up by \$5.7 million since last year (a 24% increase over last year). We also had a significant rise in enrollment with some of our local contracts due to increasing our outreach and enrollment, and we hired more staff so overall staff costs increased.</p> <p>Moving costs were a bit higher than originally anticipated. Due to the increase in staff we had to purchase more workstations for the new space than we originally budgeted for but cost per workstation was less.</p> <p>VPK attendance was not functioning the first 5 months of the fiscal year, but that reconciliation is now almost 100% complete. The School Readiness attendance module was offline for all 12 months of the year and that reconciliation is only just beginning. According to current data there is a mixture of overpayments and underpayments. As we did with VPK, we will prioritize reimbursing providers that were underpaid as soon as we have a confirmed amount due, and we will provide installment plans for those providers that were overpaid if they request it. During the VPK reconciliation process, the majority of providers wanted to pay in a single reconciliation sum.</p> <p>For School Readiness, we are in the process of closing the attendance records submitted in EFS so far for FY2019 and doing a comparison. However, we know that many of the records in EFS are incorrect because of the system problems. There are many adjustments to be made and we are still expecting that providers were generally paid more than the actual attendance reflects. However, we will not be able to confirm this or estimate the amount until we</p> |

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| | <p>confirm that the child roster information used for estimated payments was accurate or not.</p> <p>We have set up tools and trackers and meetings to discuss reconciliation processes and tools that they are using in order to determine the correct amount. OEL's preliminary estimate was that the statewide surplus might be about \$10 million dollars.</p> <p>This is a statewide issue. OEL will provide further guidance.</p> |
| <p>Program Review Committee</p> <p>a. B201PRC1 – Child Care Business Professional Development RFP</p> <p>b. B201PRC1 – New Quality Assurance Plan</p> | <p>At the last Program Review Committee in July, there were some suggestions with regard to a business development program for childcare providers. ELC funded Robyn Perlman's BLI to provide training to educators and director/owners in the past.</p> <p>We are excited about the new Quality Assurance Plan. Perry and his Quality Assurance team are working closely with Keisha's Family Services team to ensure that Family Services Specialists are doing the best job possible and that the files are accurate and consistent.</p> |
| <p>PROVIDER REP UPDATE</p> | <p>Cara spoke about providers anxiously waiting for training to be provided. CPR training needs to be more affordable. Important to get trauma training. Some students cannot learn in class environments due to emotional/social delays.</p> <p>Renee mentioned that ELC is partnering with Broward Behavioral Health Council who offered a grant to train ELC staff and providers. ELC will then facilitate additional trainings for providers and help them to identify trauma in young children and support additional assessment and referrals as needed.</p> <p>The Zero to Three Conference is coming up in October. One of the topics being discussed will be Trauma and Stress. Some ELC staff will be attending.</p> <p>CSC is working on creating a systematic overlay to all the work related to Trauma informed care.</p> |
| <p>NEW BUSINESS</p> | <p>There was no discussion.</p> |
| <p>MATTERS FROM CHAIR</p> | <p>There was no discussion.</p> |
| <p>MATTERS FROM COMMITTEES</p> | <p>There was no discussion.</p> |
| <p>PUBLIC COMMENT</p> | <p>Debi Palmisano, of Greater Horizons Academy spoke about the problems she experiences with the system and how it has been a costly one. She is not getting reports or accurate payments. She said she is short \$10k for July but is tired of fighting. She can't reconcile because there is nothing to reconcile report to. She has had to spend 2 weeks of her time and energy to get the money that she is owed. She noted this was not the fault of ELC but rather the system and thanked ELC staff for all of their assistance.</p> |
| <p>NEXT MEETING DATE</p> | <p>October 3, 2019 @ 8:30am</p> |
| <p>ADJOURN</p> | <p>Cindy motioned to adjourn the meeting. The meeting adjourned at 10:03 am.</p> |

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.