

Approved at December 20, 2021 Board Meeting

Early Learning Coalition of Broward County, Inc. Board Meeting Minutes November 15, 2021 at 12:00 PM

Virtual Meeting

Members in Attendance	Michael Asseff; Cindy Arenberg-Seltzer; Beverley Batson; Ellie Schrot; Cara Cerchione; Amoy Reid; Renee Podolsky; Khalil Zeinieh; Richard Campillo; Kirk Englehardt; William Karp; Monica King; Laurie Rich Levinson; Laurie Sallarulo; Carol Hylton; Sharonda Bailey
Members Absent	Twan Russell; Zachary Talbot; Dawn Liberta; Kristina West
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Hubert Cesar, CIO; Howard Bakalar, CPO; Judith Merritt, COO, Allison Metsch, Sr. Director of Education & Quality; Elsy Silvestre, Contract Administrator; Lizbeth Juan, Executive Assistant; Melody Martinez, Board Liaison; Pablo Calvo, Director of Community Engagement; Reiner Potts, Financial Analyst; Keisha Dunn-Pettis, Senior Director of Family Services and Provider Relations; Beverly Hung, Human Resources Manager; Stephanie Landreville, Controller
Others in Attendance	Jacob Jackson, General Counsel

Item	Action/Discussion
Welcome & Call to Order	Nominating Committee Chair Michael Asseff called the meeting to order at 12:06PM. Board Chair was unable to chair due to a personal emergency. Roll was called and a quorum was established.
Chair Report	Nothing to report.
CEO Report	CEO welcomed everyone and introduced new Board member Sharonda Bailey to the Board. She also introduced new Executive Assistant Lizbeth Juan to the Board. CEO is looking forward to meeting in person in the near future for Board meetings. CEO summarized the CEO report as follows: • The state has now released CRRSA federal stimulus dollars that had been expected in August/September and includes Phase VI Provider Grants. We received the approval a week ago and launched it on Friday. We already have 455 childcare small business that have applied, and hope to have payments in the childcare small businesses towards the end of the month. • ELC staff shared a draft of the new Above and Beyond Broward plan, that includes programming, incentives/stipends, and other supports to upskill, retain and elevate early learning staff. The Workforce Workgroup will be meeting again in about six weeks. ELC Staff are updating the plan and creating a timeline for all of the action items. • We still await word on when, and how the American Recovery Plan (ARP) funds, which are due to be released beginning January 2022. • We added a workforce survey that is required in order to complete the application for Phase VI. This was also done in Phase V but will get us more information on how our childcare small business are doing.

Consent Agenda

- 1. Approve August 31, 2021 Meeting minutes
- 2. B222CA1 Approve City of Ft. Lauderdale Contract
- 3. B222CA2 Approve Children's Forum Agreement the Chair to Sign Amendment before October 1, 2021
- 4. B222CA3 Approve NSU Agreement
- 5. B222CA4 Approve Legal Services
- 6. B222CA5 Approve CEO Goals
- 7. B222CA6 Approve Request to initiate procurements
- 8. B222CA7 ELC 2022 Advocacy Priorities

A **Motion** was made by Cindy Arenberg-Seltzer to approve items 1-8 on the Consent Agenda. **Seconded** by Carol Hylton. **Unanimously approved**. **Motion Passes.**

Finance Committee

 B222FIN1 – Approve September Interim Financial

Approve September Interim Financials

Cindy Arenberg-Seltzer shared and presented the September 2021 interim financial statements and summarized the following points:

- Slot costs are currently averaging approximately 18% higher than they
 were during the last full year of open enrollment in FY 2020. Increase
 is primarily due to two provider rate increases implemented in
 January and July 2021
- VPK expenditures were lower than expected for a normal year, but higher than they were at this time last year (which was the peak of the pandemic).

A **Motion** was brought forth by the Finance Committee to approve September 2021 Interim Financial Statements, pending approval of an annual audit performed by a qualified independent certified public accountant. The **Motion was unanimously approved**. **Motion Passes**.

2. B223FIN2 – Approve Budget Amendment #2

Approve FY 22 Budget Amendment #2

The CAO reviewed the highlights of the FY21 Budget Amendment #2

A **Motion** was brought forth by the Finance Committee to approve FY2022 Budget Amendment #2. The **Motion was unanimously approved**. **Motion Passes**.

Regular Business

 B222RB1 – Ad Hoc Strategic Planning Committee CEO spoke about how last fiscal year was the final year of a three-year Strategic Plan. As a result, the Ad Hoc Strategic Planning Committee was approved to reconvene and ELC staff met throughout the 20/21 Fiscal year. ELC staff presented a DRAFT Strategic Plan that was approved for one year at the May 10, 2021 Board meeting. As per our Bylaws, all Ad hoc Committee must be re-approved after the approval of project completion. In preparation for the planning of a new Strategic Plan, ELC staff are asking once again for approval of the Ad Hoc Strategic Planning Committee. The hope is the first meeting will be in December so that we can establish the guidelines for this committee, the timeline for the strategic plan and discuss committee members' commitment requirements.

CEO took this time and thanked Richard Campillo for his role as the chair of the Ad Hoc Strategic Plan committee over the past few years as he has now stepped down as chair. Laurie has appointed Kirk Englehardt as the new Chair of the committee and the CEO thanked Kirk for stepping into this role. Volunteers to be on the Committee were asked to contact Judith Merritt.

A **Motion** was made by Cindy Arenberg-Seltzer to approve reconvening the Ad Hoc Strategic Planning Committee and members' in preparation for the 2022-2027 plan. **Seconded** by Monica King. **Unanimously approved. Motion Passes**

Program Review Committee – Khalil Zeinieh

Program Review Committee Chair Khalil Zeinieh informed Board members on the main topics discussed at the last PRC meeting, those key points were:

Federal grant dollars, enrollment and recruitment strategies, VPK where families are getting the certificate and not using it and trying to figure out why that's happening, class observations and how our team is getting back into classrooms and evaluating quality in that way. Khalil took this time to acknowledge a great accomplishment and give Kudos to the coalition for now being an IACET Accredited Organization which means they can now administer CEU's (Continuing Education Units) that are like gold for our providers.

Audit Committee-Richard Campillo No Discussion.

Nominating Committee - Michael Asseff

No Discussion.

Governance Committee – Dawn Liberta No Discussion.

Provider Representative –

Cara Cerchione attended a conference and shared some struggles that small business owners are all facing and how COVID has affected them.

Cara Cerchione, Representative

private for profit child care provider	
Beverley Batson, Representative private faith based child care provider	
UNFINISHED BUSINESS	None
NEW BUSINESS	None
MATTERS FROM CHAIR	There was no discussion.
MATTERS FROM COMMITTEES	William Karp mentioned that child care licensing started a pilot program for providers that are in good standing, in business 2 years, no class 1 violations in a two-year period, with a qualified director and are not in an investigation. Those providers who meet that eligibility can have one remote desk inspection. This will help to congratulate compliant providers.
	Ellie Schrot gave a shout out to Allison and her team of inclusion specialist who have been doing a phenomenal job with the developmental screenings and referring children who have concerns. Last fiscal year we were averaging about 10 referrals a month and this year we are averaging 29 a month.
PUBLIC COMMENT	There was no discussion.
NEXT MEETING DATE	December 20, 2021 at 12:00PM
ADJOURN	Meeting adjourned by Dawn Liberta at 12:50PM

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.

ELC SECRETARY