



**APPROVED at the Finance & Executive meeting January 24, 2019**  
 Early Learning Coalition of Broward County  
 SPECIAL Finance & Executive Committee Meeting Minutes  
 January 11, 2019 – 2:00 pm  
 6301 NW 5<sup>th</sup> Way, Suite 3400, Fort Lauderdale, FL 33309

Members in Attendance: Laurie Sallarulo, Ellie Schrot, Cindy Arenberg Seltzer, Richard Campillo, Twan Russell  
 Board Members: Dawn Liberta, Monica King, Mason Jackson

Members Absent: Nicholas Kaniaris, Deborah M. Hosey, Renee Podolsky, Michael Asseff

Staff in Attendance: Renee Jaffe, Christine Klima, Howard Bakalar, Hubert Cesar, Keisha Dunn-Pettis, Allison Metsch, Director of Education and Quality; Suwenda Louis, Irene Ramos, Executive Assistant

Others in Attendance: Jacob Jackson, General Counsel; Mary Rizzuti, CRI via phone and audio visual

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Laurie Sallarulo, Executive Committee Chair called the meeting to order at 2:15 pm. Roll Call of Committee members and Self-introductions of other Board Members was done. A quorum was established for the Executive Committee only.	
Review and Discuss Salary Survey	Compensation Resources Inc., (CRI) presented a webinar with the results of the salary survey reviewing the purpose of the study, compensation philosophy, survey	

<p>Action Statement and Supporting Documents</p>	<p>methodology, findings and recommendations for salary adjustments.</p> <p>CRI answered member questions about best practices in the industry.</p> <p>The members reviewed and discussed ELC's draft compensation philosophy statement, the draft salary administration plan and the recommended salary adjustment plan. Members noted that they wanted ELC to target the 30<sup>th</sup> percentile rather than the 20-25<sup>th</sup> percentile in order to better align salaries with the marketplace and they wanted to propose motions for the Finance Committee to consider that would achieve that on a faster timeline than proposed in the action statement.</p> <p><b>A Motion</b> was made by Twan Russell to bring position levels 35-38 per CRI salary structure survey to the 30<sup>th</sup> percentile as of January 1, 2019. Bring position levels 39-47 to the 25<sup>th</sup> percentile per CRI salary structure for staff employed a minimum of 1 year subject to fund availability and effective January 1, 2019. 3 Yeah, 1 Nay - <b>The motion was approved.</b></p> <p><b>A Motion</b> was made by Twan Russell to bring position levels 39-47 to 30<sup>th</sup> percentile based on CRI salary structure for staff employed a minimum of one year subject to funds availability effective July 1, 2019. <b>Seconded</b> by Cindy Arenberg Seltzer. 4 Yeah, 1 Nay - <b>The motion was approved.</b></p> <p><b>A Motion</b> was made by Twan Russell for position levels 48-49 to be brought to the 25<sup>th</sup> percentile based on the CRI salary structure for staff employed a minimum of 1 year effective January 1, 2019 subject to funds availability. Then on July 1<sup>st</sup> 2019 bring positions 48-49 to the 30<sup>th</sup> percentile according to the length of service subject to funds availability. <b>Seconded</b> by Richard Campillo. 4 Yeah, 1 Nay - <b>The motion was approved.</b></p> <p><b>A Motion</b> was made by Cindy Arenberg Seltzer that the ELC policy be revised to reflect up to 5% for performance pay that can be administered as a merit increase or bonus or combo of both at the discretion of the CEO subject to funds availability. <b>Seconded</b> by Twan Russell. <b>Approved Unanimously.</b></p> <p><b>A Motion</b> was made by Cindy Arenberg Seltzer for the CEO salary be brought to</p>	
--	---	--

	<p>\$171,364 with a potential of \$10,000 maximum performance pay effective January 1, 2019 and subject to funds availability. <b>Seconded</b> by Twan Russell. This motion supersedes the CEO's initial offer letter. 4 Yeah, 1 Nay - <b>The motion was approved.</b></p> <p><b>A Motion</b> was made by Twan Russell to rescind the two motions made at the November 28<sup>th</sup> Finance &amp; Executive meeting. One motion recorded stated that the 10 employee's salaries that were below the minimum for their position be brought to the minimum market salary as per the salary survey conducted by CRI effective January 1, 2019. The second motion recorded stated that there be salary adjustments of up to \$25,000 for the non-executive positions referenced in the survey report that are below the minimum salary rate. <b>Seconded</b> by Richard Campillo. <b>The motion was approved unanimously.</b></p> <p>The Board Chair stated for the record that she voted "nay" pending the outcome of an ELC proposal to raise provider rates that was presented to the September Finance Committee Meeting and will be taken up again at the next scheduled Program Review Committee and Finance Committee meetings.</p>	
New Business	None	
Matters from the Chair	None	
Matters from the Committee	There was no discussion.	
Public Comment	There was no comment.	
Next Meeting Date	TBD	
Adjourn	Cindy Arenberg Seltzer move to adjourn the meeting. The meeting adjourned 5:30pm.	

These minutes contain the action items of the SPECIAL Finance & Executive Committee 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.