



Approved on June 5, 2023, Audit Committee Meeting
Early Learning Coalition of Broward County, Inc.
Audit Committee Meeting Minutes
February 21, 2023, at 9:00 AM
Virtual Meeting

Members in Attendance	Chair, Renee Podolsky; Monica King; Beverley Batson; Michael Asseff;
Members Absent	Twan Russell
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Reiner Potts, Financial Analyst; Kasey Lafrance, Contracts Administration Manager; Sandra Paul, Senior Director of Provider Reimbursement; Stephanie Landreville, Controller; Samantha Dempsey, Accountant
Others in Attendance	Julie Klahr, Legal Counsel; Martha Parker, CPA & Roberto Ayala, Keefe McCullough CPAs; Ellie Schrot; Dr. Amoy Reid

Item	Action/Discussion
Welcome & Call to Order	Chair Renee Podolsky called the meeting to order at 9:01 AM. The roll was called, and a quorum was established.
CONSENT AGENDA	
a. Approve Audit Committee meeting minutes for August 31, 2022	A Motion was made by Monica King to approve the ELC of Broward Audit Committee meeting minutes from August 31, 2022. Seconded by Michael Asseff. Unanimously Approved. Motion Passes.
Audit Committee REGULAR BUSINESS:	Approve Draft Audit Report for Fiscal Year 2022 and Form 990
a. AUD232RB1 – Approve Draft FY22 Audit Report and Draft 2021 Form 990	<p>Martha Parker, Engagement Partner at ELC’s Audit Firm Keefe McCullough, presented the results of ELC’s Draft Audit report for FY 22 and the Draft 2021 Form 990.</p> <p>There were no findings.</p> <p>A Motion was made by Monica King to Approve Draft Financial Audit Report for Fiscal Year 2022. Seconded by Michael Asseff. Unanimously Approved. Motion Passes.</p> <p>A Motion was made by Monica King to Approve the Draft 2021 Form 990. Seconded by Michael Asseff. Unanimously Approved. Motion Passes.</p>
b. AUD232RB2 – Approve Draft 2021 403B Retirement Plan Audit Report and Draft 2021 Form 5500	<p>Approve Draft 403b Retirement Plan Audit Report for 2021 and Form 5500</p> <p>Martha Parker, Engagement Partner at ELC’s Audit Firm Keefe McCullough, presented the results of ELC’s 403B plan retirement audit and IRS form 5500 for the plan year ending December 31, 2021.</p> <p>There were no findings.</p> <p>A Motion was made by Monica King to Approve the Audit Report and Management Response for 403b Retirement Plan Year 2021. Seconded by Michael Asseff. Unanimously Approved. Motion Passes.</p>

	<p>A Motion was made by Monica King to Approve the Draft IRS Form 5500 for 403b Retirement Plan Year 2021. Seconded by Michael Asseff. Unanimously Approved. Motion Passes.</p> <p>Monica King recognized the great work that Christine and staff had done throughout the audit process. CAO gave Kudos to Stephanie Landreville who had spearheaded the audit. Board Chair Renee Podolsky thanked Stephanie personally as did other Board Committee members.</p>
OTHER	There was no comment.
NEW BUSINESS	There was no comment.
MATTERS FROM THE COMMITTEE	There was no comment.
MATTERS FROM THE CHAIR	There was no comment.
PUBLIC COMMENT	There was no comment.
NEXT MEETING DATE	TBD
ADJOURN	Renee Podolsky adjourned the meeting at 9:28 AM

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.