

	Approved at the Finance Committee Meeting March 28, 2018 Early Learning Coalition of Broward County Finance Committee Meeting Minutes February 21, 2018 – 3:00 pm 6301 NW 5 th Way, Suite 3400, Fort Lauderdale, FL 33309
Members in Attendance:	Renee Podolsky, Chair; Cindy Arenberg Seltzer; Deborah Meidinger Hosey; Jeffrey Dwyer, via phone; Laurie Sallarulo; Nicholas Kaniaris, via phone
Staff in Attendance:	Renee Jaffe, CEO; Christine Klima, CAO; Howard Bakalar, COO; Irene Ramos, Executive Assistant, Karen Swartzbaugh, Management Advisor via phone
Others in Attendance:	Jacob Jackson, General Counsel; Nurit Sheinberg and Lorraine Breffini, NSU

Item	Action/Discussion	Follow-up
Welcome & Call to Order	Renee Podolsky, Committee Chair, called the meeting to order at 3:15 p.m. A quorum was established at 3:20 p.m. with the arrival of Cindy Arenberg Seltzer. Members observed a moment of silence to honor and mourn the victims of the Marjorie Stoneman Douglas High School shooting tragedy last week.	
Approve January 26, 2018 Minutes	A Motion to Approve the January 26, 2018 meeting minutes was made by Nicholas Kaniaris, seconded by Jeffrey Dwyer and unanimously approved .	
Approve January 31, 2018 Interim	Christine Klima, CAO, reviewed the Interim Financial Statements.	
Financial	Both the CSC Vulnerable Population/33311 and the County's Special Needs contracts are	

New Business	Due to a conflict with State meetings, the April Finance and Executive meetings will need to be rescheduled.	Members will be polled for
	A Motion to Approve the Purchase Order for Temporary Staff was made by Jeffrey Dwyer, seconded by Cindy Arenberg Seltzer and unanimously approved .	
Approve Purchase over \$25,000 for Temporary Staff Costs	ELC established a new customer service unit to support client needs over the phone and facilitate the re-determination process using 10 temporary staff in December 2017. Building on the initial success of the initiative, but pending final evaluation for the long term, ELC requested approval from the Finance Committee for a purchase order not to exceed \$164,500 to continue using 5 temporary employees to staff this unit through the end of the fiscal year. The request was approved unanimously.	
FYI – Three Year Budget Comparison	A 3-year budget comparison for FY 17, FY 18 and a draft of anticipated FY 19 budget was also reviewed and discussed. This preliminary budget preview highlighted the total available funds that may be available for re-allocation in FY 19 due to the sunset of the Road to Child Outcomes initiative and contracts for the WAGES and Resource and Referral. Administrative funds available for allocation are more limited, however additional details will be presented to the appropriate committees and the board in the near future. All projections for FY 19 are based on level funding.	
#3	A Motion to Approve Budget Amendment #3 was made by Cindy Arenberg Seltzer, seconded by Deborah Meidinger Hosey and unanimously approved.	
Approve FY 2018 Budget Amendment	Christine Klima, CAO, reviewed the proposed budget amendment which reflects additional allocations of approximately \$764K, including carryforward from OEL's FY17 School Readiness contract and new funding from the Child care Executive Partnership Program, CSC's Vulnerable Populations Program and School Readiness match funding from the City of Fort Lauderdale.	
	A Motion to Approve the January 2018 Interim Financial Statements was made by Deborah Meidinger Hosey, seconded by Nicholas Kaniaris and unanimously approved .	
Statements	over-utilized due to Broward Regional over-enrollment during the prior year. CSC has authorized carry-forward funds to cover this occurrence and a request for additional funds has been submitted to the County to sustain services for currently enrolled children and consideration for the 28 children with special needs currently on the wait list. Other utilization and waitlist data were also reviewed.	

		an alternative April meeting date/time.
Matters from the Chair	The current meeting schedule poses difficulties for several Finance Committee members and there was discussion about moving to a morning, rather than late afternoon. Due to the overlap in membership on both Finance and Executive Committees, members of both committees will be surveyed to identify alternative dates/times for future meetings.	Members will be polled for alternative date/time for future meetings.
Matters from the Committee	There were no matters from the Committee.	
Public Comment	There was no public comment.	
Next Meeting Date	March 28, 2018 @ 3:00 p.m.	
Adjourn	A Motion to Adjourn was made by Renee Podolsky. The meeting adjourned at 4:30 p.m.	

These minutes contain the action items of the Finance 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.