



PROGRAM COMMITTEE MEETING MINUTES
Wednesday, June 19, 2013, 8:30 a.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Jean Rags, Chair; Dawn Harvey

Committee Members Excused: Angela Porterfield

Committee Members Present via Phone: Marsha Carpenter

Coalition Staff Present: Kim Borrego, Jim Farrelly, Betsy Kier, Sherri Singleton

Others Present: None

I. Welcome and Call to Order – Ms. Jean Rags, Chair

Ms. Rags called the Program Committee to order at 8:35 a.m. and welcomed Committee members.

II. Review/Adoption of Draft Minutes from May 15, 2013

Ms. Rags requested a motion to approve the minutes from the May 15, 2013 meeting. Ms. Carpenter so moved and Ms. Harvey seconded the motion. All were in favor with no abstentions and the motion carried.

III. Discussion, Centers Below and Above Monitoring Standards

Ms. Borrego provided an update on Leading by Example; she explained that at the Board meeting on May 23, 2013 there was a unanimous vote to decline the thirty (30) day extension. Following that meeting Ms. Borrego called Ms. Nail and explained that her contract would be terminated. Mr. Farrelly also followed up that conversation with a letter explaining that services would end on May 30, 2013. Ms. Borrego stated the provider had three (3) children who since have transferred to a new provider. Ms. Rags asked if the provider was aware that she was able to reapply in a year and Ms. Borrego confirmed that this was stated to the provider and was included in the letter.

Ms. Borrego reported that three (3) providers; Meadow Point, Discovery Point #31, Kiddie Ranch have met minimum requirements at their follow-ups. However, Kiddie Ranch has since closed the two (2) year old room due to low enrollment.

Ms. Borrego stated three (3) providers are under a corrective plan of action; Footprints (Hudson), Little Friends, and Kids Under Construction. These providers will have their follow up in July.

Ms. Borrego was pleased to announce that during the month of May the Coalition conducted twenty-three (23) passing SRPA Assessments and four (4) CLASS assessments.

Mr. Farrelly stated that the Coalition will be offering trainings to parents on how to properly choose quality centers. Mr. Farrelly explained a survey had previously been compiled to learn how parents choose their centers. The survey showed that parents were choosing centers based on proximity to their home and cost rather than quality of care.

IV. VPK Online Registration – Ms. Betsy Kier

Ms. Kier explained that since ELIS is currently on hold, she has begun looking into other options for an online VPK registration process. Ms. Kier is proposing implementation using a company named ATLAS which is currently being utilized by the Pinellas and Miami/Dade Coalitions. ATLAS will train staff on system usage.

Ms. Kier described the process as easy-to-follow steps for parents. Parents create a login account and read the handbook prior to submitting documents. Once the mandated documents are uploaded, Coalition staff will approve or decline the documents. Once approved, the parents will receive the Certificate of Enrollment electronically to print and take to the center.

The total cost for the first year of ATLAS including the setup, training and tech support is \$11,300.00 and \$7,800.00 each year thereafter. Ms. Kier stated that \$1,200 of that cost would be to utilize the server through ATLAS. Utilization of the ATLAS server was advised by Mr. Weinberg, owner of Centurion Computers and IT Contractor for the Coalition. Mr. Weinberg feels that using the Coalition server could make the Coalition susceptible to hacking.

Ms. Rags inquired if the site was secure and if the company was able to utilize the information found on their server to contact clients. Ms. Kier confirmed that the agreement included a confidentiality clause and ATLAS would not be allowed to contact clients through the server. Ms. Rags asked who would be responsible if ATLAS' secure site was breached. Ms. Kier stated she would confirm that this information was stated in the contract. Ms. Kier stated that ATLAS is a reliable company with many referrals such as the Workforce Board.

Mr. Farrelly explained this process will make the program accessible for more children by allowing providers to enroll students directly at the center. Mr. Farrelly explained to the Committee that funds for the first year implementation of the online registration are available now from the VPK O & A grant. This process will decrease Administration costs dramatically and the future year's maintenance cost of \$7,800.00 could be pulled from the VPK O & A grant.

Ms. Rags motioned for approval of the expenditure to purchase the VPK online registration system through ATLAS. Ms. Harvey so moved. Ms. Carpenter seconded the motion. All were in favor with no abstentions and the motion carried.

V. Public Input

None.

VI. Next Meeting Date – July 17, 2013 at 8:30 a.m.

The next Program Committee meeting was scheduled for Wednesday, July 19, 2013 at 8:30 a.m.

VII. Adjournment

Ms. Rags adjourned the meeting at 9:05 a.m. with no further discussion.

Respectfully submitted by,

Sherrri Singleton
Receptionist