



PROGRAM COMMITTEE MEETING MINUTES
Wednesday, August 21, 2013, 8:30 a.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Jean Rags, Chair; Cathy Dofka, Angela Porterfield

Committee Members Excused: Marsha Carpenter, Josh Kelly

Committee Members Present via Phone: None

Coalition Staff Present: Kim Borrego, Jim Farrelly, Jak Jakubauskas, Betsy Kier

Others Present: None

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

Ms. Rags called the Program Committee to order at 8:36 a.m. and welcomed Committee members.

II. Review/Adoption of Draft Minutes from July 17, 2013

Ms. Rags requested a motion to approve the minutes from the July 17, 2013 meeting. Ms. Porterfield so moved and Ms. Dofka seconded the motion. All were in favor with no abstentions and the motion carried.

III. Discussion, Centers Below and Above Monitoring Standards

Ms. Borrego reported that three (3) providers have been carried over from last fiscal year. Two (2) of the centers have met their minimum requirements and the third had one (1) classroom fail. A follow up is scheduled for September.

Additionally four (4) providers achieved scores of 94% or higher on their assessments.

IV. Report of Contract Cancellations

Mr. Farrelly explained that a provider contract had to be cancelled. Ms. Jennifer Chiger, owner of Little Achievers Learning Academy and Little Achievers Learning Academy, Too in New Port Richey, due to a situation with the Federal Food Program involving an unpaid invoice, was placed on the disqualified list at both the federal and state level. For this reason, the Coalition was ordered to cancel her contract for both School Readiness and VPK.

Mr. Farrelly stated that all Coalition children were transferred and Ms. Kier reported that approximately 46 children in the School Readiness program were involved. As the VPK

school year had not yet begun, no VPK children required transferring. Ms. Kier stated OEL will have guidelines in the near future on how to handle a situation such as this.

Mr. Farrelly explained this provider had also recently received approximately \$1,700 in Quality Incentive funds and the incentive application states the provider must remain contracted with the Coalition for a year after receiving the funds. With this providers' contract cancellation, these funds were withheld from their final payment.

V. Update, New Statewide School Readiness Eligibility Requirements – Ms. Betsy Kier

Ms. Kier explained Coalitions are still awaiting final guidelines from OEL. OEL has addressed some areas of concern, but the guidelines are still in draft form. One of the most pressing issues is that Coalitions are not permitted to terminate clients for reasons other than non-compliance. Approval to terminate must come from OEL and no contact person has yet been identified or notice received on how long the notification process will take.

Ms. Kier informed the Committee that the Coalition is moving forward and addressing individual situations as they arise. Provider meetings are planned for the future to include interested community members and parents once the guidelines have been finalized.

Mr. Farrelly stated the Committee will be kept apprised as more information becomes available.

VI. Update/Revision, Age Range Policy

Mr. Farrelly explained no changes have been made as of yet. However, the Coalition's Age Range Policy will either be substituted for the state's policy or cancelled altogether.

VII. Review, COOP Plan

Ms. Kier explained the Coalition is required to update the Continuity of Operations Plan (COOP) annually. Ms. Rags remarked that the out of county alternate facilities are both in coastal areas that could be heavily impacted. Staff will look into ELCs in Polk, Lake and/or Marion counties as a possible third alternative.

A brief discussion followed on the storage of backup tapes in the Coalition's new fireproof safe as well as having files stored in SentryFile, a virtual filing system.

The following changes were noted: page 12, second paragraph, delete the word "unit" within the second sentence. Page 35, Statement #5, first sentence, "the" at the end of the sentence does not require capitalization.

Ms. Rags requested a motion to approve the COOP Plan as noted. Ms. Porterfield so moved and Ms. Dofka seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. Public Input

Ms. Borrego informed the Committee that new verbiage has been added to the School Readiness Provider Monitoring Procedure that states a new provider must have evidence of a Coalition approved curriculum prior to entering into a contract with the Coalition.

Also, this will be the first year that those providers who have scored 96% or higher on their assessments for two (2) consecutive years will be eligible to receive condensed assessments. Ms. Borrego reported that 67 providers, many of them PLACE programs are eligible this year.

IX. Next Meeting Date – September 18, 2013 at 8:30 a.m.

As Ms. Rags and Ms. Porterfield will not be available on September 18, 2013, Mr. Farrelly requested that Ms. Jakubauskas prepare a “doodle.com” with alternate dates and email the dates to Committee members.

X. Adjournment

Ms. Rags requested a motion to adjourn. Ms. Porterfield so moved and this meeting of the Program Committee adjourned at 8:55 a.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant