



**PROGRAM COMMITTEE MEETING MINUTES**  
**Wednesday, May 14, 2014, 8:30 a.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

**Committee Members Present: Diane Rowden**

**Committee Members Excused: Jean Rags**

**Committee Members Present via Phone: Marsha Carpenter, Josh Kelly, Angela Porterfield**

**Coalition Staff Present: Kim Borrego, Pam Dudek, Jim Farrelly, Jak Jakubauskas**

**Others Present: None**

**I. Welcome and Call to Order**

Mr. Farrelly called the Program Committee to order at 8:30 a.m. and welcomed Committee members. Introductions were made

**II. Selection of New Committee Chair**

Mr. Farrelly explained that the current Chair, Ms. Jean Rags, has done a great job. Ms. Rowden moved to nominate Ms. Porterfield as the new Program Committee Chair and Ms. Carpenter seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Review/Adoption of Draft Minutes from March 19, 2014**

Ms. Porterfield requested a motion to approve the minutes from the March 19, 2014 meeting. Mr. Kelly so moved and Ms. Rowden seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Discussion, Centers Below and Above Monitoring Standards**

Ms. Borrego reported on the following assessments:

- Circle of Life – minimum requirements were met;
- Ms. Helen's – minimum requirements were met;
- Kid Station – minimum requirements were met;
- Discovery Point #31 – minimum requirements were met;
- All Aboard Academy – minimum requirements were met;
- Kids R Kids Boyette – second CAP was approved with follow up due in mid-June;

- Sugar Plum – follow up report is due;
- Kids R Kids Collier – CAP received and approved with a follow up due at the end of May.

Ms. Borrego stated that an additional eighteen (18) centers were assessed and scored 88% or higher.

Ms. Porterfield inquired what the Coalition’s policy is if a provider does not pass the second CAP. Ms. Borrego explained the provider would be placed on a third CAP. Mr. Farrelly explained the Coalition has no way to intervene or cancel a contract when deficiencies are identified within a center. The consequences of the CAP are staff related as additional staff time and resources are expended.

Mr. Farrelly requested Ms. Borrego provide some background information on the assessment process and the scoring system. The number of CAP’s seems to be declining, but certain centers are being placed on a CAP annually.

Ms. Borrego stated that for FY 09/10, the minimum assessment score was 80% with 88% of providers meeting this minimum standard. Approximately 30-40 providers were placed on a CAP. For FY 11/12, the minimum assessment score was increased to 85% with 92-93% of the providers meeting this minimum and continuing to meet this standard over the last several years. Fewer providers have been placed on a CAP as more providers have begun taking active roles to improve the quality of their centers. Many of the lower scoring centers have closed.

Mr. Farrelly explained the assessment tool is not harsh and that 15% of the providers are being assessed utilizing the CLASS tool, a much better tool. If the CLASS tool was used as the assessment tool, providers would do extremely poorly overall.

## **V. QRIS (Quality Rating Improvement Systems) Update**

Mr. Farrelly explained that QRIS had been introduced at the March meeting. Dr. Kanakis is very interested in this tool and has discussed it with providers at recent meetings. Dr. Kanakis would like to make QRIS a priority and has moved it out of Program Committee and to the full Board where it will be presented in detail at next week’s Board meeting.

Mr. Farrelly explained the Coalition is 12-15 months away from implementing QRIS and will need Board approval to begin development. Development of a QRIS will be one of the largest initiatives this Coalition has undertaken. He explained that nine (9) of the state’s thirty (30) Coalitions are currently using a “star” format to designate providers based on their assessment scores. Provider success will be based on their quality development and parent choice.

Mr. Farrelly explained that Ms. Borrego will begin researching development ideas upon Board approval and there will be four (4) stages of the QRIS plan presented to the Board for approval.

**VI. Public Input**

Ms. Borrego announced that a Provider Appreciation Event will be held on May 29<sup>th</sup> at the Suncoast Dance Center from 6:30 – 8 pm. Hors d’oeuvres and goody bags were made possible by a donation from the Foundation for Early Learning. Also a performance by Mr. Tommy will be part of the evening’s festivities.

The second annual Preschool Palooza is scheduled for Saturday, August 2<sup>nd</sup> at the Jerome Brown Center in Brooksville where Mr. Tommy will again perform for the children. A grant from Publix has made it possible for the Coalition to purchase t-shirts and musical instrument giveaways for the children. Flyers will be available to share with Committee members.

**VII. Next Meeting Date – July 16, 2014 at 8:30 a.m.**

The next scheduled Program Committee meeting will be on Wednesday, July 16, 2014 at 8:30 a.m.

**VIII. Adjournment**

Ms. Porterfield requested a motion to adjourn. Ms. Rowden so moved and this meeting of the Program Committee was adjourned at 8:49 a.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas  
Administrative Assistant