



DRAFT
Program Committee Meeting Minutes
June 13, 2007 at 9:00 a.m.
15506 County Line Road, Suite 104
Spring Hill, FL 34610

Coalition Members Present: Curt Bromund, Barbara Renczkowski

Coalition Members Excused: Blake Harding

Coalition Members Absent: Dave Marshall

Staff Present: Lenore Zulauf

Others Present: None

Lenore Zulauf (in the absence of Blake Harding) called the meeting to order at 9:00 a.m. All members introduced themselves.

The following information was discussed and reviewed during this meeting:

Review Coalition's Administrative Plan

All documents were emailed to the Committee prior to this meeting for their review. Lenore Zulauf explained the Program Administration Plan is an amendment to our existing plan that addresses the policies and procedures under which the Coalition operates. She mentioned that these policies are required policies already in existence and have been reviewed and revised as a result of audit processes as recommendations were made.

In addition, Lenore further explained that the sliding fee (parent co-pay) scales are updated each year as the poverty level fluctuates. Typically, the co-pay should represent no more than 10% of a parent's income. Lenore mentioned that the current adopted co-pays are slightly above the poverty level. She further stated that it is unlikely an increase would be approved by AWI/OEL.

Lenore mentioned the other items that must be reviewed each year are the Provider Rates. She informed the Committee that the requested Infant/Toddler increase was not approved by AWI/OEL. With this development, the provider rate schedule remains the same.

Members agreed to give their recommendation for approval of the Administrative Plan to the Executive Committee.

The Committee then discussed the direction of future meetings. It was decided the VPK Readiness Rate and decisions about low scoring providers would be the focus of the next couple of meetings. Lenore Zulauf stated she would have VPK staff on hand at the next meeting to assist with questions and direction.

The Committee then discussed the addition of a Board Member to fulfill the vacancy available since Dave Marshall's term of office will be ending on June 15, 2007. Lenore Zulauf mentioned that the Coalition has received several Board Member Applications from several interested individuals. The perspective Board Member, Nicole Miller, was brought to the Committee's attention and Barbara Renczkowski recommended her addition to the Program Committee. Discussion followed regarding the increase of Board Members.

Future Meeting Schedule

The next meeting was scheduled for July 12, 2007 at 9:00 a.m. located at the Coalition's Office.

Without any further discussion, the meeting adjourned at approximately 10:05 a.m.

Respectfully submitted by,

Maryrose Wersan
Administrative Assistant