



**Program Committee Meeting Minutes  
February 19, 2009 at 4 p.m.  
15506 County Line Road, Suite 104  
Spring Hill, FL 34610**

**Committee Members Present: Denise Gill**

**Committee Members Participating via Phone: Dave Meglay, Sonya Jackson, Mary Beth Wehnes**

**Committee Members Excused: Jean Rags**

**Staff Present: Jim Farrelly, Ramute “Jak” Jakubauskas, Betsy Kier**

**I. Welcome and Call to Order: Betsy Kier, Program Manager**

Ms. Kier called the Program Committee to order at 4:10 p.m. and informed the committee that Jean Rags, Chair, was not available, but had given her permission to meet without her presence. Introductions were made.

Ms. Kier requested a motion to approve the minutes from the December 8, 2008 meeting. Mr. Meglay moved to approve the minutes and Ms. Wehnes seconded the motion. All were in favor with no abstentions and the motion carried.

**II. Discussion, Centers Below Monitoring Standards**

Ms. Kier directed the Committee’s attention to the School Readiness Monitoring Corrective Action Plan (attached) and specifically to page one (1). KP scored a 51% and a corrective action plan was put in place. Follow ups were made and technical assistance was offered, but when the second follow up assessment was made, the center scored a 52%. This center was given over 30 days to be brought up to minimum requirements.

On page two (2), LCA, correction was noted: center score was 36% not 69% as indicated. After several written communications, drastic improvements were made. The center scored 84% as of this morning and are to be commended for their hard work.

Coalition staff will continue to spot check this center, but no further assessments will be made this year unless there is a noticeable back slide.

Ms. Kier stated she is attempting to set meetings with licensing representatives in both Pasco and Hernando because of the concern that some of the issues seen are also licensing issues. The Coalition wants to make certain that we are all working together to ensure our children are being cared for in the best way possible in a safe environment. Ms. Wehnes commented that some of these findings would be citable and the licensing agency could be implementing progressive enforcement.

Ms. Kier stated that SS on page four (4) was another success story. Their assessment score in January was 69% but their follow up score was 90%. The center director commented that because of the changes being made, their enrollment increased and the parents and children have expressed how happy they are with the changes.

Mr. Farrelly reviewed with the Committee that KP has been visited twice and was given 40 days to enact improvements. The Coalition would like to inform the Committee that we are in the process of bringing the KP owner/director in to meet with Ms. Kier and Mr. Farrelly. This would be the prelude before bringing them to the entire Board for a recommendation of dissolution of their contract for school readiness services. This meeting would be the first step of due process to put the center director on alert that significant changes need to be made. If improvements are not made, the Coalition will recommend the payment agreement be terminated.

Mr. Farrelly informed the Committee that the Coalition's attorney is very supportive of this process; however, he has advised being careful and providing notice of due process and opportunities to the provider before canceling their contract. Mr. Farrelly explained he would send a certified letter to have the center director come in for a meeting. Action will be taken within the next 10-14 days.

### **III. Review, Amendments to Coalition Plans**

Many changes have been made since July 1, 2008 regarding bringing services in-house and these changes were voted on and approved by the Board, but amendments were not finalized to the Coalition plan to reflect these changes.

Ms. Kier read the Proposed Coalition Plan Amendments (attached) for the benefit of the members attending via phone. These changes need to be submitted to AWI to include in the Coalition Plan. They will be presented to the Board for approval at February's meeting.

Ms. Kier requested a motion to accept the five (5) amendments as read to be presented to the Board of Directors at the February meeting. Mr. Meglay made the motion to accept the amendments and Ms. Wehnes seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Selection of Next Meeting Date**

No date was set for the next Program Committee meeting. Potential dates will be e-mailed to the Committee and to Ms. Rags.

**V. Public Input**

No public input.

**VI. Adjournment**

Ms. Gill made a motion to adjourn the Program Committee meeting at 4:35 p.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas  
Administrative Assistant