



**Program Committee Meeting Minutes
April 20, 2009 at 8:30 a.m.
15506 County Line Road, Suite 104
Spring Hill, FL 34610**

Committee Members Present: Jean Rags, Chair; Sonya Jackson, Dave Meglay, Mary Beth Wehnes

Committee Members Excused: Denise Gill

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

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

Ms. Rags, Chair, called the Program Committee to order at 8:35 a.m. Roll call and introductions were made.

Ms. Rags requested a motion to approve the draft minutes from the March 23, 2009 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 updated the Committee on KP. Per Board approval, the payment agreement was terminated and the children were transferred to other providers. Ms. Kier stated the transition went smoothly.

Ms. Kier reported that HOL, originally assessed at 57%, scored a 72% in mid-March and an 80% in mid-April. However, they have not fully implemented a Coalition approved curriculum. Ms. Kier recommends a three (3) month probationary period for monitoring and further technical assistance visits. Ms. Kier reported that she has been at the center and there are no major issues other than the curriculum. It is a good environment for children and the director is willing to make changes. **Mr. Meglay agreed that a ninety day probation would be a good idea and Ms. Rags expressed the Board’s appreciation for improvement efforts.**

WC – scored a 52% - follow-up will be done the first week in May. The owner met with Mr. Farrelly and Ms. Kier and recognizes there are a number of issues. She has been informed that if minimum achievement on the follow-up assessment is not met, their payment agreement will be cancelled. Technical assistance has been provided.

Mr. Farrelly suggested that if the Committee agrees to place this center on probation, it may influence the owner to make the necessary changes. Ms. Wehnes noted that DCF has concerns as well. **Mr. Meglay recommends probation until the assessment is completed and reviewed at the next Committee meeting.**

DM – scored a 41% - licensing was notified of health and safety issues. Follow-up assessment is being done on April 20, 2009. **The Committee recommends probation.**

LF – scored a 66% - technical assistance has been provided; the center is on track.

LA – scored a 69% - the Coalition's Training Specialist spent a day at the center. **The Committee recommends probation.**

HLD – scored a 50% - center has not returned phone calls from staff. **The Committee recommends probation.**

ED – scored a 62% - center has not returned phone calls from staff. **The Committee recommends probation.**

CK – scored a 30% - licensing was contacted and ratio has been an issue. **The Committee recommends probation.**

Discussion followed on a policy for probation. Ms. Kier stated she is in the process of writing a policy and will have a first reading available at the next Committee Meeting. She believes scheduling another round of mandatory provider meetings in regards to the assessment tool may be necessary.

Ms. Kier informed the Committee that during the self-assessment focus group, the review team heard from 30 providers and the new assessment tool was discussed. Their feedback was very positive and they know they are being held to a higher level of quality.

Ms. Jackson inquired if the probation policy would describe the infractions for imposing 30/60/90 day probations. Ms. Kier replied that it would and stated that probation is not currently mentioned in the contracts, but new contracts are being created for all providers. Payment agreements are also being drafted and program assessments will be added to the payment agreement.

Mr. Farrelly explained this is not reflective of all providers in Pasco and Hernando; 90-95% of providers are doing very well. He stated that providers with assessments of 80% or higher are being recognized through the Quality Committee's incentive programs. Mr. Farrelly explained that through the Foundation, the Coalition would like to more fully recognize providers in May of 2010, which features Child Care Provider Day.

Ms. Rags requested a recommendation to place HOL, WCOP, DM, LA, HLD, ED, and CK on probation. Mr. Meglay moved to approve the motion and Ms. Wehnes seconded. Discussion: Mr. Meglay inquired how the length would be determined. Ms. Rags replied

that staff will determine length. All were in favor with no abstentions and the motion carried.

Ms. Rags directed staff to put together a policy that will be brought back to Committee that indicates what it takes to get to probation and what it will ultimately result in as far as termination.

III. Discussion/Approval, Grievance Policy

Ms. Kier explained that documents posted on the website were being reviewed and updated and the posted Grievance Policy had no Board approval date. The Committee was asked to review for a first reading and will then be presented to the Board.

IV. Discussion/Approval, Waiver Request for Client Eligibility

Ms. Kier explained the State has put several procedures in place so that Coalitions may apply for variances to certain rules, one of which is an eligibility rule. Currently, if a client loses employment, their services may continue for 30 days. Based upon the economy, the State allows Coalitions to apply for a variance to allow services to continue for 60 days. In January 2009, Pasco unemployment rate was 10.8% versus 6.1% in 2008 and Hernando's was 12.4% versus 7.3% in 2008. Average duration of unemployment is about 15 weeks.

Ms. Kier recommends the Coalition apply for the variance for continuity of care on behalf of the children. Ms. Rags stated the length of unemployment in Hernando is reaching close to 52 weeks. Ms. Kier understands the variance is for a 12-month period with a possibility of renewal. Ms. Rags requested that the Committee be updated within six (6) months.

Ms. Rags asked for a motion to approve the request for the renewal. Mr. Meglay moved to approve the motion and Ms. Jackson seconded. All were in favor with no abstentions and the motion carried.

V. On-Line Event Hosting

The Coalition is doing a large number of events, trainings and various programs during the year and staff is dedicating a large amount of time to do registration and track numbers. An on-line event web hosting system, in conjunction with the Children's Forum, would cost the Coalition \$6,875 for the first year. The initial expense is to set up the Coalition's events and the renewal fee for the following year would be only 25% of the original because the events have already been established. Additional events can be added and can include Board retreats and meetings. Mr. Farrelly explained the system

would also be able to provide reports on attendance, tracking payments, etc. Staff will determine if this system utilizes “Pay Pal” as part of the registration process.

Ms. Rags requested a motion to approve the on-line event hosting. Ms. Wehnes made a motion to move forward with the web hosting agreement for \$6,875 and Mr. Meglay seconded. All were in favor with no abstentions and the motion carried.

Mr. Farrelly informed the Committee that the Coalition’s 3-year assessment went smoothly. Ms. Kier worked diligently for six (6) months and the auditors found only a few minor issues. The official exit conference will be in June. He also announced that the Federal stimulus package has arrived and the Coalition will be awarded approximately \$722,000. Mr. Farrelly is waiting to learn what spending restrictions will be, as these are not recurring dollars, and will bring the information back to this Committee.

VI. Selection of Next Meeting Date

The next Program Committee meeting will be held on Tuesday, May 19, 2009 at 4 p.m.

VII. Public Input

None.

VIII. Adjournment

The Program Committee meeting was adjourned by Ms. Rags at 9:20 a.m.

Respectfully submitted by,

Ramute “Jak” Jakubauskas
Administrative Assistant