

Program Committee Meeting Minutes July 20, 2009 at 8:30 a.m. 15506 County Line Road, Suite 102 Spring Hill, FL 34610

Committee Members Present: Dave Meglay, Chair; Sonya Jackson

Committee Members Excused: Mary Beth Wehnes

Staff Present: Jim Farrelly, Ramute "Jak" Jakubauskas, Betsy Kier

I. Welcome and Call to Order: Mr. Dave Meglay, Committee Chair

Mr. Meglay, Chair, called the Program Committee to order at 8:25 a.m.

Mr. Meglay made a motion to approve the draft minutes from the April 20, 2009 meeting and Ms. Jackson seconded the motion. All were in favor with no abstentions and the motion carried.

II. Discussion, Centers Below Monitoring Standards – Ms. Betsy Kier

Ms. Kier reviewed the following centers that are currently on Corrective Action Plans:

HOL – Probation ends August 21, 2009, informal visits have been made, curriculum has been implemented and center is currently on track.

LSLC – Passed overall with only the toddler class being a point or two (2) below minimum; provider staff is continuing to work with the training specialist and have been notified they are under probation pending direction from the Committee. Coalition staff will continue to work with the teachers in the toddler class.

WCOP – Issues were uncovered during a recent informal visit Ms. Kier and Ms. LaCava made to this center involving health and safety. Ms. Kier stated that licensing is involved and has placed this center on a probationary license. The center has an absent owner and serves low-income families but has not met the required assessment score after repeated visits that began in January.

Mr. Meglay suggested beginning the paperwork to terminate this provider's agreement. Mr. Farrelly suggests requesting the center correct 2-3 specific "major" issues over the next week and, if there are no results terminate their contract at that time.

Mr. Farrelly explained that if the Committee agreed, a letter would be sent to the provider informing them the termination of their contract may be presented to the Board. If issues identified are not corrected prior to the Board meeting, a certified letter would be sent to the center on July 31st advising them that their contract would terminate on the following Friday, August 7, 2009. The Committee agreed to this recommendation.

DMFHC – Contract was terminated as of June 5, 2009.

LFSH – They are implementing changes, however they did turn down a technical assistance offer. They will be kept under probation.

LA – Two (2) classes are still under the minimum assessment requirement. They will be kept under probation.

HLDC – The center is improving and working with the technical assistance specialist. They will be kept under probation.

EDC – Continuing to work with the Coalition as two (2) classes are still below the minimum. They will be kept under probation.

CK - Owner was unaware of the situation and is working to make changes. They will be kept under probation. Mr. Meglay inquired about standard procedure when an absent owner is involved. Ms. Kier replied that efforts are made to include both the owner and the director in Coalition conversations regarding their center.

FP – Continuing to work with the Coalition. They will be kept under probation.

JBFHC – DCF was contacted when follow-up assessment was attempted and provider was not on site and her husband and 14-year old daughter were watching seven (7) children which exceeds DCF licensing ratios. A probation letter will be sent pending the outcome of the next assessment. The provider currently has eight (8) children enrolled.

RM – attained an 85% on their last assessment.

S&G – Provider was notified of probation pending direction of the Committee. Ms. Kier believes the probation should be extended through the next Committee meeting or pending outcome of their upcoming assessment. The provider has refused technical assistance.

Mr. Meglay inquired if providers were aware of how closely they are monitored. Mr. Farrelly commented that at each provider meeting assessments are discussed and that providers are getting the message that the Coalition is removing providers who are not improving.

Mr. Farrelly stated the Coalition is looking at adding two new (2) positions to assist in program monitoring. One would be a full-time Curriculum Specialist who will work with

providers on curricula, and an additional Provider Specialist who would be shared between School Readiness and VPK to assist with monitoring the number of centers involved.

III. Revised Program Assessment Tools

Ms. Kier explained that some minor changes have been made to the tools. A provider focus group of eight (8) providers out of 300 volunteered to review and suggest changes to the assessment tools. Overall, not many changes were suggested and those have been highlighted on each of the assessment tools.

Ms. Kier stated the Family Child Care Home tool will not be ready for review by the Committee until the August meeting because of the number of changes requested by the home providers. They felt their assessment tool was too generic and not as detailed as the center tool.

Each of the six (6) tools and their respective highlighted changes were reviewed by the Committee.

Ms. Kier stated that once these tools are approved, an intensive in-house training session for the monitoring staff and the Training Specialist will take place before monitoring begins. She explained these tools are used on unannounced visits and the results are shared with the director who then signs off on the tool. If the owner is absent, staff will contact the owner directly with the results.

Mr. Meglay made a motion to approve the revised program assessment tools with the changes as presented and Ms. Jackson seconded the motion. All were in favor with no abstentions and the motion carried.

IV. School Readiness Provider Monitoring Procedure Policy -2^{nd} Reading

Ms. Kier explained the recommended change to this policy was found on page four (4).

Mr. Meglay made a motion to approve the School Readiness Provider Monitoring Procedure Policy with the change as presented and Ms. Jackson seconded the motion. All were in favor with no abstentions and the motion carried.

V. ARRA Funding

Ms. Kier explained the Coalition will be working closely with Career Central. They will be spending their ARRA dollars on "re-training" and "going back to school" programs. They will provide child care referrals for the participants of these programs and their child care services will be paid for by ARRA funding. Coalition staff is waiting for a

report indicating the numbers of participants requiring all day child care as Career Central's programs are for 12-18 months so additional funding will be needed.

Mr. Farrelly stated the Coalition will receive approximately \$2.2 million in ARRA funds.

Mr. Farrelly stated the Coalition's goal is not to have a waiting list this year, as last year's list contained about 800 children. Because of the high number of unemployment, there is a possibility the need for services may not be there. Mr. Farrelly stated he has been considering ways to utilize the ARRA funds to impact the most children. One aspect, in collaboration with Work Force who has a new program for individuals collecting unemployment, would place their children in care. A second aspect would be devising a program for the unemployed who decide to attend school. Currently, under the Coalition's plan there is no coverage for child care for students. The Coalition's eligibility specialists would monitor these individuals and withdraw child care funding should they drop out of the respective program.

A proposal containing these ideas will be drafted for August's Program Committee meeting.

Mr. Farrelly informed the Committee that the Coalition will be returning about \$120,000 to the state from unused slot dollars during FY 09.

VI. Selection of Next Meeting Date

The next Program Committee meeting will be held on Wednesday, August 19, 2009 at 9:30 a.m.

VII. Public Input

None.

VIII. Adjournment

The Program Committee meeting was adjourned by Mr. Meglay at 9:20 a.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas Administrative Assistant