



**Program Committee Meeting Minutes  
August 19, 2009 at 10 a.m.  
15506 County Line Road, Suite 102  
Spring Hill, FL 34610**

**Committee Members Present: Dave Meglay, Chair; Jayne Goldstein, Sonya Jackson, Beth Rawls**

**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 10 a.m.

Mr. Meglay requested a motion to adopt the draft minutes from the July 20, 2009 meeting. Ms. Jackson so moved and Ms. Rawls 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 – Current assessment has not been completed because of reported cases of H1-N1 flu at the center. Probation ends August 21, 2009. Probation will be extended through next Program Committee meeting. Assessment will be completed by next Committee meeting.

WCOP – Met with provider and identified two major areas that need to be rectified prior to the Board meeting. After a visit by Ms. Kier and Ms. LaCava, both items were fully implemented and other changes were being made. Ms. Kier has been in communication with the owner to identify two (2) additional areas. The provider has been willing to do what needs to be done. Health and safety issues have been resolved and the Coalition has seen major progress. Ms. Kier recommends a formal probationary period of ninety (90) days to continue moving forward. The Committee agreed to this recommendation.

LFSH – Mr. Farrelly and Ms. Kier met with the director but not the owner; the director did state that changes have been implemented and there would be no issues achieving the minimum assessment required. A spot check visit was done on August 13, 2009 and the same issues were still evident, as noted earlier. The provider has pursued having Technical Assistance and that has been scheduled for August 19, 2009. Ms. Kier recommends having a full assessment done one (1) week after the Technical Assistance has been provided. She also recommends continuing their probation until the next Committee meeting. The Committee agreed to this recommendation.

LA – On track with all changes indicated being made. A formal assessment will be made prior to the next Committee meeting.

HLDC – Mr. Farrelly and Ms. Kier met with the director who indicated she understood what the Coalition was looking for. A spot check was performed this morning with less than desirable results from teachers in the classrooms. The director has stated that staff issues were being addressed to meet minimum requirements. Ms. Kier will be contacting the director and recommends extending probation until the next Committee meeting and doing another full assessment with the understanding that if the minimum is not met their contract will be cancelled. This would be the third assessment. Mr. Meglay recommends bringing them to the Board for cancellation of contract.

EDC – Will continue on probation because two (2) classrooms are not meeting the minimum assessment. During a scheduled T/A visit, neither the director nor the classroom teachers were present. Ms. Kier recommends limiting their ability to take 2-year olds and pre-schoolers. Policy states that if the minimum is not being met in certain classrooms, the Coalition can limit the payment agreement and take away the children in those age groups.

Mr. Farrelly explained the Coalition is gearing up for a new monitoring cycle for FY 09/10 utilizing the new monitoring tool. Coalition staff will be trained on the application of this new tool after new staff has been hired. The new tool will be showcased to providers over three (3) nights. The tool should be implemented by September and “EDC” can be one (1) of the first centers assessed.

CKA – Have met with the owner and director; owner stated she was unaware and everything would be implemented, but issues still remain. Ms. Kier believes that due diligence has been exercised. A meeting will be established with the owner and director by Mr. Farrelly and Ms. Kier.

FP – Still has two (2) classes that are under the minimum but are well on track. The owner has two (2) centers and changes are being implemented at both.

JBFHC – An assessment was attempted but no children were in care on that day; another attempt will be made. She currently has three (3) children enrolled. Rooms were spot checked and changes have been implemented. The provider was over ratio and did dis-

enroll some children. Ms. Kier recommends extending the probation until the next Committee meeting, giving staff time to do an assessment.

S&G – The provider will be called in for a meeting. There have been some small improvements and a T/A visit has been scheduled for next week. However, Ms. Kier recommends sending the owner a letter to come and meet with herself and Mr. Farrelly.

There was a brief discussion on closing centers; Ms. Kier remarked this issue is being faced by other Coalitions in the state as well.

HDP – Licensing confirmed this center had closed for a day due to a rodent situation. Ms. Kier has made several attempts to have a meeting with the provider. She recommends beginning due process after a June assessment came in at 38%. A due process letter will be sent to the provider.

### **III. VPK Outreach and Awareness – Proposed Expenditures**

Ms. Kier explained that this year's grant award was reduced to \$13,379 from \$18,963. She recommends that these dollars be spent on newspaper inserts in the *St. Petersburg Times* throughout Hernando and all of Pasco County. These inserts generated a large influx of telephone calls for information on the VPK program. The direct postcard mailing was equally successful. However, the advertising done in the local cinemas was costly and did not generate the same response. She recommends obtaining quotes to present at the next Committee meeting for approval.

With any left over dollars, Ms. Kier is recommending setting them aside for printing costs. The reason for this is because the Coalition is required to give each parent a VPK parent handbook and the parent has to sign off acknowledging that they received this book. AWI is no longer printing these handbooks instead the Coalition was given a CD containing the handbook. Ms. Kier recommends having the handbook printed versus viewing it on a computer screen because it contains good information and clearly outlines parent's rights and responsibilities.

Ms. Kier anticipates the inserts and postcard cost to be approximately \$7,500 leaving about \$6,000 for printing costs.

Ms. Rawls stated Pasco Schools has a printing department and she believes they do outside printing jobs. Ms. Kier believes that CDS also has a print shop.

Ms. Kier stated that AWI will have to be advised of the Coalition's intent to spend these funds. Price quotes will be brought back to the Committee at the September meeting for approval.

#### **IV. FCCH Program Assessment Tool - Revised**

Ms. Kier explained the Family Child Care Home Assessment Tool was revised to be more detailed and in line with the tool used for centers, at the specific request of family providers.

Mr. Meglay requested a motion to approve the revised FCCH Program Assessment Tool. Ms. Rawls so moved and Ms. Jackson seconded the motion. All were in favor with no abstentions and the motion carried.

#### **V. ARRA Funding – Collaboration with Workforce**

Ms. Kier explained that clients requiring services and attending an ARRA funded training program through Career Central would be eligible. Mr. Mascaro's projection is that 50 - 60 children at the most would be impacted. If the client is registered with one of the Career Central programs, a child care referral would be written and sent to our eligibility offices authorizing care for the time frame of the training program, 18-24 months would be the maximum. Attached to the referral would be a copy of the registration form verifying they are in fact enrolled in a training program as well as a copy of the unemployment compensation that the client is receiving.

Ms. Kier informed the Committee that a number of individuals are calling requesting services because they have enrolled in school or a training program and with the low number of children predicted by Mr. Mascaro; Ms. Kier believes that parents enrolled in other educational/training programs may be eligible for services.

Ms. Kier would like to recommend that the Coalition set aside, for either clients referred by Career Central or clients coming in off the street that are in school, 100 slots to begin with. 70 would be allotted for Pasco and 30 for Hernando County.

In addition, Ms. Kier stated there is a new rule that unemployed clients who are receiving unemployment compensation can receive services in 60 day increments to enable them to have child care while they seek employment. Ms. Kier would like to recommend that the Coalition set aside 150 slots for this program.

These two (2) pilot programs would use approximately \$750,000 of the ARRA funding which totals \$2.2 million. Ms. Kier stated this is "limited funding" and the clients will be made aware of this.

Mr. Meglay inquired how the Coalition would monitor the individuals seeking employment. Ms. Kier stated the Coalition is only authorized to provide 60 days of care at a time and are waiting for further instructions from AWI as to what needs to be done after the 60 days.

Ms. Rawls inquired if Coalition staff is prepared to handle the additional services. Mr. Farrelly stated our current staff will be able to accommodate the additional clients. If necessary, the Coalition is flexible in being able to move staff.

Mr. Meglay requested a motion to approve the use of ARRA funding for the two pilot programs. Ms. Goldstein so moved and Ms. Rawls seconded the motion. All were in favor with no abstentions and the motion carried.

#### **VI. Selection of Next Meeting Date**

The next Program Committee meeting will be held on Wednesday, September 16, 2009 at 8:30 a.m.

#### **VII. Public Input**

None.

#### **VIII. Adjournment**

Mr. Meglay requested a motion to adjourn the Program Committee meeting. Ms. Rawls so moved and the meeting was adjourned at 11:10 a.m. without further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas  
Administrative Assistant