



**Program Committee Meeting Minutes
February 17, 2010 at 8:30 a.m.
15506 County Line Road, Suite 102
Spring Hill, FL 34610**

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

Committee Members Attending Via Phone: Sonya Jackson

Committee Members Excused: Mary Beth Wehnes

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

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

Mr. Meglay called the Program Committee to order at 8:33 a.m.

Mr. Meglay requested a motion to adopt the draft minutes from the January 20, 2010 meeting. Ms. Rawls so moved and Ms. Goldstein 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 a Corrective Action Plan:

WCOP – A full assessment was performed on February 11, 2010 and the center scored an 89%; no CAP was required.

HLDC – Nothing further has been received from AWI.

FP – The center continues to be monitored with informal visits. A full assessment is scheduled for March 1, 2010.

HDP – Informal visits continue and a full assessment will be performed next month.

SDFCCH – Provider scored a 91% on their follow up assessment.

PP – Follow up assessment was completed on January 20, 2010; center scored a 73% which did not meet the minimum standard. A certified letter was sent on January 26 to schedule an appointment for a meeting; the letter was signed for on January 28, but the Coalition has not yet received a phone call from the provider to discuss their payment agreement. Mr. Farrelly recommends beginning termination of contract proceedings due to their lack of

response. Ms. Kier explained that a large amount of time has already been devoted to this center through five (5) Technical Assistance visits. Ms. Rawls inquired if there were any set guidelines for contract terminations so there would be no challenges from the provider. Ms. Kier informed the Committee that the Monitoring Procedure does state that if minimum requirements are not met on the follow up, it will be brought to Committee for possible termination of the payment agreement.

Mr. Farrelly explained to the Committee that the letter and the resulting meetings are courtesies to the providers beyond what the policy requires, which is the appeal process. Discussion followed on making sure the policy is equitable to all providers and each provider is allowed the same length of time for due diligence. Ms. Rawls suggested putting a date to respond by or some other type of guidelines in future letters of this nature to providers.

A discussion followed on the termination procedure which notifies the center, by certified letter, that within ten (10) days their contract will be cancelled. Parents will also be contacted and given childcare resource and referral information that will assist them in finding alternate childcare for their children. If the center owner invokes due process, the termination process will be delayed until the Executive Committee has an opportunity to review and then present to the full Board for a vote.

Ms. Rawls made a motion to begin the termination proceedings against Preschool Primetime's contract with the Coalition. Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

GLC - Center has scored an 89% on the follow up assessment.

CCFCCH – Follow up assessment scheduled for February 24, 2010.

MRFCCH – Center scored an 80% on the follow up assessment.

DP47 – Center scored a 92% on the follow up assessment.

AA – Follow up assessment scheduled for February 22, 2010.

LLFCCH – Center scored an 80% on the follow up assessment.

CKC – Has two (2) locations; director was terminated after eleven (11) years. A follow up assessment is scheduled for March 4, 2010.

LCA – Overall score of 78%. This provider received significant training last year when they did not meet minimum quality requirements. This year's assessment has indicated that things are not going well at this center. A follow up will be done in 30 days.

LPC – Three (3) out of six (6) classrooms did not meet minimum. Technical assistance is being offered. CAP was approved on February 12, 2010

ZAP – CAP was approved on February 12, 2010; Provider Specialist has been out twice since the initial assessment as well as the VPK Specialist, but no director was on site. The Training Specialist has made several phone calls to schedule visits, but has received no return calls.

MCFCCCH – Provider did not like her assessment score and indicated she would terminate her payment agreement. Instead, provider met with the Provider Specialist and bilingual staff person who assisted with the CAP, which was approved. Two (2) staff members will be sent to perform the follow up assessment because a statement has been made that if the provider does not pass on the follow up it will be the fault of the Training and Curriculum Specialists. Staff members are writing summaries of what was said and done while at the provider's home.

CDLFCCH – CAP was received but not approved; new CAP was received and approved on February 15, 2010.

FKLC – CAP was approved on February 10, 2010.

LE – CAP is due on February 19, 2010.

The list of twenty-one (21) providers who scored above 80% was reviewed.

III. School Readiness Provider Payment Agreement FY 2011

Ms. Kier distributed a copy of the payment agreement (attached) and explained it was time to begin preparing next year's provider contracts. The new contract will have some minor changes which are indicated in the marked areas. These changes were reviewed by the Committee. Mr. Farrelly explained that the Coalition's attorney will also review this document. Ms. Rawls suggested leaving "or Authorized Coalition Representative" on page 11. The contracts will begin to be distributed at the March providers meetings.

Mr. Farrelly explained the Coalition would be hosting a meeting for certain providers who are in danger of going out of business and have requested marketing assistance to help increase enrollment in their centers. The Coalition will demonstrate to the providers that it is doing what it can to work on a marketing assistance plan and then will put together a marketing manual to share with all providers. Ms. Diane Corbitt will also be working with the providers on an individual basis.

Next Wednesday, the Coalition will also host an initial meeting of the Provider Advisory Council, a small core group of providers who will work to establish a communication network between providers to understand how the Foundation will benefit the community.

IV. Selection of Next Meeting Date

The next Program Committee meeting will be held on Wednesday, March 24, 2010 at 8:30 a.m.

V. Public Input

None

VI. Adjournment

Mr. Meglay requested a motion to adjourn the Program Committee meeting. Ms. Rawls so moved and Ms. Goldstein seconded the motion. The Program Committee meeting was adjourned at 9:30 a.m. with no further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas,
Administrative Assistant