



**Program Committee Meeting Minutes
March 24, 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: None

Committee Members Excused: Sonya Jackson, Mary Beth Wehnes

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

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

Mr. Meglay called the Program Committee to order at 8:45 a.m.

Mr. Meglay stated approval of February’s minutes will be held until quorum is met.

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

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

HLDC – The Coalition has received a letter from AWI and is in the process of gathering the information requested on the Coalition’s assessment tools. AWI has encouraged a meeting between Ms. Clayton and the Coalition on the use of the assessment tools. Ms. Kier and Mr. Farrelly will meet with Ms. Clayton during the afternoon of Thursday, March 25, 2010.

FP – The center continues to be monitored with informal visits. A full assessment is scheduled to be done within the next week.

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

PP – Ms. Kier reminded the Committee they had moved to terminate this provider’s payment agreement at the last meeting. However, Ms. Kier received a phone call from the owner stating she has her mail sent to Mail Boxes, Etc. and the certified letter that was sent to her in January was signed for by an employee at Mail Boxes, but the letter itself did not reach the owner until mid-February. The owner stated she is concerned and is in the process of making improvements. After a consultation with Mr. Meglay, Ms. Kier and Mr. Farrelly met with the owner on March 11, 2010 who indicated a change has been made with her director, who was not following through, and the owner is now on-site.

Ms. Kier informed the Committee that Inclusion staff has visited this center and they have indicated there are problem areas such as TV's are on in the classrooms and schedules are not being followed. Mr. Meglay stated that another assessment should be done and the Committee indicated they believed it would be in the Coalition's best interests to do another assessment. If the assessment score is low, this information will be brought back to Committee with a request to move to terminate the payment agreement.

CCFCCH – Met the minimum requirement.

AA – Met the minimum requirement.

CKC – Met the minimum requirement.

LCA – Met the minimum requirement.

LPC – The 2-year old classroom did not meet the minimum, but overall the center scored above the minimum requirement. Ms. Kier suggests that Coalition staff continue working with this classroom.

ZAP – Met the minimum requirement.

MCFCCCH – Met the minimum requirement.

CDLFCCH – Met the minimum requirement.

FKLC – Met the minimum requirement.

LE – Reassessment will be done shortly. Ms. Kier stated that due to previous assessments with the Central Agency not being strictly adhered to, this center may believe the assessment will not be enforced.

KKC – Currently under a Corrective Action Plan and Technical Assistance has been requested.

LRDC – Ms. Borrego informed the Committee that she visited this center with another staff person and found she could not define the environment due to the clutter. She informed the owner that having three (3) children and a staff person in a room that was approximately 4 x 4 was not acceptable and gave several suggestions for multi-age grouping possibilities. Ms. Borrego also recommended moving a large play unit from this classroom that contained a slide so that children would not hit a table adjacent to the slide. A follow-up Technical Assistance visit is scheduled for today to review the safety issues. Ms. Kier stated she and Ms. Borrego will also arrange to visit the center if the appropriate safety issues are not addressed.

NA – Currently under a Corrective Action Plan and Technical Assistance has been requested.

ECP – Corrective Action Plan was due on March 22, 2010. The center scored a 42%, but Ms. Kier informed the Committee the low score was programmatic.

AAK – Currently under a Corrective Action Plan.

YE – Currently under a Corrective Action Plan.

YG – Currently under a Corrective Action Plan.

ROFCCH – Corrective Action Plan is due on March 30, 2010.

KS – Corrective Action Plan is due on March 27, 2010.

Ms. Kier referred the Committee to the list of providers who have scored over the minimum requirement of 80% and stated she was pleased that so many had scored in the high 90's.

At this time, Mr. Meglay requested a motion to approve the draft minutes from the February 17, 2010 meeting. Ms. Rawls so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

III. Data Security Polices, 1st Reading

Ms. Kier stated these policies were a requirement of AWI as part of their data security protocol. They were also brought up during the recent monitoring. The policies have been reviewed by the Coalition's attorney and were taken from another Coalition. These policies are a formality and are being presented to ensure the safe guarding of the database.

IV. Selection of Next Meeting Date

The next Program Committee meeting will be held on Wednesday, April 14, 2010 at 8:30 a.m.

V. Public Input

None

VI. Adjournment

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

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant