



PROGRAM COMMITTEE MEETING MINUTES
April 14, 2010 at 8:30 a.m.
15506 County Line Road, Suite 102
Spring Hill, FL 34610

Committee Members Present: Dave Meglay, Chair

Committee Members Attending Via Phone: Sonya Jackson, Mary Beth Wehnes

Committee Members Excused: Jayne Goldstein, Beth Rawls

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 8:36 a.m.

Mr. Meglay requested a motion to approve the draft minutes from the March 17, 2010 meeting. Ms. Wehnes so moved and Ms. Jackson seconded the motion. All were in favor with no abstentions and the motion carried.

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

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

HLDC – This center will be addressed later in the agenda as a separate item.

FP – Even though the Coalition has been working with them over the past year, this center did not meet the minimum requirement. Their CAP has been approved. Ms. Kier stated that staffing changes may have resulted in the wide range of assessment scores. The owner is involved and aware of the issues and is working with the director.

HDP – A full assessment will be performed shortly and site visits continue.

PP – Mr. Farrelly and Ms. Kier met with the owner who asked for one more visit; they scored an 86%.

LPC – Continuing to work with the 2-year old classroom.

LE – Met and exceeded the minimum.

KKC – Currently under a Corrective Action Plan and Technical Assistance is being scheduled.

LRDC – Technical Assistance has been provided; a follow up assessment will be done shortly.

NA – Under Corrective Action Plan; staff continues to work with teachers.

ECP – Under Corrective Action Plan and Technical Assistance is being provided.

AAK – A follow up assessment will be done shortly.

YE – Currently under a Corrective Action Plan.

YG – Currently under a Corrective Action Plan.

ROFCCH – Currently under a Corrective Action Plan.

KS – Corrective Action Plan received and approved.

LL – Waiting on the Corrective Action Plan.

Ms. Kier referred the Committee to the list of centers who exceeded the minimum requirements. Mr. Farrelly stated he will send personal congratulatory letters to the two (2) providers, Sacred Heart and Bright Beginnings Preschool, who scored 100%.

III. Discussion, Happy Land

Ms. Kier stated that a copy of the letter sent by AWI to Ms. Clayton in response to her complaint regarding the termination of her payment agreement was included in the Committee's packet. Based on the contents of AWI's letter, the comments Ms. Clayton made during the last Board meeting were not true. Happy Land will be on the Board agenda for discussion at the May 27th meeting.

Ms. Kier stated the Coalition is interpreting AWI's letter that AWI will not make a commitment on the Coalition's tool. They have requested additional information from the Coalition as to whether our tool meets the qualifications as specified in Statute 411. Ms. Kier informed the Committee that she has responded and informed AWI that our tool does meet the qualifications in Statute 411. While some of the aspects of the tool may exceed the qualifications, that is within the Coalition's prerogative.

Ms. Kier informed the Committee that the Coalition is working on creating a new document by reviewing each item on the assessment tool line by line and specifically identifying which section of Statute 411 the line item falls under. This is being done in anticipation of AWI asking for this information.

Mr. Meglay inquired if the sections of the Coalition's tool exceeding the requirements of Statute 411 are placing an undue burden on providers. Ms. Kier stated that the only area that may impact providers would be by requiring them to purchase and wear gloves when changing diapers.

Mr. Farrelly stated the Coalition reviews and revises the monitoring tool annually with the assistance of staff and providers. This year's review should be finished by July. All areas on the tool that exceed minimum requirements will be identified. Mr. Farrelly reminded the Committee that Ms. Clayton can reapply to contract with the Coalition for School Readiness services after one (1) year has transpired since the original termination. In order to obtain the new contract, she will have to pass an assessment.

Ms. Kier recommends that the Committee plan on discussing the possibility of increasing the minimum score achieved on the monitoring tool, if only to 85%.

Further discussion followed on AWI and Ms. Clayton's comments at the last Board meeting. Happy Land will be on the agenda for the May 27th Board meeting.

Ms. Kier stated the Coalition will be sharing some resources with the ELC of Pinellas who will have a staff person conduct a total overview of this Coalition's entire monitoring tool for School Readiness in early May.

IV. Discussion, School Readiness Program Assessment Training Manual

Ms. Kier stated the topic of a training manual for providers was brought up during the last Board meeting to accompany the assessment tool. She believes that once the tools for next year are approved, it would be best to then create the manual. She stated that the manual would be given to providers at the "preview meetings." Mr. Meglay inquired what would be the purpose of the manual. Ms. Kier stated she believes the idea behind it is to describe to providers what areas are being looked at, why, and what they need to do to meet the requirements. She stated this would be an expansion of the tool itself.

Mr. Farrelly stated he does not want to create a situation where failing providers may have an excuse to say they failed because certain information was not specified in the manual or that they were not properly trained on how to use the manual. Mr. Meglay believes that the tool speaks for itself and does not believe that it is overly complicated. He stated that a manual may be misinterpreted. Ms. Kier stated it would be a huge undertaking, but the Coalition would be willing to create it. Ms. Wehnes stated she agreed with Mr. Meglay in that the tool itself is adequate.

V. Selection of Next Meeting Date

The next Program Committee meeting will be held on Wednesday, May 19, 2010 at 8:30 a.m.

Ms. Kier stated she has one (1) additional provider, a family child care home, to discuss with the Committee. Staff has made multiple attempts to monitor and assess this provider, but she has not been at home. Notes were left for the provider to contact the Coalition and the specialist explained that the assessment is a requirement. The provider began calling the specialist and informing her that she would not be home each day. Ms. Kier had a conversation with the provider last week and again explained that certain requirements are in place as part of the payment agreement. An attempt was made again yesterday; again the provider was not at home. The provider did drive up while the specialist was still on site, was visibly shaken, she did not have children attending yesterday, but also did not go into her home so that the provider specialist could review the attendance records or program management. The provider called again this morning stating she would not be home but had errands to run.

Ms. Kier stated that according to policy, at this point a certified letter should be sent to the provider notifying her that the school readiness contract will be cancelled due to non-compliance. This is the first time an instance like this has occurred.

Mr. Meglay recommends sending a letter stating the suspension of the contract would occur within ten (10) days of receipt.

V. Public Input

None

VI. Adjournment

Mr. Meglay requested a motion to adjourn the Program Committee meeting. Ms. Jackson so moved. The Program Committee meeting was adjourned at 9:12 a.m. with no further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant