



PROGRAM COMMITTEE MEETING MINUTES
July 13, 2010 at 8:30 a.m.
15506 County Line Road, Suite 102
Spring Hill, FL 34610

Committee Members Present: Dave Meglay, Chair; Jayne Goldstein, Dawn Haas

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

Committee Members Excused: Beth Rawls

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

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 July 13, 2010 meeting. Ms. Goldstein so moved and Ms. Wehnes seconded the motion. All were in favor with no abstentions and the motion carried.

II. Update, Eat Smart for a Healthy Start Event

Ms. Borrego informed the Committee that the recent, first annual lunch box event took the place of the former backpack event and was held on three (3) different days at three (3) different sites with seven (7) providers participating. The focus was on nutrition with providers conducting demonstration stations where children could make healthy snacks. A total of 289 lunch boxes were distributed to children. The Coalition also participated at an event in the Moon Lake community and distributed an additional 160 lunch boxes to children at that location.

Ms. Borrego stated that the Coalition limited provider demonstrations to three (3) at each site due to the size constraints of the venues. Unfortunately, the Coalition had a significant challenge securing vendor participation for all venues. Discussion followed on the lack of provider involvement while being offered an opportunity to turn their participation in these events into advertising and marketing tools for their individual centers.

Mr. Meglay inquired if the lunch boxes were as well received as the backpacks and Mr. Farrelly replied that with the number of community organizations donating backpacks to children, this was a new idea that was very well-received. Mr. Farrelly stated that Ms.

Borrego was instrumental in having over a dozen supporters donate the majority of items to fill the lunch boxes as well as all the funds to purchase the lunch boxes.

III. Discussion, Centers Below and Above Monitoring Standards

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

HL: On July 14, 2010, AWI requested and was sent copies of the assessments that the Coalition performed. Mr. Farrelly gave a brief overview for Ms. Haas' behalf.

LPC: Visit was made on 7/26/10 and follow up was scheduled. Follow up visit found the 2-year old classroom needed to be cleaned and organized, lack of lesson plans and lack of staff interaction with children. Coalition staff will continue to work with this classroom.

EC: Achieved the minimum requirement.

KS: Follow up was rescheduled as the primary teacher was on vacation.

KUC: Ms. Borrego briefly reviewed the history of this center; their appeal to the termination of their payment agreement will be heard by the Ad Hoc Committee on August 19, 2010. Mr. Farrelly stated that regardless of the decision of the Ad Hoc Committee, the decision will be brought to the full Board at the September meeting for final ratification.

YEX: Follow up will be done when school begins next week.

KG: Achieved the minimum requirement.

JA: Follow up was done and the center scored a 75%. It was noted that the children are not able to eat at the same time and dog food is kept on the same table as the children's food. There was no hand washing after diapering or before meals as well as excessive use of television. Discussion followed and the Committee agreed to terminate this provider's contract.

Mr. Meglay requested a motion to terminate JA's contract. Ms. Goldstein so moved and Ms. Haas seconded the motion. All were in favor with no abstentions and the motion carried.

AL: Achieved the minimum requirement.

CL: Achieved the minimum requirement.

SL: Requests for training and curriculum assistance were both rescheduled; CAP was due on 8/12/10 and a request was made for a CAP extension due to renovations. Mr. Farrelly stated that he believes an extension should not be made and the assessment should be done. The Committee discussed granting extensions, but only under extenuating circumstances.

The Committee also agreed that the follow up assessment needs to be done and the results brought back to next month's meeting.

SB: Achieved the minimum requirement.

RN: The CAP, originally due on July 16, 2010, was not approved. Technical assistance was offered to help write the second CAP, but was not utilized and the second CAP was not approved. Ms. Borrego is now bringing this before the Committee for a recommendation to either set a deadline for the CAP or terminate the payment agreement.

Mr. Farrelly recommends a final deadline on the CAP, since it is not indicated in policy, after which failure to provide an acceptable CAP will be referred to the Program Committee for consideration of contract termination. The Committee stated that a two (2) week deadline, from today, for the third CAP be set and that efforts continue to assist the provider in preparing the CAP.

Ms. Borrego stated that out of the three (3) providers scoring over 85% on their assessments, one of them is a new provider with the Coalition.

Mr. Meglay requested that the Committee return to RN for a moment and stated that deadlines for CAPs being adhered to should be part of the Coalition's policy.

IV. Discussion, Request from AWI regarding Happy Land

This was discussed at the beginning of Item III.

V. Review, Additional Curriculum for Adoption

Ms. Borrego informed the Committee that a provider who has several centers is requesting that their curriculum be approved by the Coalition. Staff has reviewed the "Kids R Kids – Core Curriculum" to ensure quality standards are maintained and that it meets Coalition minimum guidelines. If the curriculum is approved, the two (2) centers will be assessed before becoming contracted with the Coalition. Ms. Goldstein inquired if other centers would be able to use this curriculum and Ms. Wehnes stated she believes that this corporate curriculum is written specifically for these centers. Mr. Farrelly stated that other Coalitions have approved proprietary curricula and Ms. Borrego stated this curriculum has been approved by other coalitions.

Mr. Meglay requested a motion to accept this curriculum. Ms. Wehnes so moved, but there was no second. The Committee requested an opportunity to review the curriculum for themselves before making a decision. Mr. Farrelly stated that he believes it is important for the Committee to consider the amount of time management invests in research and to rely on them to make responsible recommendations for the requests put before the Committee for their final decision.

Mr. Meglay stated the topic of the new curriculum will be tabled until the next meeting, giving the Committee members time to review the curriculum.

VI. Consideration of By-Law Change: Public Input at Meetings

Mr. Farrelly distributed a copy of the Coalition's By-Laws as they relate to Public Input (attached) and informed the Committee that all of the Coalition's Committee and Board meetings are fully accessible and open to the public, with no exceptions, as per Florida's Sunshine Law. He stated that previously coalitions were required to offer the public an opportunity to speak; however, that is no longer such a requirement.

He referred the Committee to **Article VII, Section 1, Item H – Public Comment** and offered the Program Committee the following options to revise the By-Laws:

- Leave the By-Laws as is;
- Remove Item (H) – Public Comment;
- Leave the decision to allow public comment to the Chair's discretion with stated time limitations.

Discussion followed, to include having potential speakers present their thoughts in advance to be placed on the agenda, submitting their comments in writing to be read by the Chair, and deleting public comment entirely.

Mr. Farrelly stated he would present some verbiage surrounding proposed changes at the next Program Committee Meeting.

Mr. Meglay inquired if there was any new business and Ms. Borrego informed the Committee that a provider, based in Pinellas County, has six (6) of the Coalition's children enrolled. Because this family home center is out of county, this Coalition has no jurisdiction to do an assessment and must rely on the Pinellas ELC and the Pinellas County License Board. Ms. Borrego stated that two (2) families have their children enrolled but the Coalition is concerned because this provider has just been fined \$500 and is on a probationary license because a 6-month old, due to lack of supervision, suffered a broken leg. Ms. Borrego informed the Committee that this is a family day care home provider that is open 24-hours a day and her license has been capped at five (5) children at a time as a result of disciplinary action imposed by the Pinellas County License Board. Other complaints have also been received against this provider that involved discipline and capacity. The Coalition's Provider Specialist has been in contact with the licensing agency and has also learned that this provider is no longer listed on the licensing website. Ms. Wehnes stated that when a provider is put on a probationary action, they are removed from the website and no new children are referred.

Mr. Farrelly stated he is concerned with the liability of continuing to contract with this provider as they are out of county. Mr. Meglay agreed and feels the Coalition would be

remiss to continue as it may affect the safety of children. Mr. Farrelly stated the Coalition would work with these two (2) families to find them other providers in Pinellas County.

Mr. Meglay requested a motion to terminate this provider's (PB) contract. Ms. Goldstein so moved and Ms. Wehnes seconded the motion. All were in favor with no abstentions and the motion carried.

VII. Next Meeting Date – September 15, 2010 at 8:30 a.m.

The Committee agreed to meet on Wednesday, September 15, 2010 at 8:30 a.m.

VIII. Public Input

None.

IX. Adjournment

Mr. Meglay requested a motion to adjourn the meeting. Ms. Goldstein so moved. The Program Committee meeting was adjourned at 9:23 a.m. with no further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant