



PROGRAM COMMITTEE MEETING MINUTES
October 20, 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, Sonya Jackson

Committee Members Attending Via Phone: None

Committee Members Excused: Mary Beth Wehnes

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

Guests Present: None

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

Mr. Meglay called the Program Committee to order at 8:30 a.m.

Mr. Meglay requested a motion to approve the draft minutes from the September 15, 2010 meeting as written. Ms. Jackson so moved and Ms. Haas seconded the motion. All were in favor with no abstentions and the motion carried.

II. Discussion, Centers Below and Above Monitoring Standards

HL: Ms. Borrego stated that the Coalition has received copies of letters from AWI and has responded inquiring if any response from the Coalition will be necessary. To date, the Coalition has had no response from AWI, but is gathering documentation to be fully prepared in the event there is such a request. In response to previous correspondence from HL, AWI has found no fault with the Coalition. A brief discussion followed that included reminding the Committee that HL can now re-apply for a School Readiness payment agreement.

LPC: The 2-year old classroom passed with an 85%.

KUC: Director and staff were offered personalized curriculum training; this occurred on September 25, 2010 with a good response. A brief visit shortly after the training showed that the director seemed much more at ease with a better understanding of the curriculum and the Coalition’s expectations.

YEX: On September 14, 2010, assessment was conducted and the minimum was met.

JFA: This provider was placed on a 90-day probationary period by the Ad Hoc Committee and their first visit is scheduled for next week.

RN: The provider was in the process of relocating which stopped the CAP process; the CAP has been resumed. TA will begin on October 21, 2010.

AH: The CAP was received and approved. As of September 28, 2010, the provider only had one (1) School Readiness child who is no longer enrolled, the CAP is on hold until there is further enrollment.

FUMC: Initial assessment conducted and minimum was not met. CAP was approved and TA requested.

LCA: Initial assessment conducted and minimum was not met. CAP was approved and TA requested.

Ms. Borrego directed the Committee to the list of twenty-four (24) providers who scored in excess of 85%.

At this time, Mr. Farrelly informed the Committee that he had recently met with a group of Family Child Care Home (FCCH) providers and they had two (2) complaints. First, receiving only a 95% when they feel their assessment score should have been 98%. Secondly, the FCCH providers feel that the assessment tool does not respond to the needs of FCCH's as much as it should. Even though few FCCH providers participated in the annual provider input and review of the tool, Mr. Farrelly was assured they would participate in the future.

Mr. Farrelly stated a special forum will be held in November for FCCH's giving them an opportunity to ask questions, get clarifications, give input and, if found that the Coalitions' tool is inappropriate for use with FCCH's, that information will then be brought back to the Committee.

III. Revision, Amendment to School Readiness Provider Monitoring Procedure

Ms. Borrego distributed a copy of the revised amendment (attached) as requested by the Board at last month's meeting. She indicated that the original revision is highlighted in yellow and the new revision is in green. She believes this will help clarify what constitutes a provider being placed on probation. After a brief discussion, Mr. Farrelly recommended the following new revision: "*A provider may be placed on probation at the discretion of the Program Committee, which is responsible for such actions.*" The Committee agreed to this revision.

IV. Review, Proposed Change to By-Laws

Mr. Farrelly reminded the Committee that the Board had requested some legal background in relation to the proposed change to the Coalition's By-Law on Public Comment. The information supplied by the attorney referred to case law that determined "*although the Sunshine Law requires that meetings be open to the public, the law does not give the public the right to speak at the meetings.*" The only requirements are that the public is notified in advance of the meetings and are able to attend said meetings.

Mr. Farrelly stated the attorney does not believe this policy change should be made. He suggested that potential speakers be required to fill out a comment card prior to the meeting that would include their name, address and topic of discussion. Their time would be limited to three (3) minutes and controlled by the Chair. No comments or responses would be made by the Board in response to the public comments.

The Committee agreed to withdraw the proposed change to the Coalition's By-Laws and to begin implementation of a sign-up and time limit process at Board meetings, for which the Chair would be responsible.

V. Request for Reconsideration by Prospective Provider

Ms. Borrego referred the Committee to the letter from Mr. Bimal Bhojani and reminded them this is one of the providers whose new curriculum, "Kids R Kids Core Curriculum," was just approved by the Committee. Their initial assessment to become contracted with the Coalition was conducted and they did not pass; they scored a 79%. They are requesting special consideration to have Coalition staff perform a second assessment prior to the typical six (6) month waiting period. Ms. Borrego reported that the center did not pass because of lack of curriculum implementation and lack of teacher/child interaction.

Mr. Meglay stated he does not believe the policy should be changed and requested a motion not to extend consideration of this request and to hold the provider to the established policy. Ms. Goldstein so moved and Ms. Jackson seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Update, Out of County Provider

Ms. Borrego stated this is the provider whose contract was terminated by the Ad Hoc Committee based on fines that had been imposed by the Pinellas County License Board. As of September 28, 2010, the provider surrendered her license and is no longer a provider in Pinellas County. The provider is still under investigation by FDLE.

VII. First Reading, School Readiness Program Operating Procedures

Ms. Borrego stated these procedures came about from the Accountability Review conducted by AWI in May of this year. This type of document, outlining these procedures, has been present in the past, but not an electronic version. Ms. Kier recreated the entire document which is why there are no highlights indicated for the Committee to easily review changes.

The document will be brought back for a second reading and AWI is also requiring full Board approval once finalized by the Program Committee.

VIII. First Reading, Workstation Security Policy

Ms. Borrego stated the changes in the Workstation Security Policy are also part of the AWI Accountability Review and include adding new verbiage stating that management is aware when any mobile computing device such as a laptop is taken off property. Remote access must also be approved by either the Executive Director or the Assistant Executive Director.

Mr. Meglay requested a motion to approve the revisions to the Workstation Security Policy. Ms. Jackson so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

IX. Next Meeting Date – November 10, 2010 at 8:30 a.m.

The Committee agreed that the next meeting of the Program Committee will be held on Wednesday, November 10, 2010 at 8:30 a.m.

X. Public Input

None

XI. Adjournment

Mr. Meglay requested a motion to adjourn the meeting. Ms. Goldstein so moved. The Program Committee meeting was adjourned at 9:05 a.m. with no further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas,
Administrative Assistant