



PROGRAM COMMITTEE MEETING MINUTES
November 10, 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 8:33 a.m.

Mr. Meglay requested a motion to approve the draft minutes from the October 20, 2010 meeting as written. Ms. Jackson so moved and Ms. Goldstein seconded the motion. All were in favor with no abstentions and the motion carried.

II. Discussion, Centers Below and Above Monitoring Standards

JFA: Ms. Borrego reminded the Committee that this provider was placed on a 90-day probationary period by the Ad Hoc Committee and monthly visits are required. Their first visit occurred on October 26, 2010 and minimal improvements were noted. However, there was no evidence of current lesson plans or planned activities. A second visit is scheduled for later this month. Mr. Farrelly suggested having documentation that reflects and notes any deficiencies or infractions observed.

RN: TA was provided on October 21, 2010. This provider’s CAP was placed on hold due to relocation, but should be due to be re-assessed in the near future.

FUMC: TA provided on October 19, 2010 followed by Classroom Management training on October 29, 2010. A follow up will occur within the next two (2) weeks.

LCA: TA provided on October 12, 2010 followed by Classroom Management training on October 15, 2010 and TA by Curriculum Specialist occurred on November 2, 2010. Follow up should occur this week.

Ms. Borrego directed the Committee to the list of twelve (12) providers who achieved the minimum standard during this past month, seven (7) of which scored a 99%.

At this time, Mr. Farrelly briefly discussed a meeting that had been specifically held this past week for FCCH's to discuss their evaluation assessment tool. Eight (8) staff members were in attendance and seven (7) providers attended. Their issues concern having schedules, lesson plans or designated areas in their homes for the children. Ms. Borrego informed the Committee that the majority of attending providers have already passed their most recent assessments.

III. School Readiness Program Operating Procedure, 2nd Reading

Ms. Borrego reminded the Committee that this document had not been available in a written format and was re-created by Ms. Betsy Kier. Mr. Farrelly informed the Committee that AWI has required that this operating procedure be approved by the Board.

Mr. Meglay requested a motion to approve the School Readiness Program Operating Procedure. Ms. Goldstein moved to accept this motion and Ms. Jackson seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Update, ERS/CLASS

Ms. Borrego informed the Committee that this is a direct result of the Florida initiative in conjunction with QRS (Quality Rating System) and AWI is looking at two (2) new tools:

ERS – Environmental Rating Scale

CLASS – Classroom Assessment Scoring System

She informed the Committee that these new tools will increase the time spent by Provider Specialists at provider sites by 4-8 hours. Based on calculations, up to eleven (11) additional new staff members may be required, taking into account the number of classrooms in the different age groups.

Ms. Borrego stated that each Coalition has different standards they use to assess their providers and this will be a more uniform standard and will be a requirement in the near future. Ms. Borrego also stated that the Coalition's Provider Specialists are currently spending up to 6-7-hours at a regular-sized center and these new tools may require spending up to two (2) days.

Mr. Farrelly stated the Coalition is not anticipating an increase in funds for the new staff which will mean fewer funds for slots. Mr. Farrelly stated there will be a state-wide contract for School Readiness in place with more information available next spring. A brief discussion followed on other expenses including office space for the additional staff, mileage reimbursement, etc. The possibility of another age range change was also discussed as a way to reallocate funds/expenses.

V. Update, Out of County Request

Ms. Borrego stated the Coalition contracts with providers in other counties who accept this Coalition's children. The requirements are that the center needs to be in good standing with licensing and with their Coalition. This Coalition requests and receives reports from licensing and other ELC's. Ms. Borrego has learned that the applying provider has been cited 21 times for non-compliance for paperwork and for health and safety issues by licensing over the last year and a half. They are also being closely monitored by the Pinellas Coalition.

Mr. Farrelly stated that the Coalition has the right to reject a contract based on the findings by licensing and he has rejected this proposed contract. The Committee agreed. Ms. Borrego will send the provider a letter stating their contract will not be accepted.

At this time, Mr. Farrelly stated he would like to propose two ideas to the Committee. Currently, Level II screenings (FBI and FDLE) are required, as of July, 2010, for every employee in a center or school prior to their employment. Employees who transfer within 30-days are not required to be re-screened. He estimates there are between 500-700 annual personnel changes in Pasco and Hernando counties alone.

Currently, providers are using Live Scan systems which fingerprints via a laptop and results in reports being issued within 24-48 hours. Mr. Farrelly would like to suggest the Coalition taking on the responsibility of the Live Scan as a service to providers, at cost. The one-time cost for the equipment would be approximately \$15,000 and he believes that current staff could be used initially to do the screenings.

The second idea would be a "Job Box" with the Coalition being the initial contact for teachers seeking employment within centers or the school systems. The Coalition could advertise on its website, scan the applicants, receive the necessary paperwork and hold the applications for up to one (1) year. Mr. Meglay stated he does not believe that this proposal is in keeping with the Coalition's core message. But he does believe that the Live Scan would be a good idea. Ms. Borrego suggested the possibility of putting a Live Scan on a van and going directly to the providers.

Mr. Meglay inquired what the liability to the Coalition would be if the screening agency missed something. Further discussion followed on the Live Scan and the difficulty providers are having in finding someone who offers this service. Mr. Farrelly stated he would prepare a proposal for presentation to the Board at an upcoming meeting.

Mr. Farrelly informed the Committee that Ms. Nicole Gonzalez had completed an application for WEDU's 2011 Be More Awards program on the basis of the Coalition's 2nd Annual Early Educator's Conference (2009).

VI. Next Meeting Date – December 15, 2010 at 8:30 a.m.

Mr. Meglay stated this was not a good date and the Committee was polled and agreed that the next meeting of the Program Committee would be on Tuesday, December 14, 2010 at 8:30 a.m.

VII. Public Input

None

VIII. Adjournment

The Program Committee meeting was adjourned at 9:20 a.m. with no further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant