



PROGRAM COMMITTEE MEETING MINUTES
May 18, 2011 at 8:30 a.m.
15506 County Line Road, Suite 102
Spring Hill, FL 34610

Committee Members Present: Jayne Goldstein, Chair; Ann-Gayl Ellis, Dawn Haas, Sonya Jackson, Patrick McHugh, Mary Beth Wehnes

Committee Members Attending Via Phone: None

Committee Members Excused: None

Staff Present: Kim Borrego, Jim Farrelly, Jak Jakubauskas, Betsy Kier, Trish Prescott

Guests Present: None

I. Welcome and Call to Order - Ms. Jayne Goldstein, Chair

Ms. Goldstein called the Program Committee to order at 8:32 a.m. Introductions were made.

Ms. Goldstein requested a motion to approve the draft minutes from the April 20, 2011 meeting as written. Ms. Wehnes so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

II. Discussion, Centers Below and Above Monitoring Standards

Ms. Borrego explained the Corrective Action Plan (CAP) to the new Board members. Mr. Farrelly explained that centers falling below the minimum standard of 85% on their assessment are placed on a CAP. He briefly explained the history with a former contractor and their method of assessing centers.

AH: Currently has one (1) enrollment; CAP will continue and TA will be provided.

LHCA: Follow up conducted and two (2) classrooms did not meet the minimum requirement. A second CAP was written and approved and a follow up will be done in June.

LL: Minimum requirement was met.

XRFCCH: Minimum requirement was met.

KS: Minimum requirement was met.

SNS-L: Follow up is scheduled for this week.

LEP: Follow up is scheduled for mid May.

VHFCCH: Minimum requirement was met.

ABF: Follow up is due this week.

LPC: Follow up due at the end of May; have requested TA and are considering a second change in their curriculum.

SS: Minimum requirement was not met; have requested both TA and the Curriculum Specialist. CAP was received and approved.

LP54: Minimum requirement was not met; have requested TA. CAP was received and approved.

WW: Minimum requirement was not met.

Ms. Borrego reported that 20 providers had scored 87% or above in April.

Ms. Goldstein questioned the apparent increasing issue of providers not utilizing Coalition approved curricula. Ms. Borrego explained that curriculum is an area of the 2010-11 assessment tool where providers are seeing additional scrutiny. This fiscal year, providers are expected to have purchased and be implementing an approved curriculum.

**III. Revision (Second Reading), School Readiness Provider Monitoring Procedure and
IV. Revision (Second Reading) School Readiness Payment Agreement**

Ms. Borrego distributed revised pages (attached) that reflect the changes from the last Committee meeting (highlighted in yellow). Pages 1 and 2 reflect the change in terminology from School Readiness Payment Agreement to School Readiness Provider Payment Contract. Mr. Farrelly explained the Coalition is making the terminology stronger and that a state-wide contract is being created for all Coalitions in Florida.

Ms. Borrego stated on page 4 under Item C, new wording has been added (highlighted in yellow) as suggested at the last Committee meeting for providers consistently achieving high scores on their assessments. Page 5 contains changes that relate to providers that repeatedly do not achieve the minimum requirements.

Ms. Goldstein inquired how the scoring would be handled for high scoring providers. Ms. Borrego stated staff would perform some sample scenarios and bring the information to the next Committee meeting. A separate tool may have to be devised. Ms. Jackson suggested doing assessments only on areas that have lower scores. Mr. McHugh suggested designating centers that have scored 96% or above for two (2) years as centers of excellence. Mr.

Farrelly explained that the Coalition has to be fair in its representation of all providers including special designations. However, high scoring centers could be highlighted in the provider newsletter, "Spotlight on Providers."

Ms. Borrego stated that suggested revisions will be brought back to the next Committee meeting.

Mr. Farrelly requested a motion to approve the Provider Contract terminology to present for Board approval next week. Ms. Goldstein requested a motion to approve. Ms. Wehnes so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

V. Discussion, Summary of Substantive Contractual Changes for AWI Grant FY 2011-12

Ms. Kier explained that the Coalition must have Board approval before it can submit the signed changes to the AWI Grant for FY 2011-12. Ms. Kier stated there were several major changes one of which is the contract renewal process for IT equipment. The Coalition has been required to do an RFP process every three (3) years. That is now being extended to every five (5) years.

Ms. Kier explained that the other significant change is related to match funds. Coalitions are required to solicit match funds for dollars spent on the working poor category, a 6% match. The Coalition has never met this match, but it has not been an issue in the past because the state has met match overall. This year the wording has been tightened in the grant and outlines a penalty for non-compliance. The \$313,000 match must be earned and if not, the unearned amount could be deducted from the following year's budget.

Ms. Kier stated that a Match Policy has been drafted for the Board to review. The policy will show AWI what the Coalition is doing in an attempt to raise match funds. Donations will attempt to be raised through a mass mailing to local businesses at the beginning of each fiscal year, through Give Back Nights at local restaurants and Green Fiber Recycling. The Foundation has also been formed and a donation link on the Coalition's website is being investigated. Ms. Ellis inquired if the Coalition could partner with another agency on a grant to meet match. Ms. Kier explained there are some restrictions, but a grant may be applicable depending on its guidelines. Any additional ideas or suggestions on how to raise match funds are requested.

VI. Review, Annual Plan Amendments

Ms. Kier explained that the Coalition is required to have a 3-year plan outlining how to do business from all aspects of the Coalition. Amendments to the plan are submitted to the state listing, among other things, new Board members, and new annual sliding fee scales as required by AWI.

The following amendments will be submitted to AWI:

- 0.2.1 – Submission of current By-Laws
- 1.3.1 and 1.3.2 – Clarify eligibility and enrollment procedures
- 1.35. – Transportation is now allowed but the Coalition will not be transporting
- 1.3.6 – Children served under statutes
- 1.9.3 – School Readiness payment agreement submitted
- 1.9.4 – Copy of current monitoring tools

Ms. Kier stated that formal approval on the Annual Plan Amendments is required. Ms. Goldstein requested a motion to approve the Annual Plan Amendments. Mr. McHugh so moved and Ms. Jackson seconded the motion. All were in favor with no abstentions and the motion carried.

VII. Next Meeting Date – June 15, 2011 at 8:30 a.m.

Ms. Wehnes and Ms. Haas will not be able to attend the meeting scheduled for June 15, 2011. A doodle.com will be sent to Committee members to select another date.

Mr. Farrelly explained he would like to update the Committee on next year’s budget even though the figures are still tentative on the current proposed budget. The Coalition will lose \$1,277,000 in School Readiness funds, an 8.6% reduction which will mean that approximately 426 fewer children will be served. The Coalition’s current wait list contains approximately 700 children. The VPK budget will also be reduced with providers receiving \$2,383 per child for the school year program and \$2,087 for the summer program. Administrative costs have also been reduced from 4.5% to 4%.

VIII. Public Input

None.

IX. Adjournment

Ms. Goldstein requested a motion to adjourn the Program Committee; Ms. Wehnes so moved and Mr. McHugh seconded the motion. The meeting was adjourned at 9:36 a.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas,
Administrative Assistant