



PROGRAM COMMITTEE MEETING MINUTES
July 20, 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, Richard Forrester, Angela Porterfield

Committee Members Attending Via Phone: Dawn Haas

Committee Members Excused: None

Staff Present: Kim Borrego, Jim Farrelly, Jak Jakubauskas

Guests Present: None

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

Ms. Goldstein called the Program Committee to order at 8:37 a.m. Introductions were made.

Ms. Goldstein requested a motion to adopt the draft minutes from the June 8, 2011 meeting as written. Ms. Ellis so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

II. Discussion, Centers Below and Above Monitoring Standards

Ms. Borrego briefly explained the Corrective Action Plan (CAP) Report for the benefit of the new Committee members.

AH: Follow up was conducted and the minimum was not met. Again, AH currently has no children and Mr. Farrelly stated that this provider has been “unapproved” for nearly a year. He explained the regular procedure would be to request approval from the Committee to cancel the provider agreement. This would then be followed by an appeals process. Mr. Farrelly recommended that the Committee allow Ms. Borrego and himself to visit AH to discuss the possibility of not renewing her contract for FY 11-12. The Committee agreed to the visit which will be done over the next several weeks with a follow up report from Mr. Farrelly and Ms. Borrego.

LHCA: Ms. Borrego explained the history with this provider and explained that a meeting had occurred to discuss the future of the program and the new director had provided photos of the improvements that had been made. The follow up was performed and the center passed with an overall score of 85%.

SNS-L: Minimum requirement was met.

ABF: Minimum requirement was met.

LPC: Minimum requirement was met.

SS: Minimum requirement was met.

LP54: Minimum requirement was met. Ms. Borrego and the Curriculum specialist have reviewed their corporate curriculum to determine if it meets the standards to be added to the Coalition's other approved curriculums. She will send a link to the Committee requesting them to review the curriculum before it is presented at next month's Program Committee for approval.

WW: Minimum requirement was met.

LF: Minimum requirement was met.

CAL: Six (6) of the eight (8) classrooms met the minimum requirement on the follow up visit. Ms. Borrego stated that currently there is nothing in the monitoring procedure to address what happens if the CAP is not met after two (2) follow up visits.

LW: Minimum requirement was met.

FP: Minimum requirement was met.

FH-Z: CAP was received and approved; follow up will occur after July 18, 2011.

LP52: Minimum requirement met. This provider is under the same corporate umbrella as LP54 and their curriculum is currently being reviewed by Ms. Borrego.

CT: CAP was received and approved on June 16, 2011; follow up is due to occur shortly. This provider is under the same corporate umbrella as LP52 and LP54 in regards to having their curriculum approved.

LPP: CAP received and approved on June 20, 2011; follow up is due to occur after July 20, 2011.

TDFCCH: This home has five (5) School Readiness children and their CAP was received and approved on June 27, 2011; follow up is due after July 23, 2011.

JFAFCCH: This home has three (3) School Readiness children and their CAP was received and approved on July 8, 2011; follow up is due after August 8, 2011. Ms. Borrego stated the provider has no curriculum and there are two (2) additional areas of concern. The first is the pool steps to the above ground pool. Licensing has fined the provider twice for this infraction. Coalition staff also witnessed this infraction on June 27, 2011. Another concern is the dog food on the table where the children eat.

Mr. Farrelly stated he is deeply concerned about the pool issue. He explained this provider's Payment Agreement was set to be terminated last year, but an appeal was made to the Ad Hoc Committee and promises were made to obtain an approved curriculum, which still has not occurred.

When the follow up occurs on or immediately after August 8, 2011 and if the provider does not meet minimum requirements or does not show the implementation of a curriculum, Mr.

Farrelly requested the Committee's approval to act prior to the next Committee meeting and cancel the Payment Agreement.

Ms. Goldstein requested a motion to cancel the current Payment Agreement after the results of the follow up, on or after August 8, 2011, if the provider does not meet minimum requirements or is not utilizing a Coalition approved curriculum. Ms. Porterfield so moved and Mr. Forrester seconded the motion. All were in favor with no abstentions and the motion carried.

ECP: CAP received and approved on June 20, 2011; follow up is due shortly.

DP31: CAP received and approved on June 27, 2011; follow up is due after July 27, 2011.

SSLC: CAP received and approved on July 7, 2011; follow up will be due in August.

Ms. Borrego informed the Committee that in June a total of seven (7) providers had met or exceeded the minimum requirements on their assessments. Ms. Ellis inquired how often the providers repeatedly failed the assessment. A brief discussion followed on the process of cancelling Payment Agreements and the legalities with the State.

III. Review, Summary of Provider Assessment Scores

Ms. Borrego distributed two (2) charts that showed the provider assessment scores and percentages for FY 2009-10 and FY 2010-11 (attached).

IV. Review, School Readiness Provider Monitoring Assessment Tool Proposed Changes

Ms. Borrego distributed the (attached) proposed change in wording to the Program Management Section (Center) Tool and the Program Management Section (Family Child Care Home) Tool. Ms. Borrego informed the Committee that the changes were brought up by a Family Child Care Home provider at a recent School Readiness Provider Assessment Tool meeting. A brief discussion followed on accreditation and maintaining either state ratios or accrediting agency ratios.

Ms. Goldstein requested a motion to approve the proposed wording to the School Readiness Provider Assessment Tool. Ms. Porterfield so moved and Mr. Forrester seconded the motion. All were in favor with no abstentions and the motion carried.

V. New Curriculum Adoption

Ms. Borrego explained that she and the Curriculum Specialist have reviewed a provider's corporate curriculum. The Committee was briefed and explained that they would be sent a link to the websites to view the curriculum for additional information. These curricula will be brought back to the August Program Committee meeting.

VI. Revisions, By-Laws

Mr. Farrelly stated it is a requirement of this Committee to review any proposed changes to the By-Laws. There have been some slight changes due to a state mandate to change the By-Laws in regards to Board membership. The number of required Board members has changed and all Board members are now voting members. These changes have been highlighted as well as a new change proposed by the Executive Committee. This change is on page 9 and adds that the Chair may appoint volunteers to Committees.

Ms. Goldstein requested a motion to approve the revisions to the By-Laws. Ms. Ellis so moved and Ms. Porterfield seconded the motion. All were in favor with no abstentions and the motion carried.

VII. Next Meeting Date – August 17, 2011 at 8:30 a.m.

The next Program Committee meeting will be held on Wednesday, August 17, 2011 at 8:30 a.m.

VIII. Public Input

Ms. Borrego distributed flyers on the Coalition's upcoming events – the **Eat Smart for a Healthy Start** event which will be held at libraries in Brooksville, Hudson and Dade City beginning on August 2, 2011. This event is designed for providers, giving them a venue to promote and market their centers. The second event is the **4th Annual Early Learning Conference** scheduled for Saturday, November 12, 2011. Ms. Borrego requested that Committee members share the names of any potential presenters. A "Call for Proposals" will be sent out shortly.

Mr. Farrelly briefly explained Ms. Borrego's new job responsibilities as Program Manager and that Ms. Sharon Hayes, the new Quality Supervisor, would be assuming all duties related to Quality.

IX. Adjournment

Ms. Goldstein requested a motion to adjourn the Program Committee. Ms. Ellis so moved and Mr. Forrester seconded the motion. The Program Committee was adjourned at 10:10 a.m. with no further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant