



**PROGRAM COMMITTEE MEETING MINUTES**  
**August 17, 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, Dawn Haas, Angela Porterfield

**Committee Members Attending Via Phone:** None

**Committee Members Excused:** None

**Staff Present:** Kim Borrego, Jim Farrelly, Linda Fay, Jak Jakubauskas

**Guests Present:** None

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

Ms. Goldstein called the Program Committee to order at 8:30 a.m. Introductions were made.

Ms. Goldstein requested a motion to adopt the draft minutes from the July 20, 2011 meeting as written. Ms. Porterfield 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**

AH: Ms. Borrego explained that she and Mr. Farrelly were to have a personal conversation with this provider, but before that happened, the provider contacted Ms. Borrego and stated she would not be renewing her SR contract for FY 2011-12.

LHCA: Minimum requirement was met on follow up.

CAL: CAP was received; follow up due after August 24, 2011.

FH-Z: Minimum requirement was met on follow up.

CT: Minimum requirement was met on follow up.

LPP: Minimum requirement was met on follow up.

TDFCCH: Minimum requirement was met on follow up.

JFAFCCH: Ms. Borrego explained this provider requested a 2-week extension to purchase necessary items. The follow up will be due on August 23, 2011.

Mr. Farrelly stated that when the follow up is done on or after August 23, 2011 and, if the minimum is not met, the contract will be terminated as per the instructions approved by the Committee at the July 13, 2011 Program meeting.

ECP: Minimum requirement was met on follow up.

DP31: Minimum requirement was met on follow up.

SSLC: Follow up is due at any time.

Ms. Borrego informed the Committee that a new provider had been assessed and had scored an 87%.

Ms. Goldstein inquired if any new assessments for FY 2011-12 have been conducted. Ms. Borrego informed her that one has been scheduled for this week. The Committee was informed that over the last few weeks, the Provider Specialists have been reviewing the FY 2011-12 School Readiness Applications from providers. The deadline was August 12, 2011 and twenty-one (21) contract applications were still outstanding, approximately 10% of the Coalition's providers. Mr. Farrelly explained that providers began to be informed about the new applications three (3) months ago via ongoing email announcements and during the recent provider meetings.

Ms. Ellis inquired how many of the twenty-one (21) providers were high scoring providers. Ms. Borrego will review their assessments.

### **III. Review/Approval New Curriculum Adoption**

Ms. Borrego explained that La Petite and ChildTime were requesting that their two (2) corporate curricula be added to the Coalition's approved list. An email link to the two (2) curricula had been sent to the Committee members for their review. Ms. Porterfield inquired if the curriculum was based on current standards. Ms. Borrego informed her that would be determined during an assessment and any lacking areas would be indicated. The Coalition's current Curriculum Specialist is not trained on this corporate curriculum and if there are issues with the center's staff not utilizing it appropriately, the Coalition would recommend that the corporate's curriculum specialist be requested to train center staff. Ms. Borrego and Ms. LaCava have reviewed the curriculum and feel it is appropriate.

Ms. Goldstein requested a motion to approve the corporate curriculum. Ms. Ellis so moved and Ms. Haas seconded the motion. All were in favor with no abstentions and the motion carried.

Ms. Porterfield inquired if the curriculum does not seem to work, will it come back for a vote to remove it from the approved list. Mr. Farrelly replied that would not be the case, because it would not be the curriculum at issue, but staff implementation and additional trainings would be made available.

At this time, Mr. Farrelly briefly discussed the potential collaboration between this Coalition and the Coalition of the Nature Coast (ELCNC). At a meeting earlier this week, the chairs from both Coalitions directed Mr. Farrelly to enact the merger by January 1, 2012 as it is imperative for ELCNC to merge.

Ms. Porterfield inquired why ELCNC has to merge and Mr. Farrelly replied they currently are serving less than 2,000 children and do not have enough funds to continue operating with their current staff.

Mr. Farrelly explained that he and Ms. Bosanko have been working on proposed organizational charts and will be inputting dollar amounts to determine what it will cost to operate a merged coalition. The Board Chairs and the Executive Directors will meet again on August 29, 2011 and the Executive Committee will meet on September 1, 2011 to discuss the merger. Additional details will be reported to the full Board at the September 22, 2011 meeting.

**IV. Next Meeting Date – September 14, 2011 at 8:30 a.m.**

The next Program Committee meeting will be held on Wednesday, September 14, 2011 at 8:30 a.m.

**V. Public Input**

Mr. Farrelly introduced Ms. Fay, the Coalition's new Receptionist, to the Committee.

**VI. Adjournment**

The Program Committee was adjourned at 9:00 a.m. without further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,  
Administrative Assistant