



PROGRAM COMMITTEE MEETING MINUTES
November 9, 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 Harvey, Angela Porterfield

Committee Members Attending Via Phone: None

Committee Members Excused: None

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

Guests Present: None

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

Ms. Goldstein called the Program Committee to order at 8:40 a.m.

Ms. Goldstein requested a motion to adopt the draft minutes from the October 19, 2011 meeting as written. Ms. Ellis so moved and Ms. Harvey seconded the motion. All were in favor with no abstentions and the motion carried.

II. Discussion, Centers Below and Above Monitoring Standards

Ms. Borrego reviewed the following centers:

KRP: Follow up was conducted and minimum requirements were met.

TH: Follow up is due after November 7, 2011.

FPH: Follow up is due after November 7, 2011.

SA: Follow up was conducted and minimum requirements were met.

LCA: The provider is appealing their assessment and after a conversation with the director, the Coalition will provide one-on-one training for all staff. At this time, a CAP is not being prepared by the provider because a complaint was issued on the assessment and the assessor. A retraining and reevaluation were negotiated, to be followed by another assessment.

AFCCH: Follow up is due after November 23, 2011.

EDCC: Minimum was not met; CAP is due on by November 10, 2011.

KKCP: Minimum was not met; CAP is due on November 9, 2011.

Ms. Borrego informed the Committee that another thirteen (13) providers were assessed and scored 85% or above. Ms. Borrego explained the small CAP list was due to assessments just beginning for this year. Additionally, all providers who have been under a CAP have passed their second assessment.

III. Discussion, “Vision Report” Recommendation

Ms. Borrego distributed the attached PowerPoint slides for the new Provider Orientation program and the Statement of Impact. She explained the Orientation will give providers a history of the Coalition with minimal cost by utilizing existing staff. A discussion followed on making the Orientation mandatory for newly contracted providers as well as inviting current providers to attend. Ms. Ellis recommended making it mandatory for centers that are struggling or under a CAP. Ms. Goldstein suggested that the entire staff of the struggling center be required to do a 2-hour Orientation training. However, as a requirement, Mr. Farrelly stated it would have to be added to contract as well as the Coalition’s current policies and procedures with final approval from OEL.

Ms. Ellis motioned to move forward with the Provider Orientation program and Ms. Harvey seconded the motion. All were in favor with no abstentions and the motion carried. This item will now be placed on the Executive Committee’s December meeting agenda.

IV. Recommendations, Ideas for VPK Outreach & Awareness

Ms. Borrego explained this is a follow up to last month’s suggestions to continue with newspaper inserts and postcards while obtaining pricing information for cinema and billboard advertising. To have the cinema advertising run on approximately 44 theatre screens would cost approximately \$16,000. The Committee agreed not to consider cinema advertising. Billboard pricing is still being researched and information will be made available at the next meeting. The postcard will be recreated, highlighting 4-year olds and a sample will be brought to the December meeting.

V. Amended, Plan Amendments

Ms. Kier explained to the Committee these changes are a result of the observations from the Coalition’s May accountability review.

The first is **2.5.1. Collaboration and Coordination of Services with Other Entities**. Ms. Kier explained this section of the plan was amended to more accurately reflect current collaborative efforts with other entities within Pasco/Hernando. It was originally written in 2006. Ms. Goldstein requested a motion to approve Plan Amendment 2.5.1. Ms. Porterfield so moved and Ms. Ellis seconded the motion. All were in favor with no abstentions and the motion carried.

3.4.1 Parent Involvement and Skill Building. Ms. Kier explained this amendment is being updated to reflect current activities regarding parent involvement and skill building. The Coalition’s Mobile Outreach Vans are being added as well as the Focus Magazine sent to providers. Ms. Borrego requested Ms. Kier change “Focus” to “Spotlight.” Ms. Goldstein requested a motion to approve Plan Amendment 3.4.1. Ms. Ellis so moved with the noted corrections and Ms. Harvey seconded the motion. All were in favor with no abstentions and the motion carried.

3.4.2. Family Literacy Opportunities. Ms. Kier explained this amendment is being updated to more accurately reflect the Coalition’s family literacy activities and to ensure we have measurable outcomes. The measurable outcomes will reflect that 1,500 age appropriate books are distributed to children annually as well as our participation in a minimum of ten (10) community events per year. Ms. Goldstein requested a motion to approve Plan Amendment 3.4.2. Ms. Porterfield so moved and Ms. Harvey seconded the motion. All were in favor with no abstentions and the motion carried.

3.5.1. Family Support Services. Ms. Kier explained this amendment was prepared to remove all references to “Central Agency” and to more accurately reflect the services we are currently providing. Clients seeking referrals are contacted within 24 hours. A minimum of 25% of community referrals will be utilized by families receiving them. CCR&R staff will begin tracking this information. Ms. Goldstein requested a motion to approve Plan Amendment 3.5.1. Ms. Ellis so moved and Ms. Harvey seconded the motion. All were in favor with no abstentions and the motion carried.

3.6.1. Unique Population Groups. Ms. Kier explained this amendment is to update our current activities regarding working with unique populations (special needs, teen parents, non-English speaking, etc.) and that many items no longer or have never applied. Under Current Situation, Ms. Ellis suggested specifying the county and its referring agency. Ms. Goldstein requested a motion to approve Plan Amendment 3.6.1. with the noted change. Ms. Harvey so moved and Ms. Ellis seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Amended, School Readiness Program Operating Procedures

Ms. Kier explained the amendments consisted of changing “Payment Agreement” to “Contract” and changing all references from AWI to Florida’s Office of Early Learning. Additionally, service priorities were more clearly defined. Currently, for a two (2) parent household, both parents must be working. The new definition of care includes working and school activities. School activities will now be an allowable category for parents who are going to school full or part-time. Ms. Kier also explained that a last minute deletion had taken place on page 4 and referred to School Readiness providers that offer transportation must carry and provide proof of insurance. This is being deleted because it is covered under DCF licensing and is a duplication of service. Additionally, pages 43-45 include new wording required by our grant agreement which states in the case of disenrollment, the Coalition must provide a 30 day written notice to parents if their child is being disenrolled.

Ms. Borrego inquired if proprietary corporate curriculums should be added to the Coalition's approved curriculum list. The Committee agreed to add, "The following corporate curriculums are approved..." and list them accordingly. Ms. Goldstein requested a motion to approve the School Readiness Program Operating Procedures with the changes noted. Ms. Ellis so moved and Ms. Harvey seconded the motion. All were in favor with no abstentions and the motion carried.

VII. Amended, Disenrollment Policy and Procedure

Ms. Kier explained the policy is a standalone and now carries the exact wording reflected in the School Readiness Program Operating Procedures. Ms. Goldstein requested a motion to approve the Disenrollment Policy and Procedure. Ms. Porterfield so moved and Ms. Harvey seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. Conference Update

Ms. Borrego informed the Committee that 650 attendees are expected and 37 exhibitors will be present. Mr. Farrelly stated that the conference numbers are not about volume but about quality.

IX. Public Input

Ms. Ellis inquired about the merger and Mr. Farrelly informed her it was currently a dead issue. Mr. Farrelly distributed new brochures on the Coalition's Foundation to the Committee members. Ms. Ellis suggested leaving the brochures with CPA's and that retired educators may be interested in the Foundation.

X. Next Meeting Date – December 14, 2011 at 8:30 a.m.

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

XI. Adjournment

The Program Committee was adjourned at 9:45 a.m. without further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant